



**WAITSBURG CITY COUNCIL  
REGULAR MEETING**

**October 15, 2025**

**7:00 P.M.**

**Waitsburg City Hall – 106 Main Street**

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

**Meeting ID: 966 714 5189**

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**AGENDA**

- |   |            |        |
|---|------------|--------|
| <b>I. Meeting Call to Order</b>           | Mayor      |        |
| a. Pledge of Allegiance                   |            |        |
| <b>II. Roll Call</b>                      | City Clerk |        |
| a. Agenda Approval                        | Discussion | Action |
| <b>III. Approval of Minutes</b>           |            |        |
| a. September 24, 2025 Regular meeting     | Discussion | Action |
| <b>IV. Public Comment</b>                 |            |        |
| <b>V. New Business</b>                    |            |        |
| a. 2026 Projected Revenue/Expenditures    | Discussion |        |
| b. Payment Request – Pool Site Conversion | Discussion | Action |
| c. City Hall Council Chamber Update       | Discussion |        |
| <b>VI. Unfinished Business</b>            |            |        |
| <b>VII. Mayor's Report</b>                |            |        |
| <b>VIII. Council Reports</b>              |            |        |
| <b>IX. City Clerk Report</b>              |            |        |
| <b>X. Approval of Bills</b>               |            |        |
| <b>XI. Executive Session</b>              |            |        |
| a. RCW 42.30.110 (i)                      |            |        |
| <b>XI. Adjournment of Meeting</b>         |            |        |

Memo

To: Mayor and City Council  
From: City Administrator – Randy Hinchliffe  
Date: 10/10/2025  
Re: Agenda Items

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Mayor and City Council Members:

Here is the agenda item summary for the October Regular Meeting

**New Business**

- a. 2026 City Budget. Discussion related to projected Revenues and Expenditures for next year.
- b. Payment request. Payment for the concrete work at the old pool site for the new ice rink.
- c. Council Chamber update. Discussion related to improvements to the Council chamber area.

**Executive Session**

- a. RCW 42.30.110 (i)

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

Randy Hinchliffe  
City Administrator

## **Waitsburg City Council Meeting – September 24, 2025**

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:** Kevin House, Jim Romine, Jillian Henze, Court Ruppenthal and Jennifer Bishop

**Others:** file at City Hall

### **Agenda Approval**

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

### **Approval of Minutes – August 12, 2025 Regular Meeting**

With no corrections, minutes were approved and passed unanimously.

### **Public Comment**

Joy Smith invited the City Council to the Common Roots Open House on October 22

### **New Business**

#### **a. Ordinance 1098**

Ordinance codifying the banning of potable wells within the City Limits. Staff explained the code change and the reason behind the update. With no more questions, Council Member Romine moved to approve with Council member Henze seconding. The motion to approve was approved and passed unanimously.

#### **b. Planning Commission Appointment**

Appoint of Jim Strawn to the Planning Commission to fill a vacancy on the board. With no more discussion, Council member Romine moved to approve the appointment with Council member Bishop seconding. Motion to approved was approved as approved and passed unanimously.

#### **c. Fairgrounds improvements**

Discussion item related to various improvements to the fairground facility. City Staff presented the items and associated costs along with some options related to the improvements. Discussion item only, no action taken.

### **Unfinished Business**

#### **a. Pool Site Conversion**

Continued discussion regarding the conversion of the former pool site to a synthetic ice rink. Council and staff discussed the various concerns about the surface, coverall cost structure and operations. Vendor representative was present via Zoom to answer product questions. With no more questions Council member Romine moved to accept the proposal from KwikRink with the expectation that there will be no cost to use the facility. Council Member Ruppenthal seconded

the motion and the motion to move forward with the project was approved and passed unanimously.

### **Mayor's Report**

Mayor Dunn thanked the public works crew for their good work fixing a waterline issue on Main Street.

### **Council Reports**

Council Member Romine reported on AWC training, area crime activities.

Council member Henze provided an update on Planning Commission activities, AWC leadership training, AWC District meeting on October 10<sup>th</sup> at Town Hall and appreciation for the collaboration between the school and library.

### **City Clerk Report**

City Clerk Randy Hinchliffe updated the Council on day-to-day activities of the City.

