



**WAITSBURG CITY COUNCIL
REGULAR MEETING**

December 18, 2024

7:00 P.M.

Waitsburg City Hall – 106 Main Street

Zoom: <https://us06web.zoom.us/j/9667145189>

Meeting ID: 966 714 5189

AGENDA

- | | | |
|--|------------|--------|
| I. Meeting Call to Order | Mayor | |
| a. Pledge of Allegiance | | |
| II. Roll Call | City Clerk | |
| a. Agenda Approval | Discussion | Action |
| III. Approval of Minutes | | |
| a. November 20, 2024 | Discussion | Action |
| IV. Public Comment | | |
| V. New Business | | |
| a. Public Hearing – 2025 Final Budget | Discussion | |
| b. Ordinance 2024 - 1093 | | |
| 2025 City Budget | Discussion | Action |
| c. Mini Excavator Purchase Agreement | Discussion | Action |
| d. Engineering Services Agreement | Discussion | Action |
| e. Washington State Grant Agreement | | |
| Comprehensive Plan Update | Discussion | Action |
| f. Resolution 2024-784 | | |
| Limited English Proficiency Guidelines | Discussion | Action |
| g. ADA Restroom Trailer | Discussion | Action |
| h. Engineering Services Agrmnt Amendment | Discussion | Action |
| i. Application for payment #1 | | |
| Harmon St. Sidewalk | Discussion | Action |
| VI. Unfinished Business | | |
| a. Insurance Premium Finance Quote | Discussion | Action |
| VII. Mayor's Report | | |
| VIII. Council Reports | | |
| IX. City Clerk Report | | |
| X. Approval of Bills | | |
| XI. Adjournment of Meeting | | |

Memo

To: Mayor and City Council
From: City Administrator – Randy Hinchliffe
Date: 12/13/2024
Re: Agenda Items

Mayor and City Council Members:

Here is the agenda item summary for the December Regular Meeting

New Business

- a. Public Hearing – 2025 City Budget. Final public hearing related to the 2025 City Budget.
- b. Ordinance 1093. 2025 City Budget Adoption
- c. Mini Excavator Purchase agreement. Swap out of excavators to get a slightly bigger one with a longer arm. Lease term is for 3 years with an option to buy it out at the end of the lease. Saves a couple thousand dollars over the cost of the current lease.
- d. Engineering services agreement. Agreement with JUB to help the City complete is Comprehensive Plan Update next year.
- e. Department of Commerce Grant agreement. Grant agreement to cover the cost of the Comp Plan update.
- f. Resolution 784. Resolution adopting EPA guidelines associated with Limited Proficiency to stratify some the EPA Grant Criteria.
- g. ADA Restroom Trailer. Purchase option of the ADA restroom trailer for the Fairgrounds.
- h. Engineering service agreement amendment. Amendment to our agreement with Anderson Perry related to the Harmon St Sidewalk Project to cover the Construction Administration portion of the project.
- i. Application for Payment #1. Payment Request for the sidewalk installation on Harmon St. Will be one small one next month to close out the project.

Unfinished Business

- a. Insurance Premium Finance Quote. See enclosed Memo.

Let me know if you have any questions prior to the meeting.

Randy Hinchliffe
City Administrator

Waitsburg City Council Meeting – November 19, 2024

Mayor Dunn called the meeting to order at 7:00 p.m.

Roll Call

City Clerk Randy Hinchliffe called the roll. The following were present:

Mayor: Marty Dunn

Council Members: Jim Romine, Kevin House, Court Ruppenthal, Jillian Henze and Jennifer Bishop.

Others: on file at City Hall

Agenda Approval

With no changes to the agenda, agenda was approved and passed unanimously.

Approval of Minutes – September 18, 2024 Regular Meeting

With no corrections, minutes were approved and passed unanimously.

Approval of Minutes – September 30, 2024 Special Meeting

With no corrections, minutes were approved and passed unanimously

Public Comment

Joy Smith commented on the upkeep of the City compared to other small cities she visits.

New Business

a. Public Hearing

Public hearing covering 2025 City Property Taxes. City Staff gave an overview of the tax calculation, changes in Assessed Valuation and estimated levy per \$1000 assessed valuation for 2025. No public comment received. Mayor Dunn closed the hearing at 7:08

b. Resolution 783

Resolution adopting tax levy for 2025. With no more discussion. Council Member Romine moved to approve with Council member Ruppenthal seconding. Motion to approve was approved and passed unanimously.

c. Public Hearing – 2025 City Budget

City Staff presented the 2025 City Budget as a part of the first of two public hearings on the matter. City Staff took questions from the Council before Mayor Dunn opened the public hearing to the public, with no comments submitted, Mayor Dunn closed the hearing at 7:25 pm.

d. Ordinance 1092

Ordinance amending the 2024 to account for some unanticipated revenues received by the City. With no discussion, Council member Romine moved to approve with Council member House seconding. Motion to approve the amendment was approved and passed unanimously.

e. Fairgrounds Restrooms/Inner Rail

City Staff provided some background information and briefed the public in attendance regarding demolition of the restroom facility at the fairgrounds. City Council heard from a few members of the public, Park and Recreation District representatives. Mayor Dunn closed the discussion of the

restrooms by telling those in attendance that he gave staff the go-ahead to proceed with the demolition work.

City Staff and Council members discussed the inner rail and the removal estimates received by the City. City staff recommended removing the inner rail to save maintenance time and costs for public works employees. With no more discussion, Council member Romine moved to proceed with removal of the inner rail with Council member House seconding. Motion to remove the inner rail was approved and passed unanimously.

f. Legal services agreement

Updated agreement with Hawkins Law relating to the City's legal services agreement. With no more discussion, Council member Henze moved to approve with Council member Ruppenthal seconding. Motion to approve was approved and passed unanimously.

g. Insurance Premium Finance Quote

Discussion item related to the possibility of the City financing its 2025 City Insurance premium in order to keep some fund available in the first quarter to cover some potential expenses.

Discussion only, no action taken

h. Flood Response Plan Review

Annual review of the City Flood Response Plan. Discussion only, no action taken.

Unfinished Business

a. Ordinance 1091

Ordinance establishing regulations governing short-term rentals. Discussion revolved around changes to the ordinance from the referral to the Planning Commission. With no more discussion, Council member House moved to approve with Council member Romine seconding. Motion to approve the agreement was approved and passed unanimously.

Mayor's Report

Mayor Dunn offered his condolences to the Baker Family.

Council Reports

Council Member Bishop reported on Library story walk and historical display.

Council Member Henze reported on Planning Commission activities, upcoming pool fund raising event, hometown Christmas Parade and the testing of the Flood siren.

Council Member Ruppenthal informed the Council about the Everbridge response to the flood siren test.

City Clerk Report

City Clerk Randy Hinchliffe reported on a variety of day-to-day operational items.

Approval of Bills

With no questions related to the City's obligations, Council Member Henze moved to approve with Council Ruppenthal seconding. Motion to approve the bills was approved and passed unanimously.

October Payroll Clearing (Warrants 28082 - 28091)	\$23,767.91
-Includes direct deposit run on 10/29/2024 for \$10,417.33	
November Payroll Clearing (Warrants 28092 - 28102)	\$24,783.77
-Includes direct deposit run on 11/13/2024 for \$10,783.77	
November Claims Clearing Vouchers (Warrants 28103 – 28131)	<u>\$153,197.95</u>
Total	\$201,749.63

Executive Session

City Council went into executive session under RCW 42.30.110 1 (i) for approximately 15 minutes. Mayor Dunn closed reconvened the regular meeting at 9:07pm.

Adjournment of Meeting

There being no further business, the meeting was adjourned at 9:08 p.m.

Approved: 12/20/2024 Attest:

Mayor

City Clerk

City of Waitsburg 2024



Final Budget

“One of a Kind”

CITY OF WAITSBURG'S VISION FOR THE FUTURE

A Vital All-American Small Town

We want Waitsburg to continue to be a friendly small town where you know and care about your neighbors. Hometown values and quality schools should always contribute to the feeling that Waitsburg is a great place to raise a family. As our future unfolds, Waitsburg should continue to be a safe community. We seek controlled, slow growth that will enhance the vitality of our community, but not threaten those aspects of the community we treasure. We seek new jobs and income sources for our residents that will fit our clean, non-polluted community. We are proud of our unique charter system of government and are determined to maintain it in the future.

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Mayor's Transmittal—2025 City Budget Proposal

2024 was unique in many ways. Among a variety of things, the City was recognized for its work improving its sewer infrastructure, it implemented a plan to update its outdated fire hydrant system, expanded recreational opportunities in Preston Park, continued its street maintenance program, closed a large gap in its sidewalk network and was awarded grant dollars for future infrastructure improvements.

After years of neglect, the City Council made the tough decision to demolish the grandstands and other structures at the fairgrounds to help revitalize the facility. This work will be aided by grant funds that will replace the outdated bathrooms and the grassing in of the track and grandstands area to provide a larger more usable outdoor space.

Having seen more than one sale fall through since the City moved to its new location, old City Hall looks to finally be sold with the new owners planning to add some much-needed housing to the City's inventory, which has seen an above average number of new homes get permitted in 2024, allowing the City's population to grow modestly.

Lastly, through a variety of partnerships, the City was able secure some much needed public works equipment, help shape countywide planning policies, continue its flood mitigation efforts while continuing to plan for the years to come.

As with every year, the 2025 budget is designed to achieve a fundamental goal: to provide the level of service the community expects while operating in a fiscally responsible manner; balancing revenues generated against controlled expenditures.

Thank you.

Marty Dunn

Mayor, City of Waitsburg

City and other Local Officials

Mayor

Marty Dunn

Council Members

Jillian Henze

Kevin House

Jennifer Bishop

Jim Romine

Court Ruppenthal

Management Team

City Administrator/Clerk/Treasurer

Randy Hinchliffe

Public Works Director

Jim Lynch

Walla Walla County Sheriff

Mark Crider

City Support Staff

Administrative Assistant

Kelly Steinhoff

Maintenance Crew

Lisa Norris

Kyle Gradwohl

Tyler Stevenson

Jeremy Elsey

City Attorney

Jared Hawkins

Library Staff

Sarah Roberts

Erin Elsey

Cheri Tyler

Municipal Court Services

Walla Walla County

City Health Official

Walla Walla County Health
Department

Building Official

Columbia County
Planning Department

Legislative District: 16

Senator: Perry Dozier

Representatives: Skyler Rude & Mike
Klicker

Congressional District: 5

Senators: Patty Murray &
Maria Cantwell

Representative: Cathy McMorris
Rogers

Walla Walla County Commissioner

District 2

Todd Kimball

Port Of Walla Walla Commissioner

District 2

Amy Schwab

BUDGET MESSAGE

Budgeting is the Art of Accomplishing the Goals and Priorities of the City Using the Limited Revenue Available to the City.

Budgeting is an essential element of the financial planning, control and evaluation processes of government. The process involves establishing goals and priorities and determining the types and levels of services to be provided. Then a forecast of the revenues that will be available to the City in the future is made. That anticipated revenue must be allocated among various departments, programs, or functions in the most effective way to accomplish the goals and provide the services that were identified during the planning process. In recent years, it has been quite common that the revenues available are not adequate to accomplish all of the City's goals and projects.

Currently the City of Waitsburg provides the following services and facilities:

- Law Enforcement
- Municipal Water & Sewer System
- Street and Road Maintenance
- Library
- Fairgrounds
- Animal Control
- Flood Mitigation
- Building Inspection
- Emergency Preparedness
- Stormwater Drainage Systems
- Cardboard Recycling
- Pedestrian Mobility Enhancements
- Parks
- Cemeteries and Cemetery Services
- Economic/Community Development
- Planning and Zoning

Other projects and tasks that would benefit the City and should be continued to be considered or initiated during the 2025 fiscal year (not listed by priority):

- Continue small-diameter water/sewer main upgrade/replacement program
 - Includes replacement of low-flow or outdated fire hydrants
- Implement a water reservoir dechlorination project
- Investigate potential water and sewer system upgrades
- Infrastructure improvements along City's levee and dike systems
- Citywide sidewalk improvements
- Expand recreation opportunities in Preston Park
- Work with Waitsburg Park and Recreation District to investigate new uses for the City's pool facility as well as expanded uses of the Fairgrounds facility.
- Decide what option is best to address the health departments concerns about the pool

The City's Budget and Accounting Systems are Organized on a Fund Basis

As required by state law, the City of Waitsburg's accounting and budgeting systems are organized and operated on a fund basis. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities.

This is an important concept. It means that the City's budget is different from a household budget or even the budgets of most businesses. To put the fund concept in perspective, a fund to a local government is what a subsidiary corporation is to a business conglomerate. Like the subsidiary, the fund is independent. Each fund has its own purpose and is accounted for as a separate entity. Each fund must balance on its own. A shortfall in one fund cannot be offset by an excess in another fund.

The Budget Provides a Control Mechanism Throughout the Year

Financial control and evaluation procedures typically focus on ensuring that fixed expenditure limitations (appropriations) are not exceeded, and on comparing estimated and actual revenues and expenditures.

The budget authorizes and provides control of financial operations during the fiscal year. Upon adoption, the expenditure estimates, as modified by the Council, are enacted into law through the passage of an appropriations ordinance.



The appropriations constitute maximum expenditure authorizations during the fiscal year and cannot legally be exceeded until subsequently amended by the Council. Expenditures are monitored through the accounting system and City Finance Committee to ensure budgetary compliance.

Budgeting is Planning

While typically thought of as a financial activity done to satisfy state law, budgeting is the process of planning. Fiscal planning involves all elements of government and should be considered one of the most important functions for City officials.

The processes of budgeting will not only allocate fiscal resources to meet needs and provide services, but will also set a direction for the future. The elements of good planning include identifying community needs, City resources, the capability to meet community needs, and a plan to match such resources to the needs.

The two primary and most important functions of a City Council are (1) to set goals and policies for the City and (2) to adopt an annual budget for the City. Throughout the year, the City Council considers a variety of proposals and suggested goals and policies. What is important to remember is that there is a direct relation of the adopted goals and policies to the budget.

The primary functions of the City Council – budgeting and setting policy – are closely related. The priorities and policies set by the Council direct where the City’s money will go. The policies adopted by a City Council are empty unless they are funded through the budget, and the most important policies should receive the first funding. Likewise, the budget is not just numbers to be shifted and juggled. The real consequence of the budget is a street that is paved or remains full of potholes; a public concern, such as emergency preparedness, that is addressed or not; and public services that are antiquated or that are safe and efficient.

The Budget is Presented to Reveal the Planning that Underlies Budget Development

Traditionally, budgets have been presented as rows of numbers aligned in several columns across numerous pages. Many communities now believe that this traditional presentation is unrepresentative, and even misleading. Pages and pages of numbers tend to draw attention to the numbers themselves and away from the larger policies and goals of a community.

The budget document should show the link between those functions – a street repaired, a leaking water main fixed, emergency preparedness, parks and cemeteries maintained, law enforcement service provided, and a host of other services and facilities. The budget should show the goals and priorities of the Council. The most important policies should receive the first funding, and the budget document should show that.

In short, the budget document is the link to the other primary function of the City Council, which is establishing goals and policies for the City; the budget is not presented only as pages full of numbers, but as projects to be accomplished or to be shelved for the future.

What the Budget has Done: 2024 Accomplishments

- Maintained basic services for citizens – fire protection, water system, sewer system, park, cemetery, library, planning, building inspection, etc.
- Worked with Walla Walla County Sheriff’s Office for continued police coverage
- Provided for continuing education and certification of City staff and crew
- Provided flowers and hanging baskets along Main Street for beautification purposes
- Continued work on a Flood Mitigation Study with the Army Corp of Engineers
- Improved the recreational facilities in Preston Park
- Replaced several fire hydrants, installed additional sewer manholes and other vital infrastructure
- Purchased several new pieces of equipment for various Public Works activities.
- Expanded the Splash Pad to include a new water feature
- Completed over a mile of road surface treatments
- Installed over 1000 feet of new sidewalk
- Completed facility improvements at City Hall, Weller Public Library
- Completed an update to the City’s small water system master plan
- Removed several dangerous structures from the Fairgrounds facility
- Digitized the City’s cemetery records
- Provided funding to ongoing maintenance and operations for two USGS stream gauges
- Reimbursed local families for some of the expense using other local area pools
- Helped Waitsburg Park and Rec complete the Waitsburg Dog Park and other projects

What the Budget Can Do: 2025 Goals

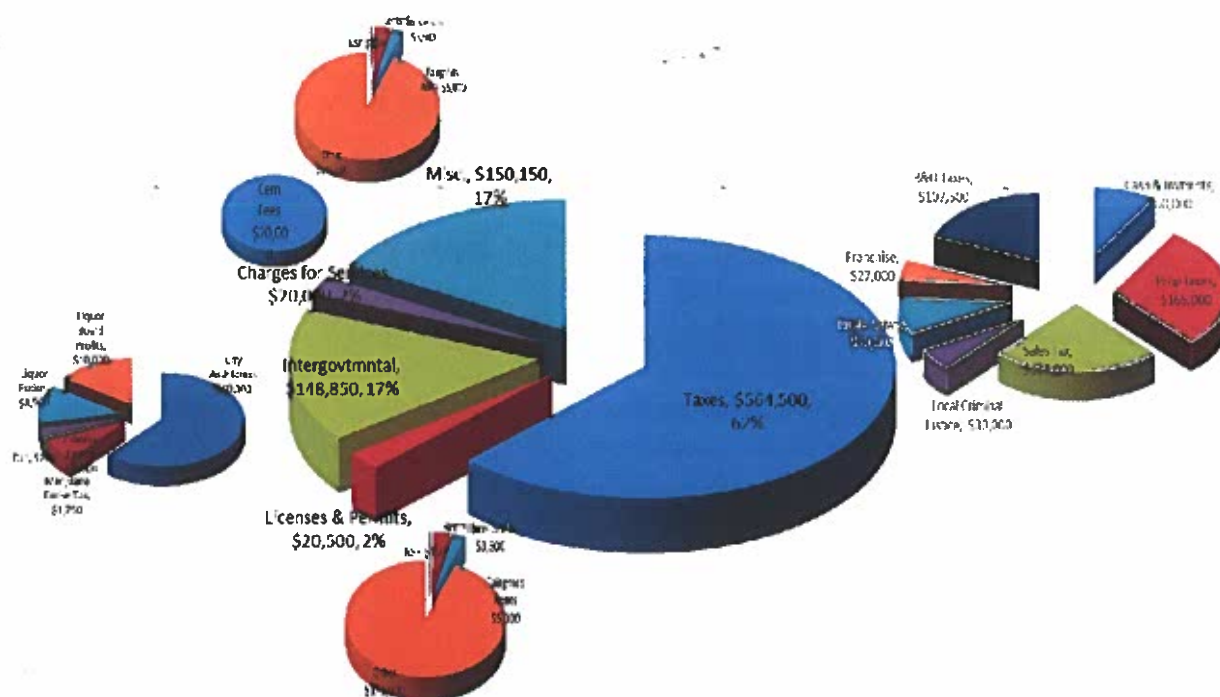
- Maintain basic services for citizens – law enforcement, water system, sewer system, park, cemetery, library, planning, building inspection, etc.
- Fund City debt obligations
- Provide for continuing education of City staff and crew
- Complete the work with the Army Corp of Engineers on a Flood Mitigation Study
- Begin engineering work for a future waterline replacement project
- Complete the Bolles Road Reconstruction design
- Replace some of the City's outdated fire hydrants
- Partner with Park and Recreation District on various events
- Install a water mainline stub under highway 124 for future upgrades to West St.
- Complete a periodic update to the City's comprehensive plan
- Replace the restroom structure at the fairgrounds with a portable ADA restroom trailer
- Clean and inspect the Water reservoir
- Purchase new street banners
- Fund a three-year audit of the City by the State Auditor's Office

City Funds:

CURRENT EXPENSE – This is Fund No. 001 in the Budget.

What is paid from this Fund: The Current Expense Fund is the most active fund. It is the general purpose fund. This fund provides money for several different functions within the City, including Mayor/Council; Administration; Police; Parks; Fairgrounds; Library and Cemeteries. The above chart shows the percentage and revenue types for the City's General Fund.

Summary of Revenue Sources for this Fund: (Reference Notes & Comments)



Notes & Comments

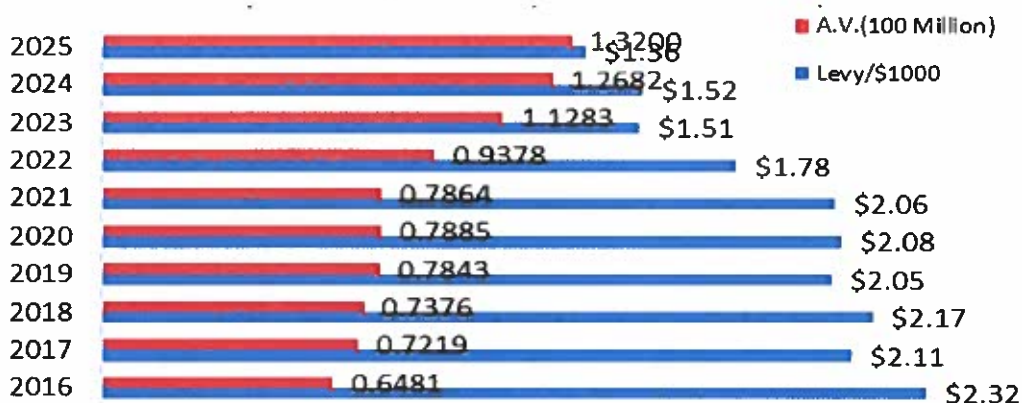
Beginning Net Cash & Investments – Each fund throughout the budget has an ending cash balance to be carried over to the next fiscal year. Beginning Net Cash and Investments is the anticipated amount that is expected to carry over from the current year. This balance should never be zero. At a minimum, sound fiscal management requires that there be at least an unreserved cash balance at the end of each year. The City established a policy of trying to keep no less than 10% in reserves to meet unanticipated expenses. This provides a cushion for the uncertainties of the budget process and for emergencies. Also, there are often unexpended funds that had been designed for a specific purpose but, for whatever reason, were not spent. Thus, the total carryover from one year to the next is a combination of unreserved cash plus the unexpended portion of various individual plans and projects. The City is hopeful the sale of old City Hall will close in the first part of 2025, allowing the City to recoup some of the money it had provided in prior years towards various general fund costs.

Real & Personal Property Taxes are a tax based on the assessed value of all property subject to taxation. Each year the Council sets a tax levy amount, which is determined by taking the City required tax levy and dividing that number by the assessed valuation of all real and personal property within the City's Taxing District; resulting in the corresponding tax levy per thousand dollars of assessed valuation as indicated by the following example:

2025 Tax Levy (\$180,000)/Total Assessed Value of the City's Taxing District (\$132,107,787) = Tax Levy per thousand dollars assessed valuation (\$1.36/\$1,000 a.v.).

The City is permitted by law to levy up to \$3.135 per \$1,000 of assessed valuation for general government services. For several years, the City's net effective tax rate has declined because the higher assessed valuation from growth and property appreciation has spread the tax over a broader base, resulting in a lower rate. For the 2025 tax year, the total assessed value has increased significantly over the prior year and will result in an anticipated decrease to the City's property tax rate for 2025, which is estimated at around \$1.36 (\$.16/1000 reduction from 2024) in property tax for every thousand dollars of assessed valuation.

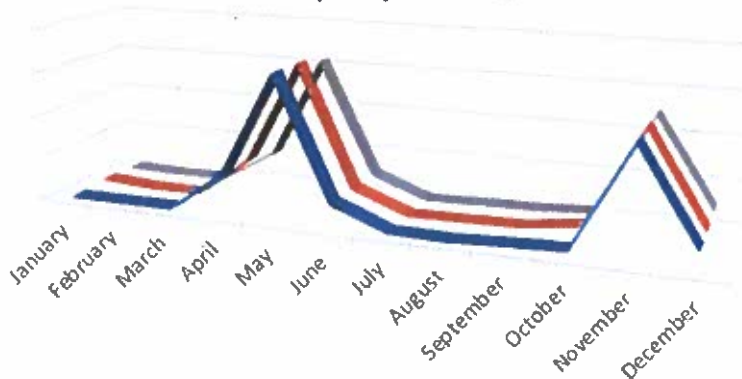
Tax Levy Decline vs. Assessed Valuation Increase



The Walla Walla County Treasurer acts as the City's agent to collect property taxes levied in the County for all taxing authorities. Taxes are due in two equal installments on April 30 and October 31. Collections are remitted to the City the month following collections by the County Treasurer to the appropriate taxing district by the County Treasurer.

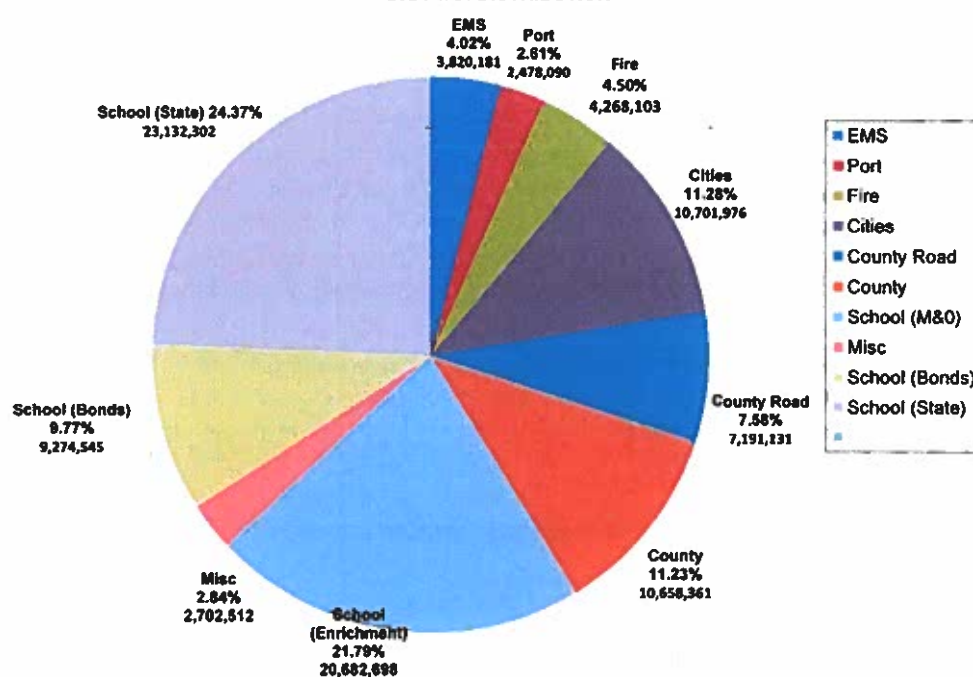
Property tax is the largest revenue source for cities in Washington State, comprising nearly 25% of all city revenue. This revenue supports critical city services, including transportation infrastructure and public safety. Compared to sales tax, which fluctuates with the economy, property tax is much more stable but typically is received in two large payments in May and November of each year.

Property Tax Collections



There is no percentage tax levy increase for 2025 with 84% of levy funds staying in the General Fund and 16% going to the City Street and Road Fund to help pay for the City's share of planned expenses for 2025. Total tax expected to be collected includes new construction assessments and changes in state assessed values along with any refund levy amounts. Though arrears vary each year, recent years have seen a decrease in the actual total amount of uncollected property tax amounts, indicating that the back log of arrears is declining. On average, arrears amount to somewhere between 2% and 4% of overall tax collection in any given year.

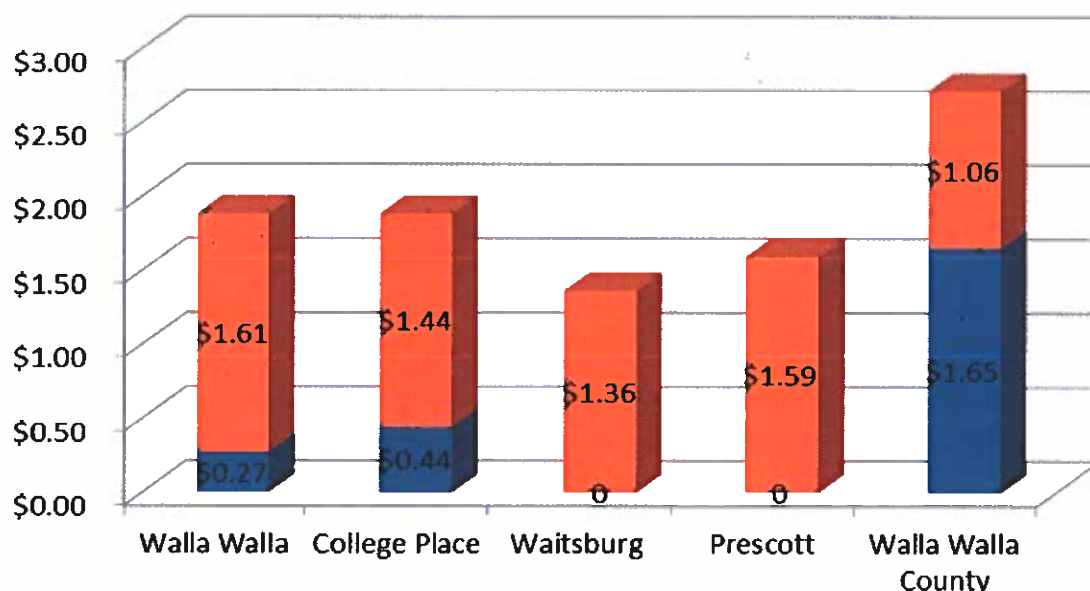
2024 TAX DISTRIBUTION



As the chart shows, property taxes are shared by multiple agencies with the bulk of all property taxes going toward support of local school districts; leaving Cities to collect roughly 11 percent of the total assessed property taxes.

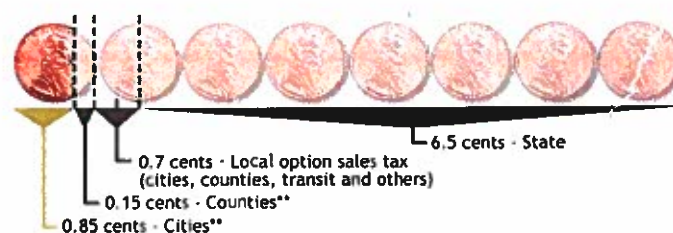
Since 2001, annual property tax increases have been capped at 1%, which prevents it from keeping pace with inflation and population growth. The 1% limit on annual increases has significantly strained many city budgets. Cities have the option of levy lid lifts and excess levies. However, both require voter approval, and neither permanently change the annual percentage increase allowed. In the first five years, cities lost an estimated \$500 million in property tax revenue, and those impacts are ongoing. The result is an erosion of critical city services, including investment in core infrastructure and public safety.

Based on 2024 property tax rates, comparing the surrounding Cities and Walla Walla County, the City of Waitsburg's low property tax levy provides the highest property value at the lowest property cost compared to its neighbors; indicating that Waitsburg Citizens potentially have a higher quality of life due to a lower cost of living in the City of Waitsburg.



Retail Sales & Use Tax is monies collected by the Department of Revenue from local retailers for sales & use taxes. As the following chart indicates, for every retail dollar spent, cities receive less than one cent (.85) of the sales tax. Counties receive even less (.15) with the majority of all sales taxes going to the State Washington. Projected revenue from all sales tax sources is estimated at \$215,000 for 2025 and is distributed to the City on a monthly basis. Sales tax payments per capita account for roughly \$165 per person per year in local tax dollars.

For every retail dollar spent, cities receive less than one cent of the sales tax (excluding local options)*.

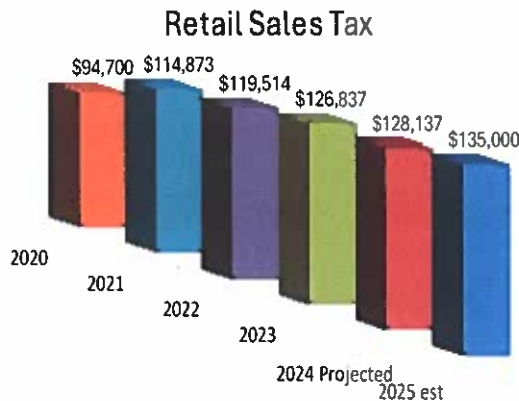


* Based on city sales tax average of 8.27%.

** For sales sourced to unincorporated areas, counties receive the full 1 cent.

Source: Department of Revenue, Tax Statistics

Cities and counties have been receiving increased sales tax revenues since January 2018 due to the Marketplace Fairness Act passed by the state legislature in 2017 and further updated in the most recent 2021 legislative session.



The Marketplace Fairness Act extended sales taxes to many Internet and remote sales that were not taxed previously. This legislation was further supported by the 2018 U.S. Supreme Court ruling in the case of *South Dakota v. Wayfair, Inc., et al*, which overturned the long-standing *Quill v. North Dakota* case and allows state and local governments to require out-of-state retailers to collect and remit sales tax on Internet sales where the seller has no physical presence in the state. For a City like Waitsburg, this has resulted in an increase of 8% on average in retail sales tax income over the last several years.

Business & Occupation Taxes are a utility charge on all telephone and electric businesses conducted within the City. The amount is 6% of gross income generated by the business within the City limits. This is a tax on the business, not the customer; however, the Washington Utilities and Transportation Commission does allow businesses to take into consideration taxes paid in establishing rates; meaning that whatever tax the city imposes on the business will most likely be passed onto the consumer.

Similar to B&O Taxes, the City will continue to impose a utility tax on its own utility for the purpose of providing funding for flood control improvements along with some fire hydrant replacements in and around the City with annual collections estimated at about \$100,000.

The State of Washington levies a real estate excise tax (REET) (1.28%) upon most sales of real property. The tax is calculated based on the full selling price, including the amount of any liens, mortgages, and other debts given to secure the purchase. The tax is due at the time of sale and is collected by the county when the documents of sale are presented for recording (WAC 458-61A-301). While most of this revenue goes to the state general fund, a portion is deposited into certain accounts that are distributed to local governments, including the public works assistance account (RCW 43.155.050) for loans and grants to local governments for public works projects and the city-county assistance account (RCW 43.08.290) for distribution to qualifying cities and counties.

In addition to the state real estate excise tax, cities and counties may impose local real estate excise taxes. The two main REET options for cities and counties are:

- **REET 1, or the “first quarter percent”** – a 0.25% REET which may be imposed by any city, town, or county primarily for capital projects and limited maintenance.
- **REET 2, or the “second quarter percent”** – an additional 0.25% REET which may be imposed by any city, town, or county fully planning under the Growth Management Act, to be used primarily for capital projects and limited maintenance;

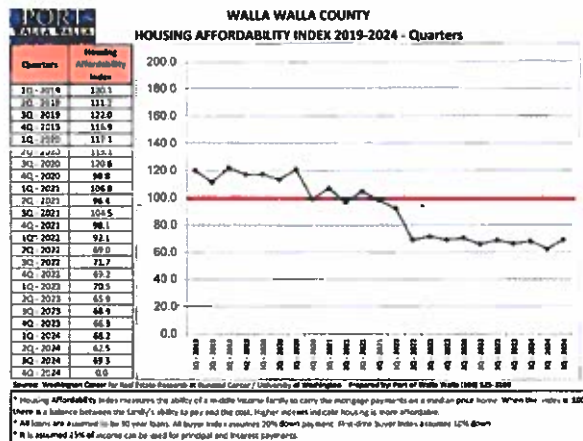
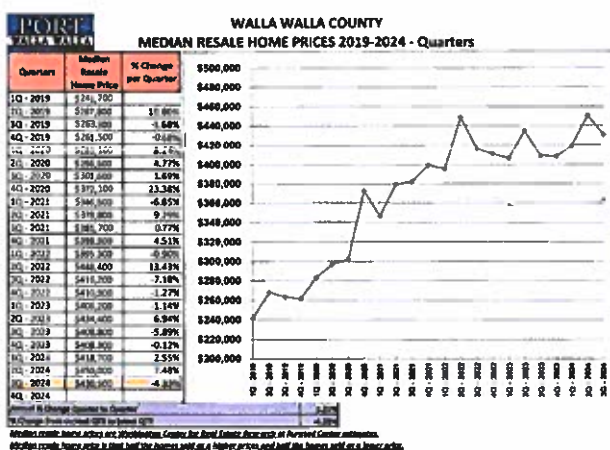
Beginning January 1, 2021, the state switched to a graduated tax scale based on the selling price of the property (RCW 82.45.060):

- 1.1% on the portion of the selling price that is \$500,000 and less;
- 1.28% on the portion of the selling price that is greater than \$500,000 and less than or equal to \$1.5 million;
- 2.75% on the portion of the selling price that is greater than \$1.5 million and less than or equal to \$3 million; and
- 3.0% on the portion of the selling price that is greater than \$3 million.

These selling price thresholds will be reviewed and adjusted every fourth year beginning July 1, 2022 based on the growth of the Consumer Price Index (CPI) for shelter or 5%, whichever is less, and rounded to the nearest \$1,000. If the CPI growth is negative, the thresholds will remain unchanged.

The Department of Revenue, through Engrossed Substitute Senate Bill 6050, changed the distribution of proceeds from the State Real Estate Excise Tax so that some of it goes to City-County Assistance and is distributed quarterly to all state and county governments. In prior years with historically low interest rates and very active real estate markets, the City's portion averaged close to \$50,000 per year with a high of almost \$68,000 in 2021. 2024 going into 2025, interest rates are starting to dip but are still relatively high compared to prior years along with home sales prices well above what is considered affordable in Walla Walla County, the City's projected share is estimated to be down almost half as much from prior years.

As the following charts show, the dramatic increase in home sales price County wide over the last three years have led to an affordability crisis where it requires a larger share of the household income to afford a home in Walla Walla County. The last time homes were considered affordable was toward the end of 2021 with average home sale price between \$380,000 to \$400,000.