### **Approval of Bills**

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

August Payroll Clearing (Warrants 25842 - 25855)	\$24,433.29
-Includes direct deposit run on 8/28/2025 for \$9,823.18	
September Payroll Clearing (Warrants 25856-25867)	\$22,865.34
-Includes direct deposit run on 9/12/2025 for \$10,102.31	
September Claims Clearing Vouchers (25868 – 895,25910)*	<u>\$94,577.02</u>
*Associated cost proposal	<b>Total \$141,875.65</b>

### **Adjournment of Meeting**

There being no further business, the meeting was adjourned at 8:26 p.m.

Approved: 10/15/2025 Attest:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

## 2026 Proposed Revenues and Expenses

### REVENUES

#### 001 - CURRENT EXPENSE

Cash	\$	75,000
Taxes	\$	514,500
License & Permits	\$	19,500
Intergovernmental Revenue	\$	118,850
charges for Services	\$	20,000
Fines & Forfeitures	\$	-
Misc. Revenue	\$	30,150
<b>Total current Expense Revenue</b>	<b>\$</b>	<b>778,000</b>

### EXPENDITURES

#### 001 - CURRENT EXPENSE

Contingency Reserve	\$	50,000
Legislative	\$	26,549
Executive	\$	253,120
Security	\$	100,000
Fairgrounds	\$	95,847
Parks	\$	81,269
Library	\$	64,180
Cemetery	\$	107,034
<b>Total Current Expense Expenditures</b>	<b>\$</b>	<b>778,000</b>

#### 002- CEM IMPRVMENT FUND

cash	\$	105,000
Interfund Loan Repayment	\$	-
Perpetual care	\$	500
<b>TOTAL CEM IMPRMNT FUND</b>	<b>\$</b>	<b>105,500</b>

#### 002- CEM IMPRVMENT FUND

Contingency Reserve	\$	103,500
Capital Outlay	\$	-
Transfer to Current Expense Fund	\$	2,000
<b>TOTAL CEM IMPRMNT FUND</b>	<b>\$</b>	<b>105,500</b>

#### 003- LIB IMPROVMENT FUND

cash	\$	277
Perpetual care	\$	-
<b>TOTAL LIB IMPRMNT FUND</b>	<b>\$</b>	<b>277</b>

#### 003- LIB IMPROVMENT FUND

Contingency Reserve	\$	277
Transfer to General Fund	\$	0
<b>TOTAL LIB IMPRMNT FUND</b>	<b>\$</b>	<b>277</b>

#### FUND 102 - CITY STREET & ROAD FUND

cash	\$	-
Taxes	\$	130,000
Intergovernmental Revenue	\$	82,500
Misc. Revenue	\$	-
<b>Total city Street Revenue</b>	<b>\$</b>	<b>212,500</b>

#### FUND 102 - CITY STREET & ROAD FUND

Contingency Reserve	\$	10,000
Debt Service	\$	24,500
Street Lighting	\$	15,000
Street & Road Preservation/Maintenance	\$	163,000
<b>Total city Street Expenditures</b>	<b>\$</b>	<b>212,500</b>

#### FUND 106 - PROMOTION FUND

cash	\$	750
Taxes	\$	3,500
Misc. Revenue	\$	-
<b>Total Promotion Revenue</b>	<b>\$</b>	<b>4,250</b>

#### FUND 106 - PROMOTION FUND

Tourism Promotion	\$	2,750
Transfer to current Expense	\$	1,500
<b>Total Promotion Expenditures</b>	<b>\$</b>	<b>4,250</b>

#### FUND 107 - MUNICIPAL CAP. IMP. FUND

cash	\$	-
Taxes	\$	30,000
Misc. Revenue	\$	-
<b>Total MCIP Revenue</b>	<b>\$</b>	<b>30,000</b>

#### FUND 107 - MUNICIPAL CAP. IMP. FUND

Debt Service	\$	-
Transfers out to current Expense	\$	-
capital Outlay	\$	30,000
<b>Total MCIP Expenditures</b>	<b>\$</b>	<b>30,000</b>

#### FUND 401 - WATER & SEWER DEPT.

cash	\$	650,000
Services	\$	831,820
Misc. Revenue	\$	276,000
<b>Total Water Sewer Revenue</b>	<b>\$</b>	<b>1,757,820</b>
<b>TOTAL REVENUE</b>	<b>\$</b>	<b>2,888,347</b>