Criminal Justice funding is used to assist local governments with funding to meet rising criminal justice needs. The grant funding is provided by the State's General Fund. The grant amount is established by state department of commerce and is distributed quarterly.

Public Safety Tax is money collected by the Department of Revenue from 3/10th of one percent increase in local sales tax and is included in the above amount.

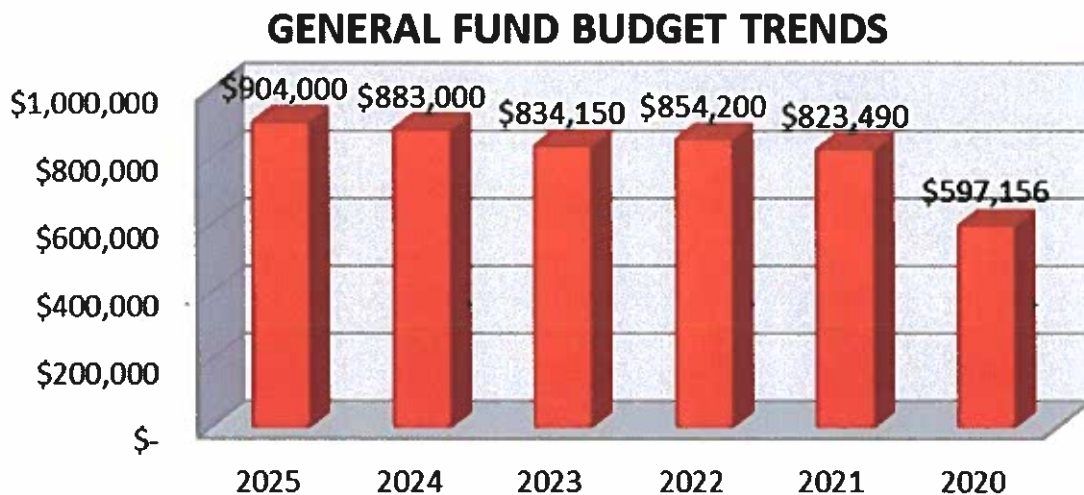
The City also imposes an additional 1/10th of one percent in local sales taxes for local criminal justice purposes and is included in the amount above.

Liquor Excise Taxes are a tax distributed per capita from a tax on liquor sales. By statute, 2% of the allocation is redistributed, as prescribed by law, to the County to be used on alcoholism treatment programs. The percentage distribution are estimated to be around 35% of revenues collected under RCW 82.08.150(1) and (2) will continue to be deposited in the liquor excise tax fund to be distributed to counties, cities and towns.

Liquor Board Profits are monies residing in the State Liquor Revolving Fund with 80% of the total distribution going to cities on the basis of population. Two percent (2%) of the City's allocation, by statute, is redistributed to the County to be used for alcoholism treatment programs. Due to privatization, an additional \$10 million per year is expected to be distributed to border areas, counties, cities and towns for the purpose of enhancing public safety programs.

Other general fund revenues include a variety of sources related to the fairgrounds facility and other property rents, investment interest, gifts and pledges, and other licenses and permits such as variances, fence permits, etc.

Due to a variety of reasons, the general fund budget has rebounded and stabilized from 2019 when the City outsourced its garbage collection billing to Basin Disposal and then in 2020 from pandemic revenue restrictions heavily impacted the City's general services. Increases in the City imposed utility tax for flood control and fire hydrant replacements has also contributed to increased budget levels.



Summary of Programs be financed by the General Fund in 2025:

<u>Programs</u>	
Contingency Reserve	\$ 50,000
General Governmental Services (Legislative/Executive)	\$391,475
Security (Law Enforcement/Animal Control)	\$ 95,000
Fairgrounds Facility	\$124,765
Park Facilities	\$ 71,963
Weller Public Library	\$ 66,780
City and Odd Fellows Cemeteries	<u>\$ 104,017</u>
Total Program Expenditures	\$904,000
Total Estimated Revenues	\$904,000
Total Estimated Expenditures	\$904,000
Balanced	

Notes & Comments

For 2025, the City plans to continue with its Flood Control Study work to improve its Dikes and Levees systems, start work on its periodic update to its Comprehensive Plan, complete a 3 year audit and do some facility wide improvements at the fairgrounds.



CEMETERY MAINTENANCE AND IMPROVEMENT – This is Fund No. 002 in the budget.

What is paid from this Fund: The Cemetery Maintenance and Improvements Fund was created to help provide funding for maintenance and improvement of the City cemeteries.

Revenue Sources for this Fund: (Reference Comments & Notes)

Beginning Net Cash & Investments	\$ 53,000
Miscellaneous Revenues	
Interfund Loan Repayment	\$ 50,000
Perpetual Care Contributions	\$ 500
<u>Total Revenues</u>	\$103,500

Comments & Notes

Transfers out to the General Fund are based the amount of perpetual care payments received by the City with \$2,000 being transferred to the General Fund to help offset general maintenance and operational costs associated with maintaining two cemeteries.

Proposed programs to be financed by the Cemetery Maintenance and Improvement Fund in 2025:

Reserved Fund Balance	\$101,500
Transfer out to General Fund	\$ 2,000
<u>Total Expenditures</u>	\$103,500
Total Estimated Revenues	\$103,500
Total Estimated Expenditures	\$103,500
<u>Balanced</u>	



LIBRARY MAINTENANCE AND IMPROVEMENT – This is Fund No. 003 in the budget.

What is paid from this Fund: The Library Maintenance and Improvements Fund was created to help provide funding for the purpose of providing maintenance and improvement of the Weller Public Library, including the purchase of new equipment, books and other items as they may be needed from time to time by said library.

Revenue Sources for this Fund: (Reference Comments & Notes)

Beginning Net Cash & Investments	\$277
<u>Total Revenues</u>	\$277

Comments & Notes

Funds are under the direction of the Library Board of Trustees who maintain responsibility for approval any use of Library M&I Funds.

Proposed programs to be financed by the Library Maintenance & Improvement Fund in 2025:

Reserved Fund Balance	\$277
<u>Total Expenditures</u>	\$277
Total Estimated Revenues	\$277
Total Estimated Expenditures	\$277
<u>Balanced</u>	



CITY STREET AND ROAD – This is Fund No. 102 in the Budget.

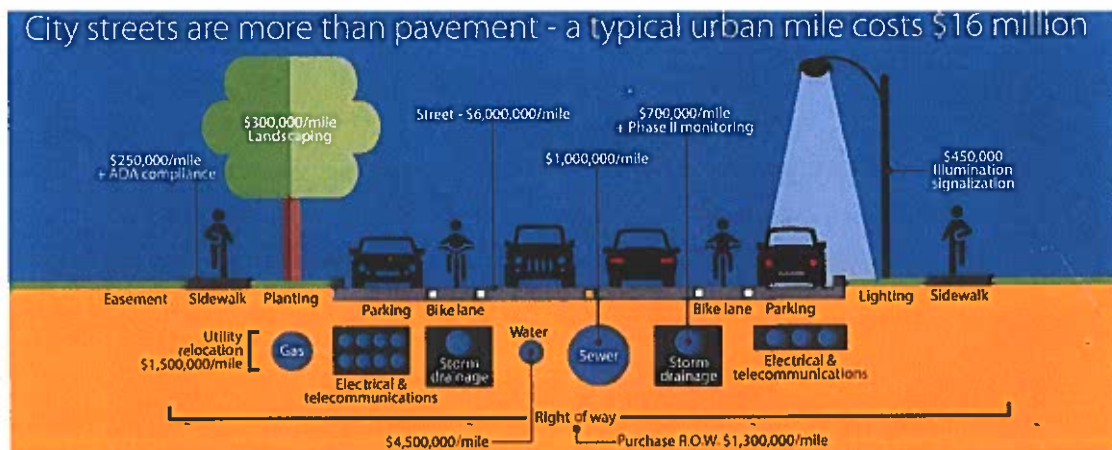
What is paid from this Fund: The City Street and Road Fund is used for maintenance and repairs of all City streets and arterials located within the City Limits. It also pays for street lighting costs; which has decreased in recent years due to the installation of LED Streetlight throughout the City.

Revenue Sources for this Fund: (Reference Notes & Comments)

Taxes	\$125,000
Intergovernmental Revenue	\$317,500
Total Revenues	\$442,500

Notes and Comments

Cities mainly rely on unrestricted local funding sources to fund their transportation needs, primarily property tax, sales and use tax, and business and occupation taxes (including utility taxes). Nearly 80% of city transportation funding comes from local sources, of which 86% are unrestricted and compete with other local governments needs with only 14% of local transportation funding coming from the state. The state gas tax is a significant source of state shared revenue with a relatively small amount provided to cities for local projects; out of the 49.4 cents per gallon tax, only 12 cents or 24% goes to cities and counties.



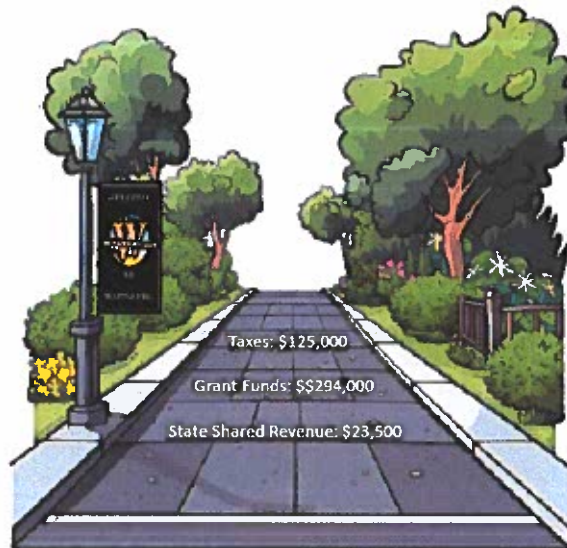
Real and Personal Property Taxes for this fund are established in the same manner as the Current Expense Fund. Twelve Percent (16%) of the City Property Tax Levy is anticipated to be deposited into this fund to help pay for Street related expenses in 2025. The City collects a utility tax from the Pacific Power Corporation. See comments in prior section regarding utility B&O taxes.

Motor Vehicle Fuel Taxes are taxes on motor vehicle fuels from the prior month's collection that are to be used for the construction, improvement, and repair of streets and roads. The monthly distribution is based on population ratio.

In 2012, the City Council established a Transportation Benefit District. This taxing option is limited to 10 years, with the ability to place the same sales tax option back before the voters for an additional 10-year period. In 2022, the City filed a resolution with Walla Walla County for the reauthorization of the sales tax for another 10 years; which was approved by the local residents and includes an additional 1/10th of one percent sales tax for transportation improvement purposes; effectively doubling the amount it gets from this source. For 2025 this tax increase is expected to provide roughly \$30,000 per year for street maintenance activities and is mainly used to help support the City sidewalk repair and replacement program along with other basic street maintenance expenses.

The City also receives other state funding in the form of multi-modal funds that are used to help develop alternative routes for non-vehicular forms of traffic as well as state/federal grants on a regular basis.

In 2023, the City was awarded a Surface Transportation Block Grant in the amount of \$227,000 to be used towards the installation of new sidewalk along Harmon, E 2nd, E Camp and Garden Streets where it does not currently exist; which was finally completed in late 2024.



Summary of Programs and Continuing Governmental Obligations to be financed by the City Street & Road Fund in 2025:

<u>Programs</u>	
Contingency Reserve	\$ 10,000
Street Lighting	\$ 15,000
Debt Service	\$ 24,157
Street Maintenance & Operations	\$393,343
	\$442,500
<hr/>	
Total Estimated Revenues	\$442,500
Total Estimated Expenditures	\$442,500
Balanced	

Notes and Comments

The City of Waitsburg actively maintains its City street system through a series of crack and chip sealing, hot and cold patches, road reconstruction, gravel conversions and overlays. With roughly 12 miles of roads throughout Waitsburg, the City, contingent on yearly funding, budgets to do one or more of the above maintenance types on at least a mile or so when Walla Walla County Public Works Road Department is close to Waitsburg.

PROMOTION – This is Fund No. 106 in the budget.

What is paid from this Fund: The Promotion Fund was established to help promote tourism within the City.

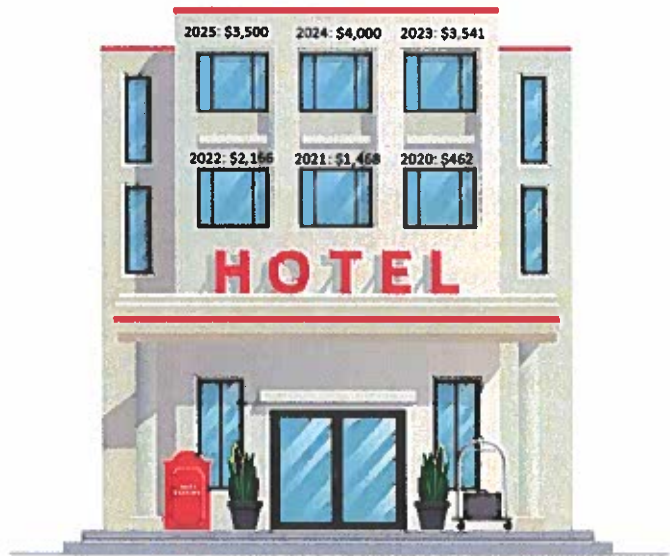
Revenue Sources for this Fund: (Reference Comments & Notes)

Cash	\$ 750
Motel/Hotel Transient Taxes	\$3,500
<u>Total Revenues</u>	\$4,250

Comments & Notes

The Motel/Hotel Transient Tax is collected by the Department of Revenue from a tax on occupancy rates at local hotels and motels. The entire tax collected is paid to the originating municipality to be used for the purposes of visitor and convention promotion and development. Since improvements were made to the Downtown Business Corridor and more bed and breakfast type facilities were developed, overnight stays in the City of Waitsburg have increased steadily over the years as evidenced by the increase in Hotel/Motel Taxes received by the City of Waitsburg.

Transient (Hotel/Motel) Taxes: 2020 - 2025



Program to be financed by the Promotion Fund in 2025:

Programs

Tourism Promotion	\$2,750
Transfer to General Fund	\$1,500
Total Expenditures	\$4,250
Total Estimated Revenues	\$4,250
Total Estimated Expenditures	\$4,250
Balanced	

Comments & Notes

The City Treasurer Transfer up to \$1,500 out the Promotion fund at the end of each year to the general fund to help cover the maintenance costs associated with the City's Tourism Facilities, mainly the City Fairgrounds.

MUNICIPAL CAPITAL IMPROVEMENT – This is Fund No. 107 in the budget.

What is paid from this Fund: The Municipal Capital Improvement Fund finances, depending on availability of funds, local improvements to City facilities and land as needed.

Revenue Sources for this Fund: (Reference Comments & Notes)

Taxes

Real Estate Excise Taxes (REET I & II)	\$ 40,000
Total Revenues	\$ 40,000

Comments & Notes

Real Estate Excise Tax is the local portion (¼ of 1%) of a tax that is collected upon the sale of real and personal property (land and/or structures) within Waitsburg.

In 2012 and effective for 2013, the Waitsburg City Council approved an additional ¼ of 1% Real Estate Excise Tax (REET II) to be collected upon the sale of real and personal property within the City of Waitsburg. This tax is collected by the Walla Walla County Treasurer and distributed to the City monthly. See the section above for additional information on Real Estate Excise Taxes. Its main purpose is to help pay for facilities projects and items outlined in the City Capital Facilities Plan. Any remaining funds not used on capital improvement projects are transferred to the City's general fund to help defray some of maintenance costs associated with maintaining the City parks.



For 2025, the City plans to use these funds to help with the cost to purchase a new ADA portable restroom trailer with any remaining funds being allocated to any of a number of projects listed in the City's Capital Facilities Plan or Transportation Improvement Plan.

Programs to be financed by the Municipal Capital Improvement Fund in 2025:

<u>Programs</u>	
Capital Outlay for Facilities	\$ 40,000
Total Expenditures	\$ 40,000
<hr/>	
Total Estimated Revenues	\$ 40,000
Total Estimated Expenditures	\$ 40,000
Balanced	

WATER AND SEWER – This is Fund No. 401 in the budget.

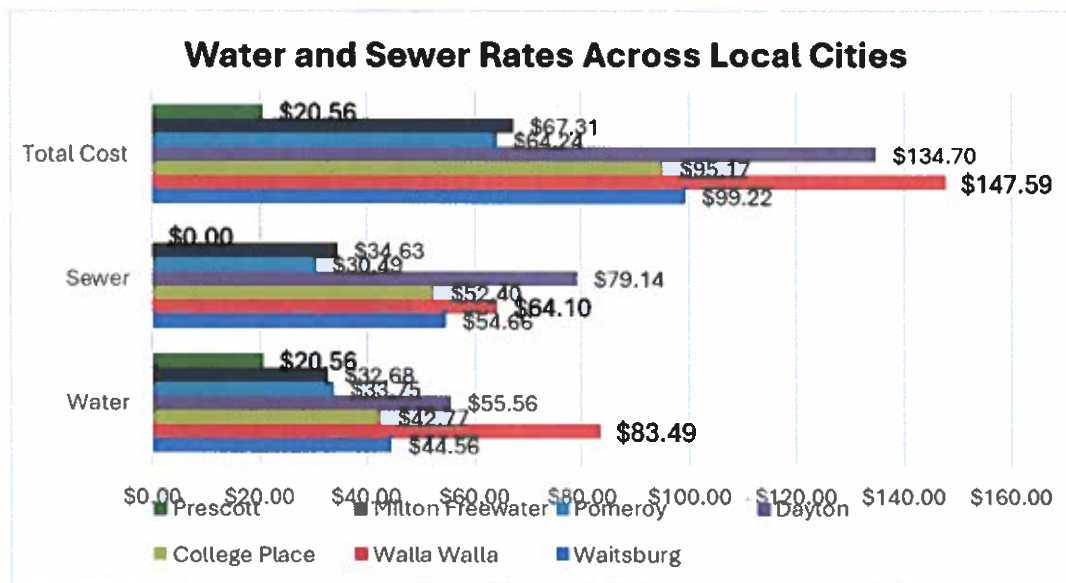
What is paid from this Fund: The Water and Sewer Fund maintains the City's water and sewer systems.

Revenue Sources for this Fund (Reference Comments & Notes):

Beginning Cash	\$ 60,000
Charges for Services	\$805,100
Misc. Revenue	<u>\$ 16,000</u>
Total Revenues	\$881,100

Comments & Notes

The City's water and sewer rates support all water and sewer related functions, including overhead costs, capital expenses and water- and sewer-related debt service. In 2017, the City Council approved a series of utility rate increases for the sole purpose of providing additional funding to do some substantial infrastructure improvements to the City's water and sewer systems over the next few budget cycles. These improvements were funded through a \$750,000 line of credit/loan from Community Bank with a 20-year payback period.



The above chart compares the base Water and Sewer Rates of other Cities in close proximity to the City of Waitsburg. As the chart indicates, Waitsburg is in the middle in regards to overall cost of Water and Sewer services with Pomeroy being the lowest and Walla Walla being the highest. Prescott is included, but only charges for Water and is not really comparable to the other cities on the list. Several of the other cities also impose a stormwater fee along with a few other service-related costs to their service area users that drive their overall total even higher than what is presented.

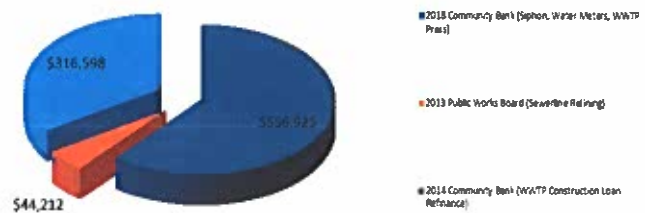
Summary of Programs and Continuing Governmental Obligations to be Financed by the Water and Sewer Fund in 2025:

<u>Programs</u>	
Contingency Reserves	\$ 85,000
Water System Expenses	\$460,635
Sewer System Expenses	\$400,465
Total Water/Sewer Expenditures	\$946,100
<hr/>	
Total Estimated Revenues	\$946,100
Total Estimated Expenditures	\$946,100
Balanced	

Comments & Notes

With the maturity of the Public Works Assistant Account note associated with the design and engineering of the Taggart to DeWitt Road Waterline, the City will have roughly \$918,000 in outstanding debt from various water and sewer system related infrastructure improvements. Water and Sewer related debt service encompasses about 12% of the water and sewer annual budget costing roughly \$115,000 in principal and interest payments in 2025.

City Debt Service Loan Balances

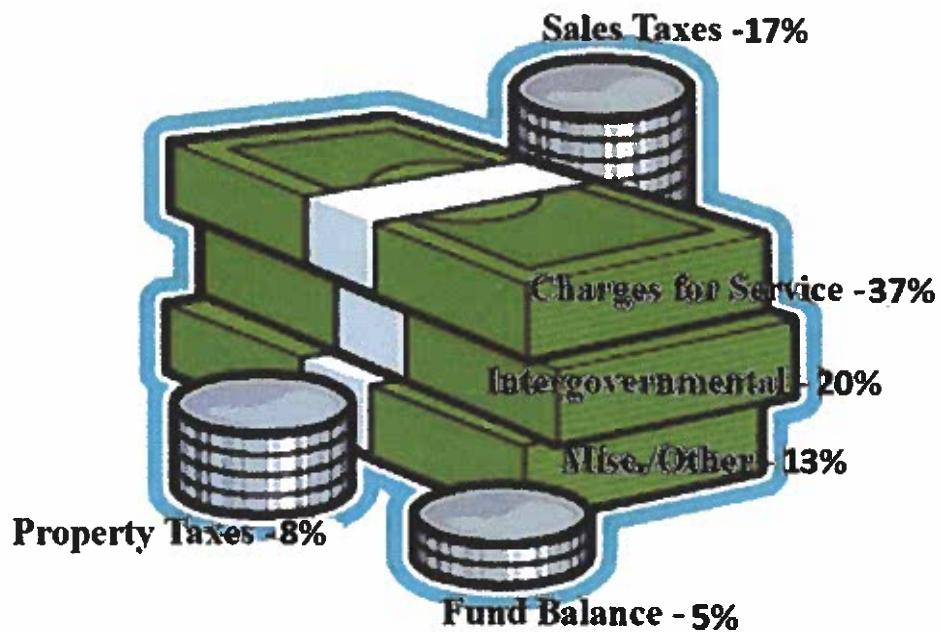


After completing the digitization of the City's water and sewer system, the City was able to identify various locations that still had limited access and would require new manholes to be installed. In total, the City installed five additional manholes into the sewer system in 2024, providing the City with almost complete access to the entire sewer system in order to be able to address any future backup should one occur.

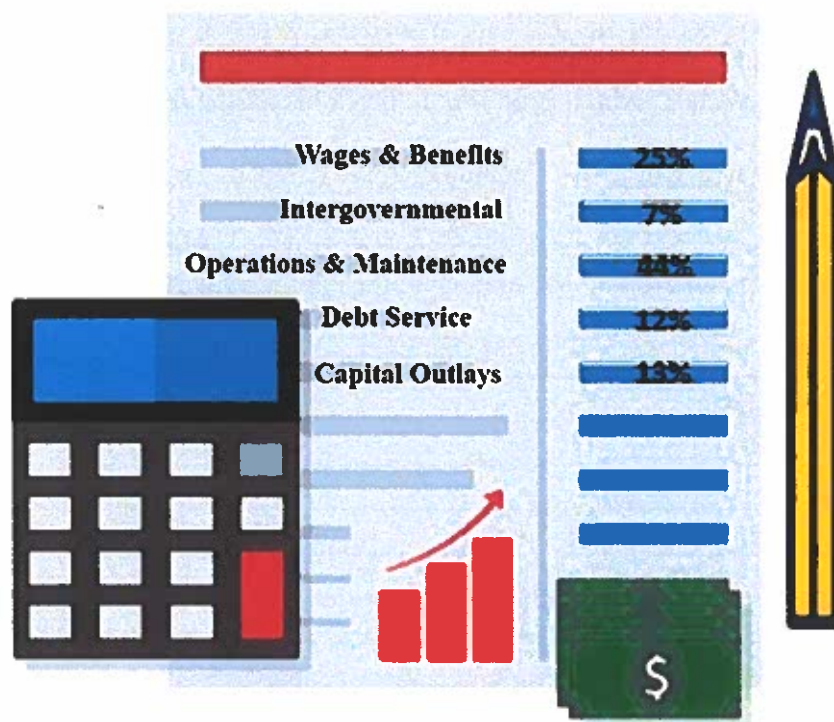
The City has close to 70 fire hydrants spread out over the City, with the majority being beyond their useful life, in early 2024, the City Council approved an additional \$5.00 increase to the City's utility tax to fund fire hydrant replacements. In 2024, City staff planned for and had three new hydrants installed in the fire suppression system. At the current place, the City hopes to have all the deficient hydrants replaced in about 10 years.



Where Does the City's Money Come From?



How is the City's Money Spent?



ORDINANCE NO. 2024-1093

AN ORDINANCE ADOPTING THE 2024 BUDGET OF THE CITY OF WAITSBURG

WHEREAS, the Mayor of the City of Waitsburg, Washington, completed and placed on file with the City Clerk a proposed budget and estimate of the amount of the moneys required to meet the public expenses, debt service, reserve funds and expenses of the government of the City of Waitsburg for the fiscal year beginning January 1, 2025, and ending December 31, 2025, notice of the public hearings was published in the Waitsburg Times as prescribed by law, and a notice was posted that the Council of the City of Waitsburg would meet on the 18th day of December, 2024, at the hour of 7:00 p.m. or soon thereafter, for the purpose of considering the proposed budget for fiscal year 2025 and giving citizens within the limits of said City an opportunity to be heard upon said budget; and

WHEREAS, the City Council held two public hearings on the proposed budget; and

WHEREAS, the City Council did meet at the time and place as announced, and all council members in attendance were able to see and hear and then consider the matter of the proposed 2025 budget; and

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

NOW THEREFORE, the City Council of the City of Waitsburg does hereby ordain as follows:

Section 1. The budget for the City of Waitsburg, Washington, for fiscal year 2025 is hereby adopted at the fund level in its final form and content as set forth in the document entitled City of Waitsburg, 2025 Budget, which is on file in the Office of the City Clerk.

Section 2. Estimated resources, including fund balances or working capital for each separate fund of the City of Waitsburg, and aggregate totals (net of transactions between funds) for all such funds combined for the year 2025 are set forth in summary form below, and are hereby appropriated for expenditure at the fund level during the year 2025 as set forth below:

Fund		Amount
Current Expense Fund (001)		\$ 904,000
Cemetery M&I Fund (002)		\$ 103,500
Library M&I Fund (003)		\$ 277
City Street & Road (102)		\$ 442,500
Promotion (106)		\$ 4,250
Municipal Capital Improvement (107)		\$ 40,000
Water & Sewer Department (401)		\$ 946,100
Total All Funds		\$2,440,627

Section 3. The Mayor is hereby authorized to implement the programs and spending as provided in the 2025 Budget.

Section 4. The City Clerk is directed to transmit a certified copy of the budget hereby adopted to the Washington State Auditor's Office and to the Municipal Research Services Center.

Section 5. This Ordinance shall become effective January 1, 2025, upon its passage by the Council and upon publication according to law.

Section 6. The Budget for 2025 includes wages and benefits for all City Staff and Public Works Employees and is included in the amounts specified in the following salary schedule:

2025 Annual Salary Schedule

Employee Position Classification Yearly Salary Schedule	
<u>Classification</u>	<u>Maximum</u>
Mayor	\$ 1,200
Council Members	\$ 24
<u>Classification</u>	<u>Maximum</u>
Public Works Director	\$71,000
City Administrator/Clerk/Treasurer	\$88,000
Deputy City Clerk	\$34,000
Public Works Specialist I	\$52,000
Public Works Specialist II	\$44,000
Library Supervisor	\$23,000
Library Assistants	\$ 5,000

2025 Salary & Benefits Schedule by Fund

Current Expense	\$279,502
City Streets	\$ 61,032
Water	\$127,627
Sewer	\$139,409

2025 Salary Schedule Division of Payroll & Benefits

Public Works Director:	Water/Sewer – 55%	Streets – 19%	CE – 26%
Public Works Specialist I:	Water/Sewer – 71%	Streets – 10%	CE – 19%
Public Works Specialist II:	Water/Sewer – 7%	Streets – 7%	CE – 86%
Public Works Specialist II:	Water/Sewer – 16%	Streets – 10%	CE – 74%
Public Works Specialist II:	Water/Sewer – 21%	Streets – 10%	CE – 69%
City Administrator/Clerk/Treasurer:	Water/Sewer – 54%	Streets – 14%	CE – 32%
Deputy Clerk:	Water/Sewer – 83%		CE – 17%

Librarian:	CE – 100%
Librarian Assistants	CE – 100%
Mayor/Council:	CE – 100%

Passed by the Council of the City of Waitsburg on this 18th day of December, 2024.

Marty Dunn
Mayor

Attest:

Randy Hinchliffe
City Clerk

Approved as to form:

Jared Hawkins
City Attorney



JOHN DEERE

Finance Options

**For Dealer Record
Prepared for CITY OF WAITSBURG**

Email

Phone

Address

MUNICIPAL LEASE W/ BALLOON, 35P 1FF035PACRK004179, FINANCE RATES ARE GOODTHRU 12/31/24 ALL FIGURES ARE OAC

Prepared by HANSON

Email

Phone

Dealership PAPE MACHINERY

Address

Dealership

Phone

This calculator provides an estimate only based on the information you provide and is intended to be used for discussion purposes only. The estimate is not a representation, claim, statement, offer, request or proposal. Your actual payment(s) and payment schedule may vary depending on transaction terms, including applicable rates, freight and other charges. Rates used for calculation are not rate guarantees or offers. The calculator should not be relied upon as specific financial or other advice. There is no commitment on the part of John Deere Financial or authorized John Deere dealers to make any loan or lease to the customer on these or any other terms. All loans and leases are subject to John Deere Financial approval and dealer participation.



JOHN DEERE

Finance Options

Lease 1

Amount Financed	\$67,213.00
Payment Amount	\$4,957.08
Contract Rate	6.35 %
Payment Frequency	Semiannual
Payments	6
# of Adv. Payments	1
Term (Months)	36
Residual Value	\$48,000.00

Dates

Contract Date	03-Dec-2024
Interest Begin Date	03-Dec-2024
First Reg. Pymt. Date	03-Jun-2025
Purchase Option Date	03-Dec-2027
Rate Change Date	---

Amount Financed

Selling Price	\$66,513.00
Down Payment	---
Trade-In Value	\$0.00
Rental Applied	\$0.00
Fees	\$700.00
Program Fees	\$0.00
Insurance Premium	\$0.00
Service Agreements	\$0.00
Taxes	\$0.00
Dealer Compensation	\$0.00

Dealer Costs

Waiver	---
Buy Down	---
Low Rate Extension	---
Participation	---

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JOHN DEERE

Lease 1

Finance Options

Amount Financed	\$67,213.00	Selling Price	\$66,513.00
Payment Amount	\$4,957.08	Trade-In Value	\$0.00
Payment Frequency	Semiannual	Rental Applied	\$0.00
Payments	6	Fees	\$700.00
# of Adv. Payments	1	Program Fees	\$0.00
Term (Months)	36	Insurance Premium	\$0.00
Residual Value	\$48,000.00	Service Agreements	\$0.00
		Taxes	\$0.00
		Dealer Compensation	\$0.00
		Dealer Costs	
		Waiver	---
		Buy Down	---
		Low Rate Extension	---
		Participation	---
		Total Costs	---
		Contract Date	03-Dec-2024
		First Reg. Pymt. Date	03-Jun-2025
		Residual Value Date	03-Dec-2027

Payment Schedule

#	Date	Type	Payment
1	03-Dec-2024	Normal	\$4,957.08
2	03-Jun-2025	Normal	\$4,957.08
3	03-Dec-2025	Normal	\$4,957.08

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Finance Options

4	03-Jun-2026	Normal	\$4,957.08
5	03-Dec-2026	Normal	\$4,957.08
6	03-Jun-2027	Normal	\$4,957.06
7	03-Dec-2027	Residual	\$48,000.00
2024 Total			\$4,957.08
2025 Total			\$9,914.16
2026 Total			\$9,914.16
2027 Total			\$52,957.06
Total			\$77,742.46

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MACHINERY

Quote Summary

Prepared For:

CITY OF WAITSBURG
147 MAIN ST
WAITSBURG, WA 99361
Business: 509-337-6371
ADMINISTRATOR@CITYOFWAITSBURG.COM

Prepared By:

AARON HANSON
Pape Machinery, Inc.
1925 E James Street
Pasco, WA 99301
Phone: 509-547-8813
ahanson@papemachinery.com

This sale is subject to Pape's Terms and Conditions of Sale effective on the date hereof, which are incorporated in full by this reference. The Terms and Conditions of Sale are available at www.pape.com/terms, and will also be sent by mail or e-mail to the purchaser upon request.

Quote Id: 32002384
Created On: 19 November 2024
Last Modified On: 02 December 2024
Expiration Date: 19 December 2024

Equipment Summary	Selling Price	Qty	Extended
2025 JOHN DEERE 35 P-Tier Compact Excavator - Sourcewell Customer ID: 228598 - 1FF035PACRK004179	\$ 66,513.00 X	1 =	\$ 66,513.00

Equipment Total	\$ 66,513.00
------------------------	---------------------

Quote Summary

Equipment Total	\$ 66,513.00
SubTotal	\$ 66,513.00
Total	\$ 66,513.00
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 66,513.00

Salesperson : X _____

Accepted By : X _____

Confidential



Selling Equipment



Quote Id: 32002384

Customer: CITY OF WAITSBURG

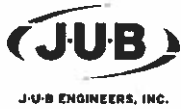
2025 JOHN DEERE 35 P-Tier Compact Excavator - Sourcewell Customer ID: 228598 - 1FF035PACRK004179

Hours: 2

Stock Number: RK004179

				Selling Price
				\$ 66,513.00
Code	Description	Qty	Unit	Extended
0150FF	JOHN DEERE CAB, AC,12"RBR,5'8"ARM,THUMB	1	\$ 76,525.00	\$ 76,525.00
Standard Options - Per Unit				
BYT11548	THUMB,HD	1	\$ 0.00	\$ 0.00
DISC	27% SOURCEWELL DISC PER CONTRACT ID: 011723-JDC	1	\$ -20,661.75	\$ -20,661.75
ENG S/N	CH3N17DHC2574	1	\$ 0.00	\$ 0.00
F0202	DESTINATION CODE - US	1	\$ 0.00	\$ 0.00
F0259	ENGLISH CUSTOMER DELIVERY OM	1	\$ 0.00	\$ 0.00
F0406	CFG6 CAB RBR TRK LONG ARM	1	\$ 0.00	\$ 0.00
STK#	PM193850	1	\$ 0.00	\$ 0.00
Standard Options Total				\$ -20,661.75
Dealer Attachments				
BKT	24" DIG BUCKET	1	\$ 1,067.00	\$ 1,067.00
BKT	34" CLEANOUT BUCKET	1	\$ 1,442.00	\$ 1,442.00
Dealer Attachments Total				\$ 2,509.00
Value Added Services Total				\$ 0.00
Other Charges				
	Supply Parts Book & Repair Manual	1	\$ 350.00	\$ 350.00
	Setup	1	\$ 900.00	\$ 900.00
	Supply & Install Thumb	1	\$ 3,150.00	\$ 3,150.00
Other Charges Total				\$ 4,400.00
Customer Discounts				
Customer Discounts Total			\$ 3,740.75	\$ 3,740.75
Total Selling Price				\$ 66,513.00

Confidential



J-U-B ENGINEERS, Inc. AGREEMENT FOR PROFESSIONAL SERVICES

J-U-B Project No.: 30-24-
J-U-B Project Manager: JTB

This Agreement entered into and effective this 11 day of November 2024, between City of Waitsburg, WA, hereinafter referred to as the "CLIENT" and J-U-B ENGINEERS, Inc., an Idaho corporation, hereinafter referred to as "J-U-B".

WITNESSETH:

WHEREAS the CLIENT intends to: retain J-U-B ENGINEERS, Inc to provide professional services to review and update the comprehensive plan and development regulations to meet the requirements of the Growth Management Act (GMA) hereinafter referred to as the "Project". The Services to be performed by J-U-B are hereinafter referred to as the "Services."

NOW, THEREFORE, the CLIENT and J-U-B, in consideration of their mutual covenants herein, agree as set forth below:

CLIENT INFORMATION AND RESPONSIBILITIES

The CLIENT will provide to J-U-B all criteria and full information as to CLIENT's requirements for the Project, including design objectives and constraints, space, capacity and performance requirements, flexibility and expandability, and any budgetary limitations; and furnish copies of all design and construction standards, rules and laws which CLIENT or others will require to be included in the drawings and specifications, and upon which J-U-B can rely for completeness and accuracy.

The CLIENT will furnish to J-U-B all data, documents, and other items in CLIENT's possession, or reasonably obtainable by CLIENT, including, without limitation: 1) borings, probings and subsurface explorations, hydrographic surveys, laboratory tests and inspections of samples, materials and equipment; 2) appropriate professional interpretations of all of the foregoing; 3) environmental assessment and impact statements; 4) surveys of record, property descriptions, zoning, deeds and other land use restrictions, rules and laws; and 5) other special data or consultations, all of which J-U-B may use and rely upon in performing Services under this Agreement.

The CLIENT will obtain, arrange and pay for all advertisements for bids, permits and licenses, and similar fees and charges required by authorities, and provide all land, easements, rights-of-ways and access necessary for J-U-B's Services and the Project.

In addition, the CLIENT will furnish to J-U-B those items described in **Attachment 1**.

PROJECT REPRESENTATIVES

The CLIENT and J-U-B hereby designate their authorized representatives to act on their behalf with respect to the Services and responsibilities under this Agreement. The following designated representatives are authorized to receive notices, transmit information, and make decisions regarding the Project and Services on behalf of their respective parties, except as expressly limited herein. These representatives are not authorized to alter or modify the TERMS AND CONDITIONS of this Agreement.