#### FUND 401 - WATER & SEWER DEPT.

contingency Reserve	\$	50,000
Water Expenses	\$	1,320,535
Sewer Expenses	\$	387,285
<b>Total Water Sewer Expenditures</b>	<b>\$</b>	<b>1,757,820</b>
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>2,888,348</b>

## INVOICE

Accurate Concrete Construction  
741 Edith Ave  
Walla Walla, WA 99362-1027

erica@accurateconcretewa.com  
+1 (509) 520-0926  
accurateconcretewa.com



### Bill to

Waitsburg Pool  
Waitsburg Pool

### Invoice details

Invoice no.: 2025-237  
Terms: Net 30  
Invoice date: 10/09/2025

#	Description	Qty	Rate	Amount
1.	Mobilization			
2.	Concrete Supply			
3.	Cement Finishers			
4.	Rebar or Dowels at Edge at 48" o.c.			
5.	Pumping			
6.	Total:			\$27,646.00

Subtotal \$27,646.00

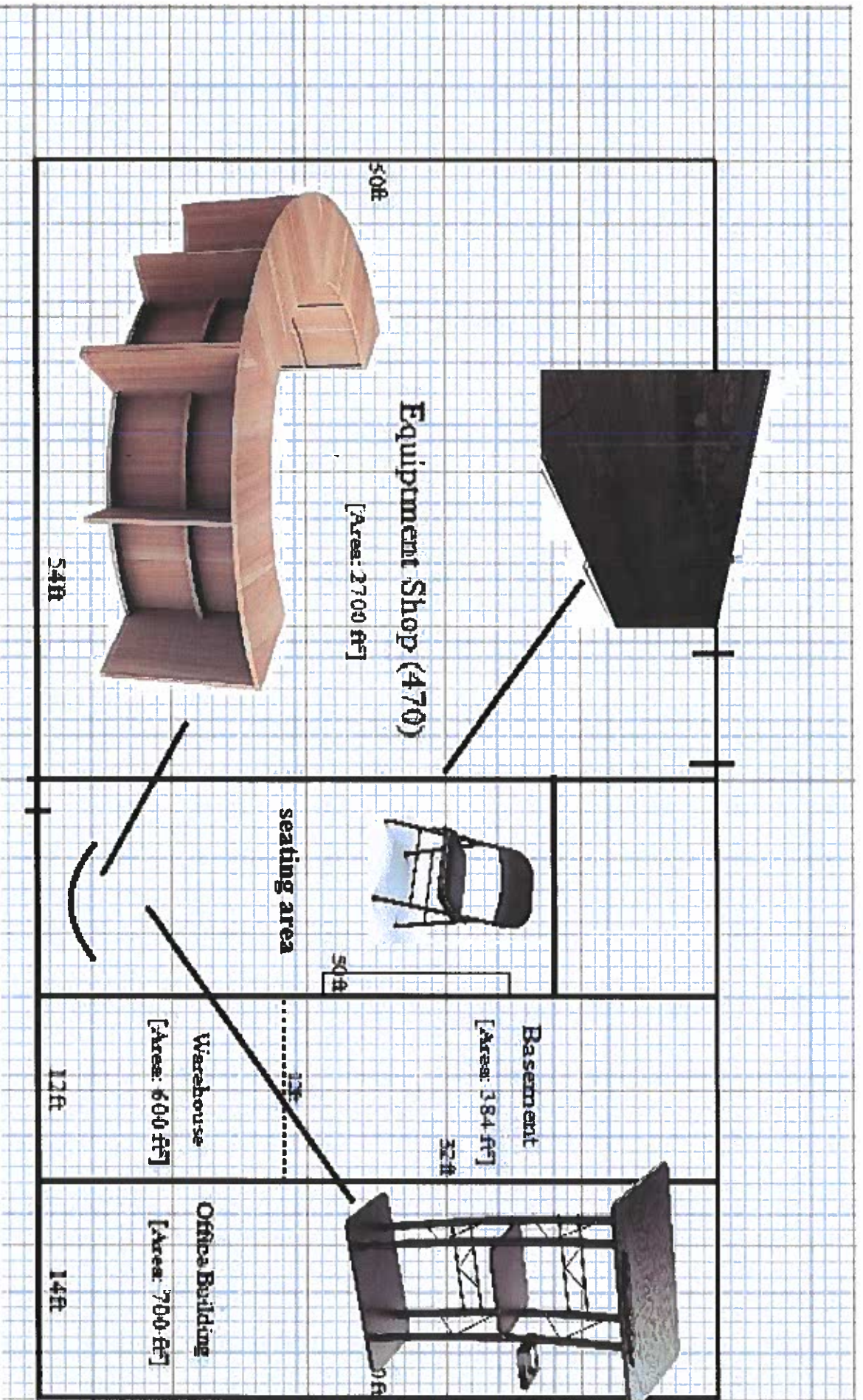
Sales tax \$2,460.49

**Total \$30,106.49**

### Ways to pay

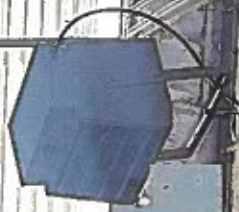
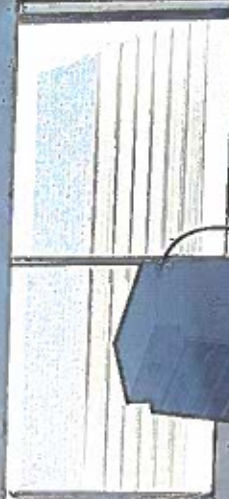
BANK

View and pay







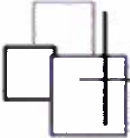


EXIT

Reference	Period	Amount	Number
<b>WA St. Dept. of Revenue - EFT</b>			
Invoice			
	Sept. 2025 excise tax		
Total Invoice	1	\$3,895.25	
Total WA St. Dept. of Revenue - EFT	1	\$3,895.25	
<b>Waitsburg Times</b>			
Invoice			
Invoice - 10/8/2025 9:34:01 AM	2025 - Oct - October City Council Inv#7174	\$37.50	25926
Total Invoice	1	\$37.50	
Total Waitsburg Times	1	\$37.50	
<b>Walla Walla Co. Auditor</b>			
Invoice			
Invoice - 10/8/2025 9:44:00 AM	2025 - Oct - October City Council Election costs	\$1,722.44	25927
Total Invoice	1	\$1,722.44	
Total Walla Walla Co. Auditor	1	\$1,722.44	
<b>Walla Walla Co. Sheriff's Office</b>			
Invoice			