For the CLIENT:

1.	Name	<u>Randy Hinchliffe</u>	Work telephone	<u>509-337-6371</u>
	Address	<u>106 Main Street</u>	Home/cell phone	<u></u>
		<u>P.O. Box 35</u>	FAX telephone	<u></u>
		<u>Waitsburg, WA 99361</u>	E-mail address	<u>administrator@cityofwaitsburg.com</u>

For J-U-B:

1.	Name	<u>Justin Baerlocher</u>	Work telephone	<u>(509) 783-2144</u>
	Address	<u>3611 South Zintel Way</u>	Cell phone	<u>(509) 440-2270</u>
		<u>Kennewick, WA 99337</u>	FAX telephone	<u></u>
		<u></u>	E-mail address	<u>jbaerlocher@jub.com</u>

In the event any changes are made to the authorized representatives or other information listed above, the CLIENT and J-U-B agree to furnish each other timely, written notice of such changes.

SERVICES TO BE PERFORMED BY J-U-B ("Services")

J-U-B will perform the Services described in Attachment 1 in a manner consistent with the applicable standard of care. J-U-B's services shall be limited to those expressly set forth therein, and J-U-B shall have no other obligations, duties, or responsibilities for the Project except as provided in this Agreement.

SCHEDULE OF SERVICES TO BE PERFORMED

J-U-B will perform said Services in accordance with the schedule described in Attachment 1 in a manner consistent with the applicable standard of care. This schedule shall be equitably adjusted as the Project progresses, allowing for changes in scope, character or size of the Project requested by the CLIENT or for delays or other causes beyond J-U-B's control.

BASIS OF FEE

The CLIENT will pay J-U-B for their Services and reimbursable expenses as described in Attachment 1. A ten percent administrative fee will be applied to sub-consultant invoices.

Other work that J-U-B performs in relation to the Project at the written request or acquiescence of the CLIENT, which are not defined as Services, shall be considered "Additional Services" and subject to the express terms and conditions of this Agreement. Unless otherwise agreed, the CLIENT will pay J-U-B for Additional Services on a time and materials basis. Resetting of survey and/or construction stakes shall constitute Additional Services.

File Folder Title: Waitsburg Comp Plan Review

Remarks: _____

The Notice to Proceed, by the CLIENT, verbal or written, or execution of the Agreement shall constitute acceptance of the terms of this Agreement. THE TERMS AND CONDITIONS ON PAGES 3 AND 4, INCLUDING RISK ALLOCATION, ARE PART OF THIS AGREEMENT. THE CLIENT AGREES TO SAID TERMS AND CONDITIONS FOR ALL SERVICES AND ADDITIONAL SERVICES. Special Provisions that modify these TERMS AND CONDITIONS, if any, are included in Attachment 2. All other modifications to these terms and conditions must be in writing and signed by both parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written. These parties represent and acknowledge that they have authority to execute this Agreement.

CLIENT:
City of Waitsburg

NAME
106 Main Street, P.O. Box 35

STREET
Waitsburg, WA 99336

CITY / STATE / ZIP CODE

BY (Signature)

NAME / TITLE

BY (Signature)

ADDITIONAL NAME / TITLE

J-U-B ENGINEERS, Inc.:
3611 South Zintel Way

STREET
Kennewick, WA 99337

CITY / STATE / ZIP CODE


BY (Signature)
Alex Fazzari, Area Manager

NAME / TITLE

*Applicable
Attachments or
Exhibits to this
Agreement are
indicated as
marked.*

- ☒ Attachment 1 – Scope of Services, Schedule, and Basis of Fee
- ☐ Attachment 2 – Special Provisions
- ☐ Standard Exhibit A – Construction Phase Services

REV: 4/23

DISTRIBUTION: Accounting; Project File; CLIENT

J-U-B ENGINEERS, Inc. TERMS AND CONDITIONS

GENERAL

All J-U-B Services shall be covered by this Agreement. The Services will be performed in accordance with the care and skill ordinarily used by members of the subject profession practicing under like circumstances at the same time and in the same locality. **J-U-B MAKES NO WARRANTY EITHER EXPRESS OR IMPLIED ON BEHALF OF IT OR OTHERS.** Nothing herein shall create a fiduciary duty between the parties.

The CLIENT acknowledges and agrees that requirements governing the Project may be ambiguous and otherwise subject to various and possibly contradictory interpretations and J-U-B is, therefore, only responsible to use its reasonable professional efforts and judgment to interpret such requirements. Accordingly, CLIENT should prepare and plan for clarifications or modifications which may impact both the cost and schedule of the Project.

J-U-B shall not be responsible for acts or omissions of any other party involved in the Project, including but not limited to the following: the failure of CLIENT or a third party to follow J-U-B's recommendations; the means, methods, techniques, sequences or procedures of construction; safety programs and precautions selected by third parties; compliance by CLIENT or third parties with laws, rules, regulations, ordinances, codes, orders or authority; and delays caused by CLIENT or third parties. CLIENT, therefore, releases and shall indemnify, defend and hold J-U-B harmless from the acts, errors, or omissions of CLIENT or third parties involved in the Project.

J-U-B shall not be required to execute any documents, no matter by whom requested, that would result in J-U-B's having to certify, guarantee or warrant the existence of conditions. CLIENT acknowledges that subsurface conditions can vary widely between adjacent samples and test points, and therefore J-U-B makes no warranty or other representation regarding soil investigations and characterization of subsurface conditions for the Project.

Any sales tax or other tax on the Services rendered under this Agreement, additional costs due to changes in regulation, and fees for credit card payment transactions shall be paid by the CLIENT.

CLIENT grants J-U-B and its subsidiaries the unrestricted right to take, use, and publish images, or edited images, of the project site and workers for J-U-B's purposes including, but not limited to, website, intranet, and marketing. This right shall survive the termination of this Agreement.

REUSE OF DOCUMENTS

Documents that may be relied upon by CLIENT as instruments of service under this Agreement are limited to the printed copies (also known as hard copies) that are signed or sealed by J-U-B (including non-vector PDF facsimiles thereof). All printed materials or other communication or information ("Documents") that may be prepared or furnished by J-U-B pursuant to this Agreement are instruments of service with respect to the Project. J-U-B grants CLIENT a limited license to use the Documents on the Project subject to receipt by J-U-B of full payment for all Services related to preparation of the Documents.

~~Although CLIENT may make and retain copies of Documents for reference, J-U-B shall retain all common law, statutory and other reserved rights, including the copyright thereto, and the same shall not be reused on this Project or any other Project without J-U-B's prior written consent. Submission or distribution of Documents to meet regulatory or permitting requirements, or for similar purposes, in connection with the Project, including but not limited to distribution to contractors or subcontractors for the performance of their work, is not to be construed as publication adversely affecting the reserved rights of J-U-B.~~

Any reuse without written consent by J-U-B, or without verification or adoption by J-U-B for the specific purpose intended by the reuse, will be at CLIENT's sole risk and without liability or legal exposure to J-U-B. The CLIENT shall release, defend, indemnify, and hold J-U-B harmless from any claims, damages, actions or causes of action, losses, and expenses, including reasonable attorneys' and expert fees, arising out of or resulting from such reuse.

CONSTRUCTION PHASE SERVICES

It is understood and agreed that J-U-B does not have control over, and neither the professional activities of J-U-B nor the presence of J-U-B at the Project Site shall give, J-U-B control over contractor(s) work nor shall J-U-B have authority over or responsibility for the means, methods, techniques, sequences or procedures of construction selected by contractor(s), for safety precautions and programs incident to the work of the contractor(s) or for any failure of contractor(s) to comply with laws, rules, regulations, ordinances, codes or orders applicable to contractor(s)

furnishing and performing their work or providing any health and safety precautions required by any regulatory agencies. Accordingly, J-U-B does not guarantee or warrant the performance of the construction contracts by contractor(s), nor assume responsibility of contractor(s)' failure to furnish and perform their work in accordance with the Contract Documents.

~~The CLIENT agrees that the general contractor shall be solely responsible for jobsite safety, and CLIENT agrees that this intent shall be set forth in the CLIENT's contract with the general contractor. The CLIENT also agrees that the CLIENT, J-U-B, and J-U-B's subconsultants shall be indemnified by the general contractor in the event of general contractor's failure to assure jobsite safety and shall be made additional insureds under the general contractor's policies of general liability insurance.~~

If Standard Exhibit A – Construction Phase Services is attached, the additional terms contained therein apply to this Agreement.

OPINIONS OF COST AND PROJECT FINANCIAL INFORMATION

CLIENT understands that J-U-B has no control over the cost of labor, materials, equipment or services furnished by others, the contractor(s)' methods of determining prices, nor bidding or market conditions. J-U-B's opinions of probable Project costs and construction, if any, are to be made on the basis of J-U-B's experience, and represent J-U-B's best judgment as a professional engineer, familiar with the construction industry.

CLIENT understands and acknowledges that J-U-B cannot and does not guarantee that proposals, bids or actual Project or construction costs will not vary from opinions of probable cost prepared by J-U-B. J-U-B's Services to modify the Project to bring the construction costs within any limitation established by the CLIENT will be considered Additional Services and paid for as such by the CLIENT in accordance with the terms herein.

CLIENT agrees that J-U-B is not acting as a financial advisor to the CLIENT and does not owe CLIENT or any third party a fiduciary duty pursuant to Section 15B of the Exchange Act with respect to J-U-B's professional Services. J-U-B will not give advice or make specific recommendations regarding municipal securities or investments and is therefore exempt from registration with the SEC under the municipal advisors rule. CLIENT agrees to retain a registered financial municipal advisor as appropriate for Project financing and implementation.

TIMES OF PAYMENTS

J-U-B shall submit monthly statements for Services rendered and for expenses incurred, which statements are due on presentation. CLIENT shall make prompt monthly payments. If CLIENT fails to make any payment in full within thirty (30) days after receipt of J-U-B's statement, the amounts due J-U-B will accrue interest at the rate of 1% per month from said thirtieth day or at the maximum interest rate allowed by law, whichever is less.

If the CLIENT fails to make payments when due or otherwise is in breach of this Agreement, J-U-B may suspend performance of Services upon five (5) days' notice to the CLIENT. J-U-B shall have no liability whatsoever to the CLIENT for any costs or damages as a result of such suspension caused by any breach of the Agreement by the CLIENT. Upon cure of breach or payment in full by the CLIENT within thirty (30) days of the date breach occurred or payment is due, J-U-B shall resume Services under the Agreement, and the time schedule and compensation shall be equitably adjusted to compensate for the period of suspension, plus any other reasonable time and expense necessary for J-U-B to resume performance. If the CLIENT fails to make payment as provided herein and cure any other breach of this Agreement within thirty (30) days after suspension of Services, such failure shall constitute a material breach of this Agreement and shall be cause for termination of this Agreement by J-U-B.

CLIENT shall promptly review J-U-B's invoices and shall notify J-U-B in writing of any dispute with said invoice, or portion thereof, within thirty (30) days of receipt. Failure to provide notice to J-U-B of any dispute as required herein shall constitute a waiver of any such dispute. CLIENT shall pay all undisputed portions of such invoice as required by this Agreement. Client shall not withhold any payment or portion thereof as an offset to any current or prospective claim.

TERMINATION

The obligation to provide further Services under the Agreement may be terminated by either party upon thirty (30) days' written notice. If this Agreement is terminated by either party, J-U-B will be paid for Services and Additional Services rendered and for expenses incurred. ~~In addition to any other remedies at law or equity, if the Agreement is terminated by~~

~~the CLIENT for reasons other than J-U-B's material breach of this Agreement, or is terminated by J-U-B for CLIENT's material breach of this Agreement, J-U-B shall be paid a termination fee which shall include: the cost and expense J-U-B incur in withdrawing its labor and resources from the Project, the costs and expense incurred by J-U-B to obtain and engage in a new Project with the labor and resources withdrawn from the Project, and the lost profit on the remainder of the work.~~

RISK ALLOCATION

In recognition and equitable allocation of relative risks and benefits of the Project, CLIENT limits the total aggregate liability of J-U-B and its employees and consultants, whether in tort or in contract, for any cause of action, as follows: 1) for insured liabilities, to the amount of insurance then available to fund any settlement, award, or verdict, or 2) if no such insurance coverage is held or available with respect to the cause of action, twenty five thousand dollars (\$25,000.00) or one hundred percent (100%) of the fee paid to J-U-B under this Agreement, whichever is less. J-U-B carries professional liability insurance and will provide a certificate of insurance at the request of the CLIENT. For purposes of this section, attorney fees, expert fees and other costs incurred by J-U-B, its employees, consultants, insurance carriers in the defense of such claim shall be included in calculating the total aggregate liability.

The CLIENT agrees that J-U-B is not responsible for damages arising directly or indirectly from any delays for causes beyond J-U-B's control. For purposes of this Agreement, such causes include, but are not limited to, strikes or other labor disputes; emergencies or acts of God; failure of any government agency or other third party to act in a timely manner; failure of performance by the CLIENT or the CLIENT's contractors or consultants; or discovery of any hazardous substance or differing site conditions. In addition, if the delays resulting from any such causes increase the cost or time required by J-U-B to perform its Services in an orderly and efficient manner, J-U-B shall be entitled to an equitable adjustment in schedule and compensation.

Notwithstanding any other provision contained within this Agreement, nothing shall be construed so as to void, vitiate, or adversely affect any insurance coverage held by either party to this Agreement. The CLIENT further agrees that, to the fullest extent permitted by law, no shareholder, officer, director, or employee of J-U-B shall have personal liability under this Agreement, or for any matter in connection with the professional services provided in connection with the Project.

Neither CLIENT nor J-U-B shall be responsible for incidental, indirect, or consequential damages.

HAZARDOUS WASTE, ASBESTOS, AND TOXIC MATERIALS

The CLIENT agrees, notwithstanding any other provision of this Agreement, to the fullest extent permitted by law, to indemnify and hold harmless J-U-B, its officers, employees, successors, partners, heirs and assigns (collectively, J-U-B) from and against any and all claims, suits, demands, liabilities, losses, damages or costs, including reasonable attorneys' fees and defense costs arising out of or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any asbestos or hazardous or toxic substances, products or materials that exist on, about or adjacent to the Project location, whether liability arises under breach of contract or warranty, tort, including negligence, strict liability or statutory liability or any other cause of action, except for the sole negligence or willful misconduct of J-U-B.

RIGHT OF ENTRY

The CLIENT shall provide J-U-B adequate and timely access to all property reasonably necessary to the performance of J-U-B and its subconsultant's services. The CLIENT understands that use of testing or other equipment may unavoidably cause some damage, the correction of which, or compensation for, is expressly disclaimed by J-U-B. Any such costs incurred are CLIENT's sole responsibility.

MEDIATION BEFORE LITIGATION

Any and all disputes arising out of or related to the Agreement, except for the payment of J-U-B's fees, shall be submitted to nonbinding mediation before a mutually-acceptable mediator as a condition precedent to litigation or other binding adjudicative procedure unless the parties mutually agree otherwise. The CLIENT further agrees to include a similar mediation provision in all agreements with independent contractors, consultants, subcontractors, subconsultants, suppliers and fabricators on the Project, thereby providing for mediation as the primary method for dispute resolution among all the parties involved in the Project. In the event the parties are unable to agree on a mediator, said mediator shall be appointed by a court of competent jurisdiction or, if not possible, the American Arbitration Association. If a dispute relates to, or is the subject

of a lien arising out of J-U-B's Services, J-U-B or its subconsultants may proceed in accordance with applicable law to comply with the lien notice and filing deadlines prior to submission of the matter by mediation.

LIMITATION PERIODS

For statutes of limitation or repose purposes, any and all CLIENT claims shall be deemed to have accrued no later than the date of substantial completion of J-U-B's Services.

LEGAL FEES

For any action arising out of or relating to this Agreement, the Services, or the Project, each party shall bear its own attorneys fees and costs.

SURVIVAL

All express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason.

EXTENT OF AGREEMENT

In entering into this Agreement, neither party has relied upon any statement, estimate, forecast, projection, representation, warranty, action, or agreement of the other party except for those expressly contained in this Agreement. CLIENT shall include a similar provision in its contracts with any contractor, subcontractor, or consultant stating that any such contractor, subcontractor, or consultant is not relying upon any statement, estimate, forecast, projection, representation, warranty, action, or agreement of J-U-B when entering into its agreement with CLIENT.

This Agreement represents the entire and integrated agreement between the CLIENT and J-U-B and supersedes all prior negotiations, representations or agreements, either written or oral. The Agreement may be amended only by written instrument signed by both CLIENT and J-U-B.

In the event any provision herein or portion thereof is invalid or unenforceable, the remaining provisions shall remain valid and enforceable. Waiver or a breach of any provision is not a waiver of a subsequent breach of the same of any other provision.

SUCCESSORS AND ASSIGNS

Neither party shall assign, sublet, or transfer any rights or interest (including, without limitation, moneys that are due or may become due) or claims under this Agreement without the prior, express, written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated in any written consent to an assignment, no assignment will release the assignor from any obligations under this Agreement.

No third party beneficiary rights are intended or created under this Agreement, nor does this Agreement create any cause of action in favor of any third party hereto. J-U-B's Services under this Agreement are being performed solely for the CLIENT's benefit, and no other party or entity shall have any claim against J-U-B because of this Agreement or the performance or nonperformance of Services hereunder. In the event of such third party claim, CLIENT agrees to indemnify and hold J-U-B harmless from the same. The CLIENT agrees to require a similar provision in all contracts with contractors, subcontractors, consultants, vendors and other entities involved in the Project to carry out the intent of this provision to make express to third parties that they are not third party beneficiaries.

CONTROLLING LAW, JURISDICTION, AND VENUE

This Agreement shall be interpreted and enforced in and according to the laws of the state in which the Project is primarily located. Venue of any dispute resolution process arising out of or related to this Agreement shall be in the state in which the Project is primarily located and subject to the exclusive jurisdiction of said state.

CYBER INSURANCE

CLIENT shall maintain and submit proof of Cyber-Liability insurance coverage with limits no less than \$2M to cover claims, damages, or costs resulting from or related to a cybersecurity incident involving CLIENT's systems that affects J-U-B including, but not limited to, costs incurred by J-U-B resulting from said incident. Whether or not covered by CLIENT's insurance, CLIENT shall indemnify, defend, and hold J-U-B harmless from any claims, damages, or costs related to any cybersecurity incident.



**J-U-B ENGINEERS, Inc.
AGREEMENT FOR PROFESSIONAL SERVICES**

Attachment 1 – Scope of Services, Basis of Fee, and Schedule

PROJECT NAME: Waitsburg Comp Plan Review

CLIENT: City of Waitsburg

J-U-B PROJECT NUMBER: 30-24-XXX

ATTACHMENT TO:

☒ **AGREEMENT DATED: 11/12/2024; or**

The referenced Agreement for Professional Services executed between J-U-B ENGINEERS, Inc. (J-U-B) and the CLIENT is amended and supplemented to include the following provisions regarding the Scope of Services, Basis of Fee, and/or Schedule:

PART 1 - PROJECT UNDERSTANDING

J-U-B's understanding of this project's history and CLIENT's general intent and scope of the project are described as follows:

The City of Waitsburg (Client) has requested J-U-B ENGINEERS, Inc. (J-U-B) to provide professional planning services for the review the 2026 Comprehensive Plan Update and Development Regulations for compliance with the mandated update requirements of the Growth Management Act (GMA), RCW 36.70A.130. Additional work will also include updates to the GIS map exhibits included in the Comprehensive Plan document.

PART 2 - SCOPE OF SERVICES BY J-U-B

J-U-B's Services under this Agreement are limited to the following tasks. Any other items necessary to plan and implement the project, including but not limited to those specifically listed in PART 3, are the responsibility of CLIENT.

A. Task 001: Project Management

1. Set up project into J-U-B's financial and record keeping systems for document retention and project controls.
2. Coordinate quality assurance / quality control (QA/QC) processes.
3. Communicate and coordinate J-U-B team activities with kickoff and progress meetings as required.
4. Regularly monitor project status, budget and schedule.
5. During periods of project activity, provide a regular report to CLIENT on project status, budget and schedule.
6. Provide a monthly invoice including budget status.
7. Provide ongoing document handling and filing.

B. Task 002: Review Existing Comprehensive Plan and Development Regulations

1. For this task, J-U-B will:
 - a. Prepare Periodic Update Checklist provided by the Washington State Department of Commerce and identify items required to be updated based on recent amendments to the GMA requirements for the 2024-2026 periodic update cycle.
 - b. Review and comment on recommended changes to the City's existing Comprehensive Plan and Development Regulations as required by the Commerce Checklist. This work does not include any direct changes to the document(s) or any detailed technical studies or analysis. Comments and recommended changes shall be provided in writing.
 - c. Assumptions:

- i. The City will provide copies of the existing Comprehensive Plan Update and Development Regulations in electronic format and copies of previous related plans, codes and related materials for reference.
- d. Deliverables:
 - i. Memorandum summarizing review outcomes.
 - ii. Periodic Update Checklist for the 2024-2026 periodic update cycle will be prepared as part of this task to identify items required to be updated for compliance with GMA mandates.

C. Task 003: Review of Final Draft Comprehensive Plan and Development Regulations

- 1. For this task, J-U-B will:
 - a. Review and comment on the final draft of the Comprehensive Plan and Zoning Code sections that were updated per the comments identified in Task 2. This work does not include any direct changes to the document(s) or any detailed technical studies or analysis. Comments and recommended changes shall be provided in writing.
 - b. Assumptions:
 - i. It is our understanding that the City will take the lead on the preparation and update of the Comprehensive Plan and Development Regulations, completion and submittal of the Commerce/Periodic Update checklist and attend all required public meetings/hearings and this work is not included in this scope of services.
 - c. Deliverables:
 - i. Memorandum summarizing review outcomes.
 - ii. Periodic Update Checklist for the 2024-2026 periodic update cycle will be updated as part of this task to identify compliance with GMA mandates.

D. Task 004: Comprehensive Plan Map Updates

- 1. For this task, J-U-B will:
 - a. Reproduce 13 exhibits for the Comprehensive Plan Update. Work will include gathering existing data from the City and County, creating data, and establishing cartography in a GIS format.
 - b. Assumptions:
 - i. The City shall identify any changes to the existing map exhibits prior to work being performed. Data creation regarding the existing water and sewer lines (shown in Figure VIIa-1) are not included in this scope of work and will be provided by the Client in an AutoCAD or GIS format for use.
 - c. Deliverables:

- i. The following map exhibits will be recreated as part of this scope of work.
 - (a) Figure II-1: National Historical District and National Historical Structures
 - (b) Figure III-1: Housing Inventory
 - (c) Figure IV-1: Open Space
 - (d) Figure IV-2: Existing Land Use
 - (e) Figure IV-3: Floodway, 100-Year Flood Plain and Steep Slopes
 - (f) Figure IV-4: Land Use
 - (g) Figure V-1: Transportation Plan
 - (h) Figure V-2: Sidewalk Inventory
 - (i) Figure V-3: 6-Year TIP Projects and Potential Highway Bypass
 - (j) Figure VII-1: Capital Facilities
 - (k) Figure VIIa-1: Utility Lines
 - (l) Figure VII-2: Utility Service Sub-Areas
 - (m) Figure IX-1: Property Annexation History

PART 3 - CLIENT-PROVIDED WORK AND ADDITIONAL SERVICES

- A. **CLIENT-Provided Work** - CLIENT is responsible for completing, or authorizing others to complete, all tasks not specifically included above in PART 2 that may be required for the project including, but not limited to:
 - 1. Digital/electronic copy of existing Comprehensive Plan and Development Regulations
 - 2. Any existing GIS or CAD data needed for map updates.
- B. **Additional Services** - CLIENT reserves the right to add future tasks for subsequent phases or related work to the scope of services upon mutual agreement of scope, additional fees, and schedule. These future tasks, to be added by amendment at a later date as Additional Services, may include:
 - 1. Assistance in preparing any portion of the Comprehensive Plan or Development Regulations Documents.
 - 2. Attendance at any required public meetings/hearings.
 - 3. Creation of large format map exhibits for public meetings, including printing.

PART 4 - BASIS OF FEE AND SCHEDULE OF SERVICES

- A. CLIENT shall pay J-U-B for the identified Services in PART 2 as follows:
 - 1. For Lump Sum fees:
 - a. The portion of the Lump Sum amount billed for J-U-B's services will be based upon J-U-B's estimate of the percentage of the total services actually completed during the billing period.
 - 2. J-U-B may alter the distribution of compensation between individual tasks to be consistent with services actually rendered while not exceeding the total project amount.
- B. **Period of Services**
 - 1. If the planned period of service for the Tasks identified above extend more than one year, J-U-B's billing rates and/or fees for remaining Tasks may be increased to account for direct labor cost, rate table adjustments, or other inflationary increases. If that occurs, an adjustment to the billing rates and/or Fee will be computed based on remaining scope amount times the specific rate increase.
 - 2. If the period of service for the Tasks identified above is extended beyond 6 months or if the Project has stop/start iterations, the compensation amount for J-U-B's services may be appropriately adjusted to account for salary adjustments, extended duration of project management and administrative services, and/or costs related to stop/start cycles including necessary monitoring and communication efforts during inactive periods.

- C. CLIENT acknowledges that J-U-B's schedule commitments outlined in Part 4 are subject to the standard of care and J-U-B will not be responsible for delays beyond our direct control.
- D. The following table summarizes the fees and anticipated schedule for the services identified in PART 2.

Task Number	Task Name	Fee Type	Amount	Anticipated Schedule
001	Project Management	Lump Sum	\$1,800	Concurrent with work progress
002	Review Existing Comprehensive Plan and Development Regulations	Lump Sum	\$6,200	Concurrent with work progress
003	Review of Final Draft Comprehensive Plan and Development Regulations	Lump Sum	\$3,100	Concurrent with work progress
004	Comprehensive Plan Map Updates	Lump Sum	\$9,350	Concurrent with work progress
Total:			\$20,450	

- E. Electronic deliverables provided to the CLIENT as part of the work described within this Attachment are subject to the provisions of J-U-B's "electronic document/data limited license" found at edocs.jub.com.

For internal J-U-B use only:

PROJECT LOCATION (STATE): Washington

TYPE OF WORK: City

R&D: No

GROUP: Planning

PROJECT DESCRIPTION(S):

1. Planning (P05)
2. GIS/Asset Management (G04)

Face Sheet

Contract Number: 25-63335-154

**Local Government Division
Growth Management Services
GMA Periodic Update Grant (PUG)**

1. Contractor City of Waitsburg PO Box 35 Waitsburg, WA 99361		2. Contractor Financial Representative Randy Hinchliffe City Administrator adminitrator@cityofwaitsburg.com	
3. Contractor Representative Randy Hinchliffe (509) 337-6371 City Administrator adminitrator@cityofwaitsburg.com		4. COMMERCE Representative Suzanne Austin Senior Planner suzanne.austin@commerce.wa.gov	
5. Contract Amount \$50,000		6. Funding Source Federal: <input type="checkbox"/> State: <input checked="" type="checkbox"/> Other: <input type="checkbox"/> N/A: <input type="checkbox"/>	
7. Start Date Date of Execution		8. End Date June 30, 2025	
9. Federal Funds (as applicable) N/A		Federal Agency: N/A	
10. Tax ID # N/A		11. SWV # SWV0019427-02	
12. UBI # 362-000-001		13. UEI # N/A	
14. Contract Purpose Grant funding to assist the City of Waitsburg with planning work for the completion the Growth Management Act (GMA) requirement to review and revise the comprehensive plan and development regulations under RCW 36.70A.130(5). COMMERCE, defined as the Department of Commerce, and the Contractor, as defined above, acknowledge and accept the terms of this Contract and Attachments and have executed this Contract on the date below and warrant they are authorized to bind their respective agencies. The rights and obligations of both parties to this Contract are governed by this Contract and the following documents incorporated by reference: Contractor Terms and Conditions including Attachment "A" – Scope of Work, Attachment "B" – Budget.			
FOR CONTRACTOR _____ Randy Hinchliffe, City Administrator City of Waitsburg _____ Date		FOR COMMERCE _____ Mark K. Barkley, Assistant Director Local Government Division _____ Date APPROVED AS TO FORM ONLY BY ASSISTANT ATTORNEY GENERAL APPROVAL ON FILE	

Waitsburg Year 1 PUG

Attachment A: Scope of Work

Tasks & Deliverables	Description	End Date
Task 1	Develop periodic update work plan	
Deliverable 1	D1: Periodic update work plan	June 13, 2025
Task 2	Develop a public participation plan	
Deliverable 2	D2: Public participation plan	June 13, 2025
Task 3	Complete critical areas analysis	
Deliverable 3	D3: Critical Areas Checklist	June 13, 2025
Task 4	Complete comprehensive plan analysis and development regulations	
Deliverable 4	D4: Comprehensive Plan Checklist	June 13, 2025
Task 5	Population allocation and Housing allocation	
Deliverable 5	D5: Population allocation and Housing allocation	June 13, 2025
Task 6	Land Use Study	
Deliverable 6	D6: Land Capacity Analysis	June 13, 2025

Waitsburg Year 1 PUG

Attachment B: Budget

Deliverable	SFY25 Amount
D1: Periodic update work plan	\$7,500
D2: Public participation plan	\$7,500
D3: Critical Areas Checklist	\$7,500
D4: Comprehensive Plan Checklist	\$10,000
D5: Population allocation and Housing allocation	\$7,500
D6: Land Capacity Analysis	\$10,000
Contract Total (Sate Fiscal Year 2025 only)	\$50,000

RESOLUTION NO. 2024-784

**A RESOLUTION OF THE COUNCIL OF THE CITY OF WAITSBURG TO FOLLOW
LIMITED ENGLISH PROFICIENCY GUIDELINES SET FORTH BY THE
ENVIRONMENTAL PROTECTION AGENCY**

Whereas, most individuals living in the United States read, write, speak and understand English. There are many individuals, however, for whom English is not their primary language, and

Whereas, the City of Waitsburg is required by the provisions of its grant with the Environmental Protection Agency to provide all project information to those who request it, regardless of their ability to speak English.

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF WAITSBURG,
WASHINGTON, RESOLVES AS FOLLOWS:**

1. The City will take reasonable steps to ensure meaningful access to its programs and activities by those considered limited English proficient ("LEP"); and
2. The City will follow the Environmental Protection Agencies LEP guidelines, as attached to this Resolution, in its efforts to provide access to its programs and activities.

PASSED, ADOPTED AND APPROVED this 18th day of December, 2024.

APPROVED:

ATTEST:

Marty Dunn, Mayor

Randy Hinchliffe, City Clerk

APPROVED AS TO FORM:

Jared Hawkins - City Attorney

Re: Comfort Isle Restroom Skids



Clint Nelson <clint@nordicamericas.com>

To: Randy Hinchliffe

 You replied to this message on 10/29/2024 9:08 AM.



OML 16 ADA 3ST1U J.pdf
123 KB

Hi Randy,

This OML 16 ADA 3ST1U will be my cheapest option in an ADA + 2. It comes with electric jacks so please disregard the manual jacks in the photos.

OMEGA Lite

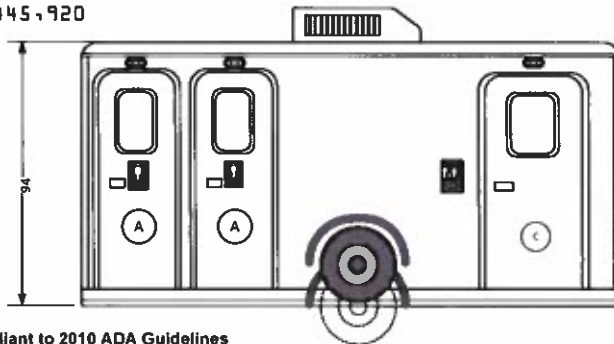
Omega Lite 16 ADA 3ST1U (3 private rooms with toilets and sinks. One room ADA compliant) - Retail \$81,042 Your price \$69,464 plus freight \$4,473 = **\$73,937**

Omega Lite 16 ADA 3ST1U Link

<https://photos.app.goo.gl/Gc1ePub2QX9NsaCy9>

Thank you,

20,98445,920

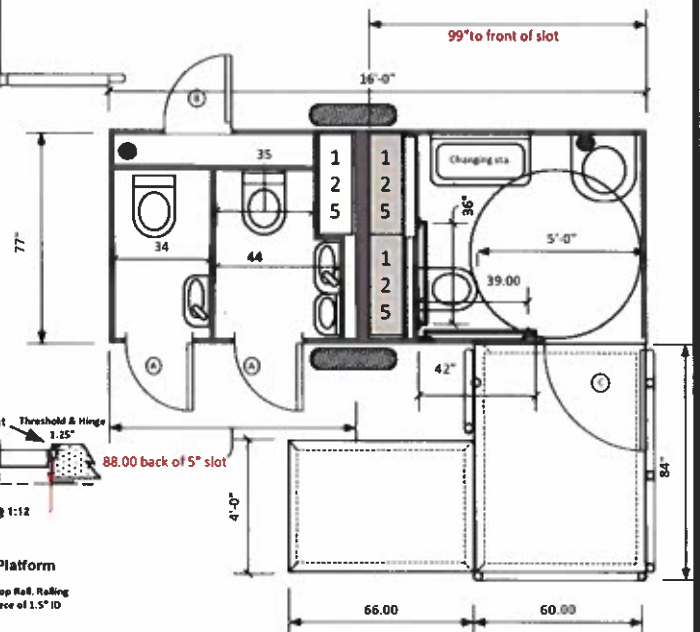
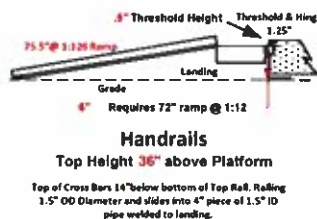


- Ⓐ 78"x24" radius RH
- Ⓑ 78"x32" radius LH
- Ⓒ 80"x 36" radius RH



Omega Lite 16 ADA 3ST1U

ADA compliant to 2010 ADA Guidelines
 Lowers to ground & Container Shipable
 Removeable trailer tongue
 Porcelain wall hung fixtures
 375 gl tank storage Custom to your specifications
 Rotationally molded vertical tanks
 Stainless Steel Towel, tissue and soap dispensers
 Rubber coin over steel flooring Electric Brakes
 3 Jets Marine Toilets & ULTIMA VOD Vacuumator
 Uses around one pint per flush with auto flush urinal
 Air Conditioned 16,000btu / 5,500 btu heat
 Ducted ventilation Obscure skylights in radius doors
 Vandal resistant pebble finished wall panels
 Double foil radiant barrier insulation
 Retractable TorFlex suspension
 16 x 6.75 14 ply Radial Tires & Easy-Lube bearings
 All metal and composite construction
 LED 50,000 hour burn automatic lighting and trailer lighting
 Dawn to dusk LED porch lighting
 Liquefies all waste paper and hygienic products
 Self Pumping to Sewer Tap up to 100 yards w/10' head
 One 50 amp/240 ac power inlet
 Aluminum ADA ramp w/Stainless steel railing
 4" curbs are optional on ADA landing
 Changing station standard
 2000 flushes at Max
 Option: Winterpackage with 3 Aux. heaters



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Approved by

These restrooms are designed to be compliant with all current guidelines as we are aware of. Many guidelines have gray areas and points open to interpretation. Different entities may have differed interpretations or local differences. We suggest getting approvals of final plans from the authorities in the local the unit will be placed







**AMENDMENT NO. 1
TO AGREEMENT BETWEEN CLIENT AND ENGINEER FOR
PROFESSIONAL SERVICES**

Job No. 366-129

PROJECT: HARMON STREET SIDEWALK IMPROVEMENTS

PART I. PARTIES AND DESCRIPTION OF WORK

THIS AMENDMENT, made this 15th day of September 2024, amends the AGREEMENT between the City of Waitsburg, Washington (Client) and Anderson Perry & Associates, Inc. (Engineer) dated July 14, 2023.

This AMENDMENT modifies the agreement to include the following:

PART II.A. ENGINEERING SERVICES

Additional services will include construction administration services for the construction of sidewalks, including Americans with Disabilities (ADA) ramps on several streets in Waitsburg. See Exhibit A for a detailed Scope of Work.

PART III. BASIS OF FEE AND BILLING SCHEDULE

Compensation for this additional work shall be on a time and materials basis with a cost not-to-exceed \$35,000 (Exhibit B). This Amendment increases the contract maximum from \$28,000 to \$63,000.

All other provisions of the AGREEMENT shall remain the same.

Engineer
Anderson Perry & Associates, Inc.

Client
City of Waitsburg, Washington

Jake Hollopeter, P.E.

Name

Signature

Vice President

Title

Name

Signature

Title

**EXHIBIT A - AMENDMENT NO. 1
CITY OF WAITSBURG, WASHINGTON
HARMON STREET SIDEWALK IMPROVEMENTS
SCOPE OF WORK**

PROJECT UNDERSTANDING

This project generally includes the tasks required to provide construction administration services for the City of Waitsburg's (Client) Harmon Street Sidewalk Improvements project.

In general, the construction administration phase will involve, but not be limited to, the following key components and deliverables:

- Full Construction Management and Administration
- Full-Time, On-Site Construction Observation (based on a 40-working day contract)
- Review and Approve Material Submittals
- Daily Observation Reports
- Daily Bid Item Quantity Tracking, Measurements, and Documentation
- Oversee and Schedule Material Testing Services
- Track and Issue Weekly Statements of Working Days
- Review and Assist with Preparing Contractor Monthly Pay Estimates and Submit to the Client
- Review Contractor Proposals for Alternate "Or Equal" Materials
- Schedule and Attend On-Site Construction Meetings
- Complete Washington State Department of Transportation (WSDOT)/Federal Highway Administration (FHWA) Construction Documentation
- Submit Monthly Invoices to the Client for Services Performed
- Coordinate/Communicate with Adjacent Property Owners/Residents and the General Public
- Prepare Project Closeout Paperwork
- Conduct Final Project Walkthrough and Prepare Punchlist
- Prepare and Submit Construction Record Drawings

DUTIES AND RESPONSIBILITIES OF ANDERSON PERRY & ASSOCIATES, INC. (ENGINEER)

TASK 1 - PROJECT ADMINISTRATION

The Engineer will oversee project tasks and coordinate with Client representatives to manage the scope, schedule, and budget for the construction management, administration, on-site observation, and materials testing services associated with this project.