Invoice - 10/8/2025 9:44:29 AM	2025 - Oct - October City Council Inv#2025-026	\$66,795.00	25928
Total Invoice	1	\$66,795.00	
Total Walla Walla Co. Sheriff's Office	1	\$66,795.00	
<b>Walla Walla Regional Water Testing Services</b>			
Invoice			
Invoice - 10/8/2025 9:34:45 AM	2025 - Oct - October City Council Inv#16110	\$80.00	25929
Total Invoice	1	\$80.00	
Total Walla Walla Regional Water Testing Services	1	\$80.00	

Reference	Period	Amount	Number
<b>Pape Machinery</b>			
Invoice			
<u>Invoice - 10/8/2025 9:30:53 AM</u>	2025 - Oct - October City Council Inv#16426880/PO#5489	\$118.10	<u>25920</u>
Total Invoice	1	\$118.10	
Total Pape Machinery	1	\$118.10	
<b>USA Bluebook</b>			
Invoice			
<u>Invoice - 10/9/2025 1:20:47 PM</u>	2025 - Oct - October City Council Inv#837754/PO#5488	\$95.68	<u>25921</u>
Total Invoice	1	\$95.68	
Total USA Bluebook	1	\$95.68	
<b>Valley Wide Cooperative</b>			
Invoice			
<u>Invoice - 10/8/2025 10:36:15 AM</u>	2025 - Oct - October City Council Sept. 2025 fuel	\$2,112.05	<u>25922</u>
Total Invoice	1	\$2,112.05	
Total Valley Wide Cooperative	1	\$2,112.05	
<b>VISA - City of Waitsburg EFT</b>			
Invoice			
<u>Invoice - 10/9/2025 1:21:16 PM</u>	2025 - Oct - October City Council PO#5492	\$32,735.26	<u>25923</u>
Total Invoice	1	\$32,735.26	
Total VISA - City of Waitsburg EFT	1	\$32,735.26	
<b>Vision Municipal Solutions</b>			
Invoice			
<u>Invoice - 10/8/2025 9:45:44 AM</u>	2025 - Oct - October City Council Inv#09-16481	\$712.66	<u>25924</u>
Total Invoice	1	\$712.66	
Total Vision Municipal Solutions	1	\$712.66	
<b>WA St. Dept. of Revenue - EFT</b>			
Invoice			
<u>Invoice - 10/8/2025 2:27:22 PM</u>	2025 - Oct - October City Council	\$3,895.25	<u>25925</u>

Reference	Period		Amount	Number
<b>Hawkins Law</b>				
Invoice				
	Inv#24755			
Total Invoice		1	\$2,755.00	
Total Hawkins Law		1	\$2,755.00	
<b>Jillian Henze</b>				
Invoice				
Invoice - 10/8/2025 9:28:56 AM	2025 - Oct - October City Council Training/Mileage		\$811.02	25916
Total Invoice		1	\$811.02	
Total Jillian Henze		1	\$811.02	
<b>Kelley Create</b>				
Invoice				
Invoice - 10/8/2025 9:46:56 AM	2025 - Oct - October City Council Inv#68875		\$160.57	25917
Total Invoice		1	\$160.57	
Total Kelley Create		1	\$160.57	
<b>L &amp; G Ranch Supply</b>				
Invoice				
Invoice - 10/8/2025 9:31:32 AM	2025 - Oct - October City Council Inv#202377/PO#5486		\$435.58	25918
Total Invoice		1	\$435.58	
Total L & G Ranch Supply		1	\$435.58	
<b>One Call Concepts, Inc.</b>				
Invoice				
Invoice - 10/8/2025 9:45:23 AM	2025 - Oct - October City Council Inv#5099119		\$4.17	25919
Total Invoice		1	\$4.17	
Total One Call Concepts, Inc.		1	\$4.17	

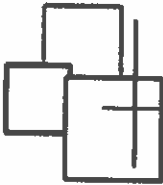


## Vendor Activity

Fiscal: 2025  
Period: 2025 - Oct - October City Council

Reference	Period	Amount	Number
<b>Anatek Labs</b>			
Invoice			
Invoice - 10/8/2025 9:34:23 AM	2025 - Oct - October City Council Inv#2522936	\$1,300.00	25911
Total Invoice	1	\$1,300.00	
Total Anatek Labs	1	\$1,300.00	
<b>Anderson Perry &amp; Assoc.</b>			
Invoice			
Invoice - 10/8/2025 9:47:23 AM	2025 - Oct - October City Council Inv#81588	\$5,943.42	25912
Total Invoice	1	\$5,943.42	
Total Anderson Perry & Assoc.	1	\$5,943.42	
<b>Byrnes Oil Co., Inc.</b>			
Invoice			
Invoice - 10/8/2025 9:32:23 AM	2025 - Oct - October City Council Inv#67878	\$340.34	25913
Total Invoice	1	\$340.34	
Total Byrnes Oil Co., Inc.	1	\$340.34	
<b>Gary Hofer</b>			
Invoice			
Invoice - 10/8/2025 9:42:42 AM	2025 - Oct - October City Council Weekend interment fee refund	\$200.00	25914
Total Invoice	1	\$200.00	
Total Gary Hofer	1	\$200.00	
<b>Hawkins Law</b>			
Invoice			
Invoice - 10/8/2025 9:44:52 AM	2025 - Oct - October City Council	\$2,755.00	25915

Reference	Period	Amount	Number
<b>Walla Walla Saw, LLC</b>			
Invoice			
Invoice - 10/8/2025 9:30:07 AM	2025 - Oct - October City Council Inv#W1088/PO#5477	\$71.86	25930
Total Invoice	1	\$71.86	
Total Walla Walla Saw, LLC	1	\$71.86	
Grand Total	20	\$120,325.90	



## Fund Transaction Summary

Transaction Type: Invoice  
Fiscal: 2025 - Oct - October City Council

Fund Number	Description	Amount
001	Current Expense Fund	\$99,163.95
102	City Street Fund	\$6,998.16
401	Water & Sewer Fund	\$14,163.79
	Count: 3	\$120,325.90