1.1 Contract Administration, Invoicing, and Progress Reports

1. Prepare and submit monthly invoices. Each invoice will include the date period covered by the invoice; the number of hours worked during the billing period with billing rates shown; expenses and associated markups; the total cost for labor and expenses; subconsultant fees including markups; and a total amount summarizing labor, expenses, and subconsultant fees.
2. Prepare a Contract Summary Report to accompany the monthly invoices. The Contract Summary Report will list each invoice, including the current invoice with an itemized summary of invoice numbers, dates, and amounts billed for labor, expenses, and subconsultant, as well as the total amounts for each invoice. The Contract Summary Report will also list the total amount billed to date, total amount remaining under the contract, and the contract expiration date.
3. Prepare a brief Project Status Report to accompany the monthly invoices. The Project Status Report will include the date period covered by the report and a brief summary of the work performed during the billing period, a notice to the Client raising any issues or concerns that could require a contract amendment/supplement, a brief summary of completed and/or upcoming project milestones, and any Client action items needed for project delivery. The Engineer will monitor the budget status and take actions to correct undesirable budget trends involving the Client if the scope is impacted.
4. Project management. General coordination with the Client, subconsultant, other Engineers, and stakeholders, as well as ongoing monitoring of tasks and resources.
5. Maintain all contract-required documentation. Provide copies of project files and records to the Client for audits and public information requests. All final documents will be provided in electronic format as requested.

Deliverables

- ☐ Monthly Invoices, Contract Summary Reports, and Project Status Reports
- ☐ Project Documentation

TASK 2 - CONSTRUCTION ADMINISTRATION

2.1 Construction Management Administration

The Engineer will provide complete construction management and administration services, acting as the Client's representative. Construction management and administration duties will include the following:

- Organize the preconstruction conference and provide meeting minutes.
- Coordinate and oversee all on-site observation and material testing services.
- Receive, review, maintain, and approve all material submittals. Copies of all submittal correspondence will be provided to the Client.
- Receive, review, and determine the acceptability of any and all schedules provided by the Contractor, including the Progress Schedule, Schedule of Submittals, and Schedule of Values.

- Track and issue Weekly Statements of Working Days.
- Prepare the Pay Estimate Ledger spreadsheet based on bid results, including funding breakdown updates based on grant eligibility summary.
- Review the Contractor's proposed Monthly Pay Estimates, prepare the Pay Estimate Ledger including funding source breakout, and provide to the Client for review and approval.
- Schedule and attend on-site construction meetings.

Deliverables

- ☐ Preconstruction Conference Meeting Minutes
- ☐ Copies of Approved Material Submittals
- ☐ Copies of all Schedules Provided by the Contractor
- ☐ Weekly Statements of Working Days
- ☐ Monthly Pay Estimates
- ☐ On-Site Construction Meeting Minutes
- ☐ Copies of all Written Communications with the Contractor
- ☐ Pay Estimate Ledger Spreadsheet
- ☐ Construction Documentation

2.2 Construction Observation

The Engineer will provide full-time, on-site construction observation services (based on a 40-working day contract. The Engineer's Construction Representative will be the Engineer's agent for the project and will act as directed by, and under the supervision of, the Engineer. The Construction Representative's dealings in matters pertaining to the Contractor's work in progress will, in general, be with the Engineer and Contractor, keeping the Client advised, as necessary. The Construction Representative's dealings with subcontractors will only be through, or with the full knowledge and approval of, the Contractor. The Construction Representative will generally communicate with the Client with the knowledge of, and under the direction of, the Engineer. The Engineer's Construction Representative's responsibilities will include the following:

- Serve as the Engineer's liaison with the Contractor, working principally through the Contractor's superintendent, to assist in providing information regarding the intent of the Contract Documents.
- Assist the Engineer in serving as the Client's liaison with the Contractor when the Contractor's operations affect the Client's on-site operations.
- Assist in obtaining additional details or information from the Client when required for proper execution of the work.
- Report to the Engineer when clarifications and interpretations of the Contract Documents are needed. Transmit any clarifications and interpretations issued by the Engineer to the Contractor.
- Consider and evaluate the Contractor's suggestions for modifying the Drawings or Specifications and report the suggestions, together with construction representative's recommendations, to the Engineer. Transmit Engineer decisions to the Contractor in writing.

- Conduct on-site observation of the project to ensure all work is completed in accordance with the Contract Documents. Advise the Engineer of any special conditions encountered.
- Coordinate with the Engineer in advance of scheduled major construction events, tests, and systems startups. Verify that appropriate Client personnel are present, and that adequate records are kept for necessary testing.
- Prepare a daily report recording all pertinent information such as the Contractor's hours on site, weather conditions, data relative to potential Change Orders, Field Orders, changed conditions and Summary of Force Account/Estimated Items completed, site visitors, daily activities, and decisions.
- Coordinate/communicate construction activities with adjacent property owners and the general public. This work may include impromptu discussions with residents, scheduling meetings to discuss issues, and discussing information on the Go Waitsburg website.
- Coordinate with private utility companies if utility conflicts exist.
- Immediately notify the Engineer of any site accidents, emergencies, acts of God endangering the work, or property damage.
- Review the Contractor's pay estimates to ensure work being paid for is complete. Track and process materials-on-hand in accordance with the Contract Documents.
- Track bid item quantities daily.
- Assist with coordination of Archaeology and Historical Salvage (if necessary).

Deliverables

- ☐ Daily Observation Reports
- ☐ Daily Tracking of Bid Item Quantities

2.3 Materials Testing

The Engineer will coordinate all materials testing. This work will include the following:

- Schedule and provide a qualified testing subconsultant for on-site materials testing and laboratory testing of cement-treated base, base course, top course, soils, concrete, and asphalt as required in the Contract Documents and at the frequency specified in the WSDOT Construction Manual.

Deliverable

- ☐ Materials Test Reports

2.4 Construction Staking

The Engineer will provide limited construction staking as needed to construct the improvements.

TASK 3 - PROJECT CLOSEOUT

The Engineer will perform project closeout work, including the following:

1. Conduct a pre-final walkthrough, complete substantial completion paperwork, and prepare and implement the project punch list.

2. Conduct a final project walkthrough and prepare project closeout paperwork.
3. Prepare and submit construction Record Drawings from the red line drawings provided by the Contractor.
4. Participate in the one-year warranty inspection.

Deliverables

- ☐ Substantial Completion Paperwork
- ☐ Project Punch List
- ☐ Project Closeout Paperwork
- ☐ Construction Record Drawings

Exhibit A-SOW_Waitsbrug_HarmonStSidImp_366 129-000.docx

EXHIBIT B
City of Waitsburg, Washington
Consultant Fee Determination Summary Sheet

Project: Harmon Street Sidewalk Improvements
Prepared By: Adam Schmidtgal, P.E.
Date: September 15, 2024

CONSTRUCTION ENGINEERING

Anticipated Staff Classification	Estimated Work Hours		Rate		Cost
Senior Engineer IV	40	x	\$215		\$8,600
Senior CAD Technician II	10	x	\$125	=	\$1,250
Senior Technician VI	40	x	\$155	=	\$6,200
Engineering Technician V	40	x	\$130	=	\$5,200
Survey Technician II	10	x	\$90	=	\$900
Survey Chief II	60	x	\$120	=	\$7,200
Professional Land Surveyor IV	4	x	\$175	=	\$700
			Subtotal	=	\$30,050
			Reimbursables (mileage, robotic survey station, materials testing, etc.)	=	\$4,950
			Estimated Construction Engineering Total	=	\$35,000

**APPLICATION FOR PAYMENT NO. 1
CITY OF WAITSBURG, WASHINGTON
HARMON STREET SIDEWALK - 2024**

TO City of Waitsburg, Washington (OWNER)

FROM Ellison Earthworks, LLC (CONTRACTOR)

For Work accomplished through the date of: December 5, 2024

1.	Original Contract Price	\$	175,041.25
2.	Net Change by Change Orders and Written Amendments {+/-}		
3.	Current Contract Price (1 plus 2)	\$	175,041.25
4.	Total Work Completed and Materials On Hand to Date*	\$	152,787.54
5.	Retainage: (N/A)	\$	-
6.	Sales Tax: (N/A)	\$	-
7.	Liquidated Damages	(\$	-)
8.	Less Previous Application for Payments	\$	-
9.	DUE THIS APPLICATION (4 minus 5, plus 6, minus 7 and 8)	\$	152,787.54

* Line 4 may not match Line 3 on final Application for Payment due to bid versus constructed quantity differences on unit price work.

Accompanying Documentation:

Contractor's Certification:

The undersigned Contractor certifies that (1) all previous progress payments received from Owner, if any, on account of Work done under the Contract referred to above have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Application; (2) title of all Work, materials, and equipment incorporated in said Work or otherwise listed in, or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Lien, security interest, or encumbrance); (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and not defective; and (4) Record Drawings and required job photos are up-to-date, accurate, and complete for Work performed.

Dated 12/10/2024

Ellison Earthworks, LLC

CONTRACTOR

By: 

Payment of the above AMOUNT DUE THIS APPLICATION is recommended

Dated 12/10/2024

Anderson Perry & Associates, Inc.

ENGINEER

By:  Digitally signed by Katherine GM Thompson
Date: 2024.12.10 17:00:29-08'00'

APPROVED by Owner:

City of Waitsburg, Washington

OWNER

Dated _____

By: _____

Title: _____

**APPLICATION FOR PAYMENT NO. 1
CITY OF WAITSBURG, WASHINGTON
HARMON STREET SIDEWALK - 2024**

Date: December 5, 2024

Page 2 of 2

FROM: Ellison Earthworks, LLC

TO: City of Waitsburg, Washington

Date of Completion

Original: December 25, 2024

Revised:

On Schedule: ☒ Yes ☐ No

Contract Amount

Original Amount of Contract: \$ 175,041.25

Change Orders: (+ or -)

Current Contract Amount \$ 175,041.25

Date of Estimate

From: November 1, 2024

To: December 5, 2024

Item No.	CONTRACT ITEMS Description	BID PRICES			PREVIOUS		THIS PERIOD		TOTAL TO DATE	
		Qty.	Unit	Unit Price	Qty.	Amount	Qty.	Amount	Qty.	Amount
1	Mobilization	All Req'd	LS	\$24,290.33	0%	\$0.00	72%	\$17,489.04	72%	\$17,489.04
2	Minor Change	1	DOL	10,000.00		0.00		0.00		0.00
3	ADA Features Surveying	All Req'd	LS	2,665.88	0%	0.00	0%	0.00	0%	0.00
4	Record Drawings (Minimum Bid \$3,000)	All Req'd	LS	3,000.00	0%	0.00	0%	0.00	0%	0.00
5	SPCC Plan	All Req'd	LS	620.09	0%	0.00	0%	0.00	0%	0.00
6	Project Temporary Traffic Control	All Req'd	LS	5,577.18	0%	0.00	100%	5,577.18	100%	5,577.18
7	Work Zone Safety Contingency	EST	FA	1,500.00		0.00		1,500.00		1,500.00
8	Removal of Structures and Obstructions	All Req'd	LS	3,754.56	0%	0.00	100%	3,754.56	100%	3,754.56
9	Crushed Surfacing Top Course	230	TON	76.02	0	0.00	293	22,273.86	293	22,273.86
10	Pavement Repair	20	SY	174.97	0	0.00	0	0.00	0	0.00
11	Inlet Protection	1	EA	55.32	0	0.00	1	55.32	1	55.32
12	Seeding and Fertilizing by Hand	200	SY	7.20	0	0.00	0	0.00	0	0.00
13	Cement Conc. Sidewalk, 6-in. Thickness	1,000	SY	96.78	0	0.00	980	94,844.40	980	94,844.40
14	Cement Conc. Sidewalk Ramp	6	EA	1,215.53	0	0.00	6	7,293.18	6	7,293.18
Bid Total						0.00		152,787.54		152,787.54

Change Orders:	Qty.	Unit	Unit Price	PREVIOUS		THIS PERIOD		TOTAL TO DATE	
				Qty.	Amount	Qty.	Amount	Qty.	Amount
Total All Change Orders				\$ 0.00		\$ 0.00		\$ 0.00	
Materials on Hand:	Qty.	Unit	Unit Price	PREVIOUS		THIS PERIOD		TOTAL TO DATE	
				Qty.	Amount	Qty.	Amount	Qty.	Amount
Total Materials on Hand				\$ 0.00		\$ 0.00		\$ 0.00	
TOTAL WORK COMPLETED AND MATERIALS ON HAND				\$ 0.00		\$ 152,787.54		\$ 152,787.54	

SUMMARY

	PREVIOUS	THIS PERIOD	TOTAL TO DATE
1. Amount Earned	\$ 0.00	\$ 152,787.54	\$ 152,787.54
2. Amount Retained (N/A)	\$ 0.00	\$ 0.00	\$ 0.00
3. Sales Tax (N/A)	\$ 0.00	\$ 0.00	\$ 0.00
4. Liquidated Damages	\$ 0.00	\$ 0.00	\$ 0.00
Amount Due for Payment	\$ 0.00	\$ 152,787.54	\$ 152,787.54
Amount Due for Payment this Estimate		\$ 152,787.54	
Estimated % Job Completed	87%		

Memo

To: Mayor and City Council
From: City Administrator – Randy Hinchliffe
Date: 12/11/2024
Re: Agenda item g

Mayor and City Council Members

As I mentioned at the November meeting, the City's insurance premium for next year is roughly \$73,000; which is a substantial increase from the current year. The agreement allows us to finance it out over the course of the year while only putting down a little over \$14,000 in January.

I know the Council was concerned with the amount of interest charged, but we will have a credit from the insurance company from the demolition of the grandstands for \$2,000 that will essentially offset the interest expense.

This is a new service available to members of the insurance pool and has no prepayment penalty. It represents an opportunity to hold some of our carry over cash into the new year while we wait for Old City Hall to close and receive our reimbursement from WSDOT for the Harmon St Sidewalk pay application. Financing it would help to keep some extra money on hand to deal with any unforeseen expenses, should something come up.

Randy Hinchliffe
City Administrator

CAF.PROCESSING@IPFS.COM
49 STEVENSON STREET STE 1275
SAN FRANCISCO, CA 94105
(877)687-9826 FAX: (415)796-6156
CUSTOMER SERVICE: (800)774-8282

PREMIUM FINANCE AGREEMENT

IPFS CORPORATION

A	CASH PRICE (TOTAL PREMIUMS)	\$73,157.72
B	CASH DOWN PAYMENT	\$14,631.54
C	PRINCIPAL BALANCE (A MINUS B)	\$58,526.18

AGENT
(Name & Place of business)
CLEAR RISK SOLUTIONS

451 DIAMOND DR

EPHRATA, WA 98823-2619
(509)754-2027 FAX: (509)754-3406

INSURED
(Name & Residence or business)
CITY OF WAITSBURG
PO BOX 35

WAITSBURG, WA 99361
administrator@cityofwaitsburg.com

Commercial

Account #: _____

LOAN DISCLOSURE

Quote Number: 28465646

Additional Policies Scheduled on Page 3

ANNUAL PERCENTAGE RATE The cost of your credit as a yearly rate.	FINANCE CHARGE The dollar amount the credit will cost you.	AMOUNT FINANCED The amount of credit provided to you or on your behalf.	TOTAL OF PAYMENTS The amount you will have paid after you have made all payments as scheduled
10.800%	\$2,936.02	\$58,526.18	\$61,462.20

YOUR PAYMENT SCHEDULE WILL BE

Number Of Payments	Amount Of Payments	When Payments Are Due
10	\$6,146.22	Beginning: MONTHLY 01/01/2025

ITEMIZATION OF THE AMOUNT FINANCED: THE AMOUNT FINANCED IS FOR APPLICATION TO THE PREMIUMS SET FORTH IN THE SCHEDULE OF POLICIES UNLESS OTHERWISE NOTED.

Security: Refer to paragraph 1 below for a description of the collateral assigned to Lender to secure this loan.

Late Charges: A late charge will be imposed on any installment in default 5 days or more. This late charge will be 5.00% of the installment due.

Prepayment: If you pay your account off early, you may be entitled to a refund of a portion of the finance charge in accordance with Rule of 78's or as otherwise allowed by law. The finance charge includes a predetermined interest rate plus a non-refundable service/origination fee of \$10.00. See the terms below and on the next page for additional information about nonpayment, default and penalties.

POLICY PREFIX AND NUMBER	EFFECTIVE DATE OF POLICY	SCHEDULE OF POLICIES INSURANCE COMPANY AND GENERAL AGENT	COVERAGE	MINIMUM EARNED PERCENT	POL TERM	PREMIUM
CIAW242534571	12/01/2024	PENNSYLVANIA MANUFACTURERS ASSN INS CLEAR RISK SOLUTIONS CITIES INSURANCE ASSN OF WASHINGTON	PACKAGE	0.000%	12	68,099.18
Broker Fee:						\$0.00
TOTAL:						\$73,157.72

The undersigned insured directs IPFS Corporation (herein, "Lender") to pay the premiums on the policies described on the Schedule of Policies. In consideration of such premium payments, subject to the provisions set forth herein, the insured agrees to pay Lender at the branch office address shown above, or as otherwise directed by Lender, the amount stated as Total of Payments in accordance with the Payment Schedule, in each case as shown in the above Loan Disclosure. The named insured(s), on a joint and several basis if more than one, hereby agree to the following provisions set forth on pages 1 and 2 of this Agreement: **1. SECURITY:** To secure payment of all amounts due under this Agreement, insured assigns Lender a security interest in all right, title and interest to the scheduled policies, including (but only to the extent permitted by applicable law): (a) all money that is or may be due insured because of a loss under any such policy that reduces the unearned premiums (subject to the interest of any applicable mortgagee or loss payee), (b) any unearned premium under each such policy, (c) dividends which may become due insured in connection with any such policy and (d) interests arising under a state guarantee fund. **2. POWER OF ATTORNEY:** Insured irrevocably appoints its Lender attorney-in-fact with full power of substitution and full authority upon default to cancel all policies above identified, receive all sums assigned to its Lender or in which it has granted Lender a security interest and to execute and deliver on behalf of the insured documents, instruments, forms and notices relating to the listed insurance policies in furtherance of this Agreement.

NOTICE: A. Do not sign this agreement before you read it or if it contains any blank space. B. You are entitled to a completely filled in copy of this agreement. C. Under the law, you have the right to pay in advance the full amount due and under certain conditions to obtain a partial refund of the finance charge. D. Keep your copy of this agreement to protect your legal rights.

The undersigned hereby warrants and agrees to Agent's Representations set forth herein.

Signature of Insured or Authorized Agent

DATE

Signature of Agent

DATE

nsured and Lender further agree that: **3. POLICY EFFECTIVE DATES:** The finance charge begins to accrue as of the earliest policy effective date.

4. AGREEMENT EFFECTIVE DATE: This Agreement shall be effective when written acceptance is mailed to the insured by Lender. **5. DEFAULT AND DELINQUENT PAYMENTS:** If any of the following happens insured will be in default: (a) a payment is not made when it is due, (b) a proceeding in bankruptcy, receivership, insolvency or similar proceeding is instituted by or against insured, or (c) insured fails to keep any promise the insured makes in this Agreement; provided, however, that, to the extent required by applicable law, insured may be held to be in default only upon the occurrence of an event described in clause (a) above. The acceptance by Lender of one or more late payments from the insured shall not estop Lender or be a waiver of the rights of Lender to exercise all of its rights hereunder or under applicable law in the event of any subsequent late payment. **6. CANCELLATION:** Lender may cancel the scheduled policies after providing at least 10 days notice of its intent to cancel or any other required statutory notice if the insured does not pay any installment according to the terms of this Agreement or transfers any of the scheduled policies to a third party and the unpaid balance due to Lender shall be immediately due and payable by the insured. Lender at its option may enforce payment of this debt without recourse to the security given to Lender. **7. CANCELLATION CHARGES:** If Lender cancels any insurance policy in accordance with the terms of this Agreement and applicable law, then the insured shall pay Lender a cancellation charge equal to \$5.00 or the maximum amount permitted by law. If cancellation occurs, the insured agrees to pay a finance charge on the outstanding indebtedness at the maximum rate authorized by applicable state law in effect on the date of cancellation until the outstanding indebtedness is paid in full or until such other date as required by law.

Not applicable in KY, NV, and VT) **8. INSUFFICIENT FUNDS (NSF) CHARGES:** If insured's check or electronic funding is dishonored for any reason, the insured will pay to Lender a fee of \$20.00 or the maximum amount permitted by law. (Not applicable in AL and KY). **9. MONEY RECEIVED AFTER CANCELLATION:** Any payments made to Lender after Lender's Notice of Cancellation of the insurance policy(ies) has been mailed may be credited to the insured's account without any obligation on the part of Lender to request reinstatement of any policy. Any money Lender receives from an insurance company shall be credited to the balance due Lender with any surplus refunded to whomever is entitled to the money. In the event that Lender does request a reinstatement of the policy(ies) on behalf of the insured, such a request does not guarantee that coverage under the policy(ies) will be reinstated or continued. Only the insurance company has authority to reinstate the policy(ies). The insured agrees that Lender has no liability to the insured if the policy(ies) is not reinstated and Lender may charge a reinstatement fee where permitted up to the maximum amount allowed by law. **10. ASSIGNMENT:** The insured agrees not to assign this Agreement or any policy listed hereon or any interest therein (except for the interest of mortgagees or loss payees), without the written consent of Lender, and that Lender may sell, transfer and assign its rights hereunder or under any policy without the consent of the insured, and that all agreements made by the insured hereunder and all rights and benefits conferred upon Lender shall inure to the benefit of Lender's successors and assigns (and any assignees thereof).

11. INSURANCE AGENT OR BROKER: The insured agrees that the insurance agent or broker soliciting the policies or through whom the policies were issued is not the agent of Lender; and the agent or broker named on the front of this Agreement is neither authorized by Lender to receive installment payments under this Agreement nor to make representations, orally or in writing, to the insured on Lender's behalf (except to the extent expressly required by applicable law). As and where permissible by law, Lender may compensate your agent/broker for assisting in arranging the financing of your insurance premiums. If you have any questions about this compensation you should contact your agent/broker. **12. FINANCING NOT A CONDITION:** The law does not require a person to enter into a premium finance agreement as a condition of the purchase of insurance. **13. COLLECTION COSTS:** Insured agrees to pay attorney fees and other collection costs to Lender to the extent permitted by law if this Agreement is referred to an attorney or collection agency who is not a salaried employee of Lender, to collect any money insured owes under this Agreement.

Not applicable in KY) **14. LIMITATION OF LIABILITY:** The insured agrees that Lender's liability to the insured, any other person or entity for breach of any of the terms of this Agreement for the wrongful or improper exercise of any of its powers under this Agreement shall be limited to the amount of the principal balance outstanding, except in the event of Lender's gross negligence or willful misconduct (not applicable in KY). Insured recognizes and agrees that Lender is a lender only and not an insurance company and that in no event does Lender assume any liability as an insurer hereunder or otherwise. **15. CLASSIFICATION AND FORMATION OF AGREEMENT:** This Agreement is and will be a general intangible and not an instrument (as those terms are used in the Uniform Commercial Code) for all purposes. Any electronic signature or electronic record may be used in the formation of this Agreement, and the signatures of the insured and agent and the record of this Agreement may be in electronic form (as those terms are used in the Uniform Electronic Transactions Act). A photocopy, a facsimile or other paper or electronic record of this Agreement shall have the same legal effect as a manually signed copy. **16. REPRESENTATIONS AND WARRANTIES:** The insured represents that (a) the insured is not insolvent or presently the subject of any insolvency proceeding (or if the insured is a debtor of bankruptcy, the bankruptcy court has authorized this transaction), (b) if the insured is not an individual, that the signatory is authorized to sign this Agreement on behalf of the insured, (c) all parties responsible for payment of the premium are named and have signed this Agreement, and (d) there is no term or provision in any of the scheduled policies that would require Lender to notify or get the consent of any third party to effect cancellation of any such policy. **17. ADDITIONAL PREMIUM FINANCING:** Insured authorizes Lender to make additional advances under this premium finance agreement at the request of either the Insured or the Insured's agent with the Insured's express authorization, and subject to the approval of Lender, for any additional premium on any policy listed in the Schedule of Policies due to changes in the insurable risk. If Lender consents to the request for an additional advance, Lender will send Insured a revised payment amount ("Revised Payment Amount"). Insured agrees to pay the Revised Payment Amount, which may include additional finance charges on the newly advanced amount, and acknowledges that Lender will maintain its security interest in the Policy with full authority to cancel all policies and receive all unearned premium if Insured fails to pay the Revised Payment Amount. **18. PRIVACY:** Our privacy policy may be found at <https://ipfs.com/Privacy>. **19. ENTIRE DOCUMENT / GOVERNING LAW:** This document is the entire Agreement between Lender and the insured and can only be changed in writing and signed by both parties except that the insured authorizes Lender to insert or correct on this Agreement, if omitted or incorrect, the insurer's name and the policy number(s). Lender is also authorized to correct latent errors and omissions in this Agreement. In the event that any provision of this Agreement is found to be illegal or unenforceable, it shall be deemed severed from the remaining provisions, which shall remain in full force and effect. The laws of the State of Washington will govern this Agreement. **20. AUTHORIZATION:** The insurance company(ies) and their agents, any intermediaries and the agent / broker named in this Agreement and their successors and assigns are hereby authorized and directed by insured to provide Lender with full and complete information regarding all financed insurance policy(ies), including without limitation the status and calculation of unearned premiums, and Lender is authorized and directed to provide such parties with full and complete information and documentation regarding the financing of such insurance policy(ies), including a copy of this Agreement and any related notices. **21. WAIVER OF SOVEREIGN IMMUNITY:** The insured expressly waives any sovereign immunity available to the insured, and agrees to be subject to the laws as set forth in this Agreement (and the jurisdiction of federal and/or state courts) for all matters relating to the collection and enforcement of amounts owed under this Agreement and the security interest in the scheduled policies granted hereby.

AGENT/BROKER REPRESENTATIONS

The agent/broker executing this, and any future, agreements represents, warrants and agrees: (1) installment payments totaling \$0.00 and all applicable down payment(s) have been received from the insured in immediately available funds, (2) the insured has received a copy of this Agreement; if the agent/broker has signed this Agreement on the insured's behalf, the insured has expressly authorized the agent/broker to sign this Agreement on its behalf or, if the insured has signed, to the best of the undersigned's knowledge and belief such signature is genuine, (3) the policies are in full force and effect and the information in the Schedule of Policies including the premium amounts is correct, (4) no direct company bill, audit, or reporting form policies or policies subject to retrospective rating or to minimum earned premium are included, except as indicated, and the deposit of provisional premiums is not less than anticipated premiums to be earned for the full term of the policies, (5) the policies can be cancelled by the insured or Lender (or its successors and assigns) on 10 days notice and the unearned premiums will be computed on the standard short rate or pro rata table except as indicated, (6) there are no bankruptcy, receivership, or insolvency proceedings affecting the insured, (7) to hold Lender, its successors and assigns harmless against any loss or expense (including attorney fees) resulting from these representations or from errors, omissions or inaccuracies of agent/broker in preparing this Agreement, (8) to pay the down payment and any funding amounts received from Lender under this Agreement to the insurance company or general agent (less any commissions where applicable), (9) to hold in trust for Lender or to assign any payments made or credited to the insured through or to agent/broker directly or indirectly, actually or constructively by the insurance companies and to pay the monies, as well as the unearned commissions to Lender or its assigns upon demand to satisfy the outstanding indebtedness of the insured, (10) all material information concerning the insured and the financed policies necessary for Lender to cancel such policies and receive the unearned premium has been disclosed to Lender, (11) no term or provision of any financed policy requires Lender to notify or get the consent of any third party to effect cancellation of such policy, and (12) to promptly notify Lender in writing if any information on this Agreement becomes inaccurate.

AGENT
(Name & Place of business)
CLEAR RISK SOLUTIONS

451 DIAMOND DR

EPHRATA,WA 98823-2619
(509)754-2027 FAX: (509)754-3406

INSURED
(Name & Residence or business)
CITY OF WAITSBURG
PO BOX 35

WAITSBURG, WA 99361

administrator@cityofwaitsburg.com

Account #: _____

SCHEDULE OF POLICIES
(continued)

Quote Number: 28465646

POLICY PREFIX AND NUMBER	EFFECTIVE DATE OF POLICY	INSURANCE COMPANY AND GENERAL AGENT	COVERAGE	MINIMUM EARNED PERCENT	POL TERM	PREMIUM
CIAW242534571	12/01/2024	HARTFORD STEAM BOILER INSPEC & INS CLEAR RISK SOLUTIONS CITIES INSURANCE ASSN OF WASHINGTON	EQUIPMENT	0.000%	12	5,058.54

Broker Fee: \$0.00

TOTAL: \$73,157.72

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AutoPay Method

Set Up
Set Up
Set Up
Set Up

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*Fees may apply

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No risk of forgetting to make a payment

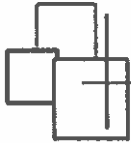


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Vendor Activity

Fiscal: 2024
Period: 2024 - December - December

Reference	Period	Amount	Number
Anatek Labs			
Invoice			
Invoice - 12/12/2024 11:03:51 AM	2024 - December - December Inv#2427852	\$1,650.00	28156
Total Invoice	1	\$1,650.00	
Total Anatek Labs	1	\$1,650.00	
Anderson Perry & Assoc.			
Invoice			
Invoice - 12/12/2024 11:03:23 AM	2024 - December - December Inv#78488	\$3,100.00	28157
Total Invoice	1	\$3,100.00	
Total Anderson Perry & Assoc.	1	\$3,100.00	
Columbia County Planning			
Invoice			
Invoice - 12/12/2024 10:50:24 AM	2024 - December - December Nov. 2024 building permits	\$1,303.30	28158
Total Invoice	1	\$1,303.30	
Total Columbia County Planning	1	\$1,303.30	
Correct Equipment			
Invoice			
Invoice - 12/12/2024 10:45:49 AM	2024 - December - December Inv#151244/151368;PO#5371	\$2,086.94	28159
Total Invoice	1	\$2,086.94	
Total Correct Equipment	1	\$2,086.94	
Crown Paper & Janitorial			
Invoice			
Invoice - 12/12/2024 10:36:40 AM	2024 - December - December	\$515.51	28160

Reference	Period	Amount	Number
Crown Paper & Janitorial			
Invoice			
	Inv#367781/PO#5400		
Total Invoice	1	\$515.51	
Total Crown Paper & Janitorial	1	\$515.51	
Dayton Electric, LLC			
Invoice			
Invoice - 12/12/2024 11:02:12 AM	2024 - December - December	\$2,328.46	28161
	Inv#2045/2046/2010		
Total Invoice	1	\$2,328.46	
Total Dayton Electric, LLC	1	\$2,328.46	
Dayton Tractor & Machine			
Invoice			
Invoice - 12/12/2024 10:57:33 AM	2024 - December - December	\$646.02	28162
	Inv#4637/5273/5523;PO#5405/5394/5399		
Total Invoice	1	\$646.02	
Total Dayton Tractor & Machine	1	\$646.02	
Don Jackson Excavation, LLC			
Invoice			
Invoice - 12/12/2024 11:01:02 AM	2024 - December - December	\$22,634.70	28163
	FG demo		
Total Invoice	1	\$22,634.70	
Total Don Jackson Excavation, LLC	1	\$22,634.70	
Hawkins Law			
Invoice			
Invoice - 12/12/2024 10:56:49 AM	2024 - December - December	\$1,934.00	28164
	Inv#24237/24203		
Total Invoice	1	\$1,934.00	
Total Hawkins Law	1	\$1,934.00	

Reference	Period	Amount	Number
Kelley Create			
Invoice			
<u>Invoice - 12/12/2024 10:54:38 AM</u>	2024 - December - December Inv#CW61145/61636	\$61.59	<u>28165</u>
Total Invoice	1	\$61.59	
Total Kelley Create	1	\$61.59	
KIE Supply Corporation			
Invoice			
<u>Invoice - 12/12/2024 12:27:16 PM</u>	2024 - December - December Inv#5170459/5172384;PO#5403/5393	\$1,330.70	<u>28166</u>
Total Invoice	1	\$1,330.70	
Total KIE Supply Corporation	1	\$1,330.70	
Kyle's Demolition			
Invoice			
<u>Invoice - 12/12/2024 11:07:06 AM</u>	2024 - December - December Inv#1065/1070	\$1,588.02	<u>28167</u>
Total Invoice	1	\$1,588.02	
Total Kyle's Demolition	1	\$1,588.02	
Marc			
Invoice			
<u>Invoice - 12/12/2024 11:00:15 AM</u>	2024 - December - December Inv#0834805/PO#5398	\$334.78	<u>28168</u>
Total Invoice	1	\$334.78	
Total Marc	1	\$334.78	
One Call Concepts, Inc.			
Invoice			
<u>Invoice - 12/12/2024 11:12:05 AM</u>	2024 - December - December Inv#4119120	\$8.19	<u>28169</u>
Total Invoice	1	\$8.19	
Total One Call Concepts, Inc.	1	\$8.19	
Oxarc			
Invoice			
<u>Invoice - 12/12/2024 11:07:46 AM</u>	2024 - December - December	\$213.49	<u>28170</u>

Reference	Period		Amount	Number
Oxarc				
Invoice				
	Inv#32207164/PO#5396			
Total Invoice		1	\$213.49	
Total Oxarc		1	\$213.49	
Pacific Power				
Invoice				
Invoice - 12/12/2024 11:13:06 AM	2024 - December - December		\$3,896.94	28171
	Nov. 2024 power			
Total Invoice		1	\$3,896.94	
Total Pacific Power		1	\$3,896.94	
Petty Cash				
Invoice				
Invoice - 12/12/2024 10:51:19 AM	2024 - December - December		\$374.95	28172
Total Invoice		1	\$374.95	
Total Petty Cash		1	\$374.95	
Skyline Parts, Inc.				
Invoice				
Invoice - 12/12/2024 11:10:03 AM	2024 - December - December		\$79.51	28173
	Inv#298089/PO#5404			
Total Invoice		1	\$79.51	
Total Skyline Parts, Inc.		1	\$79.51	
Valley Wide Cooperative				
Invoice				
Invoice - 12/12/2024 11:10:37 AM	2024 - December - December		\$1,559.60	28174
	Nov. 2024 fuel			
Total Invoice		1	\$1,559.60	
Total Valley Wide Cooperative		1	\$1,559.60	

Reference	Period	Amount	Number
Van Ausdle Tire			
Invoice			
Invoice - 12/12/2024 11:09:24 AM	2024 - December - December Inv#1011188/PO#5395	\$507.36	28175
Total Invoice	1	\$507.36	
Total Van Ausdle Tire	1	\$507.36	
VISA - City of Waltsburg EFT			
Invoice			
Invoice - 12/12/2024 12:24:43 PM	2024 - December - December PO#5402	\$4,168.83	28176
Total Invoice	1	\$4,168.83	
Total VISA - City of Waltsburg EFT	1	\$4,168.83	
WA St. Dept. of Ecology			
Invoice			
Invoice - 12/12/2024 11:12:33 AM	2024 - December - December OP-25Lynch7808	\$200.00	28177
Total Invoice	1	\$200.00	
Total WA St. Dept. of Ecology	1	\$200.00	
WA St. Dept. of Revenue - EFT			
Invoice			
Invoice - 12/12/2024 10:48:29 AM	2024 - December - December Nov. 2024 excise tax	\$3,075.47	28178
Total Invoice	1	\$3,075.47	
Total WA St. Dept. of Revenue - EFT	1	\$3,075.47	
WA St. Penitentiary			
Invoice			
Invoice - 12/12/2024 10:56:13 AM	2024 - December - December Inv#WSP2410.1474	\$591.04	28179
Total Invoice	1	\$591.04	
Total WA St. Penitentiary	1	\$591.04	
WA St. Treasurer			
Invoice			
Invoice - 12/12/2024 10:50:50 AM	2024 - December - December	\$13.00	28180

Reference	Period	Amount	Number
WA St. Treasurer			
Invoice			
	Nov. 2024 building permit fees		
Total Invoice	1	\$13.00	
Total WA St. Treasurer	1	\$13.00	
Waitsburg Times			
Invoice			
Invoice - 12/12/2024 10:53:54 AM	2024 - December - December Inv#6406/6436/6437	\$395.00	28181
Total Invoice	1	\$395.00	
Total Waitsburg Times	1	\$395.00	
Walla Walla Regional Water Testing Services			
Invoice			
Invoice - 12/12/2024 11:09:03 AM	2024 - December - December Inv#15290/15237	\$140.00	28182
Total Invoice	1	\$140.00	
Total Walla Walla Regional Water Testing Services	1	\$140.00	
Whitney Equipment Co., Inc.			
Invoice			
Invoice - 12/12/2024 10:55:13 AM	2024 - December - December Inv#110580	\$503.52	28183
Total Invoice	1	\$503.52	
Total Whitney Equipment Co., Inc.	1	\$503.52	
Grand Total	28	\$55,240.92	

Fund Transaction Summary

Transaction Type: Invoice
Fiscal: 2024 - December - December

Fund Number	Description	Amount
001	Current Expense Fund	\$31,864.28
102	City Street Fund	\$2,852.28
401	Water & Sewer Fund	\$20,524.36
	Count: 3	\$55,240.92