



DAYTON CITY COUNCIL  
111 S. 1<sup>st</sup> Street, Dayton, WA 99328

---

PRELIMINARY AGENDA  
REGULAR MEETING  
Wednesday, July 11, 2018  
6:00 p.m.  
*Craig George, Mayor*

---

1. CALL TO ORDER
  - A. Roll Call
2. CONSENT AGENDA – ACTION:
  - A. Approve City Council Minutes for:
    - i. May 9, 2018
    - ii. June 13, 2018
  - B. Approve Claim Voucher Warrants as audited by the Finance Committee: \$430,889.51
  - C. Approve Payroll Warrants: \$88,225.86
  - D. Affirm Mayor George’s Appointments to the Dayton Planning Commission as follows:
    - Laura Aukerman – Unexpired Term – July 12,
    - Ashly Beebe – July 12, 2018 - March 2021
3. SPECIAL GUESTS AND PUBLIC COMMENT
4. COMMITTEE/BOARD/COMMISSION REPORTS
5. REPORTS OF CITY OFFICERS
6. UNFINISHED BUSINESS
7. NEW BUSINESS
  - A. Action: Authorize consultant services agreement with ORB Architects to perform Dayton Swimming Pool Facility Condition Assessment – Table until next regular meeting in August
  - B. Action: Authorize a cost reimbursement agreement with Seneca Corporation for street improvements
  - C. Action: Approve Resolution No. 1345 , Certifying that the City meets the requirements to apply and accept a Public Works Assistance Account Low-Interest Loan for the Wastewater Treatment Facility Land Acquisition Project for up to \$1,000,000
  - D. Action: Approve Resolution No. 1346, certifying the preparer of the Washington State Public Works Assistance Account Loan Application for the Wastewater Treatment Facility Land Acquisition Project
8. ADJOURN

Next Regular Meeting is August 8, 2018 at 6:00 p.m. at Dayton City Hall, 111 S. 1<sup>st</sup> Street, Dayton, WA 99328.

**DAYTON CITY COUNCIL MINUTES**

**Regular Meeting**

**Wednesday, May 9, 2018**

**111 S. 1<sup>st</sup> Street**

**Dayton, WA 99328**

**1. CALL TO ORDER:** Mayor Pro-Tem Delphine Bailey calls the meeting to order at approximately 7:00 p.m.

Roll Call: Present: Mike Paris, Matt Wiens, Dain Nysoe, Byron Kaczmarek  
Absent: Craig George, Zac Weatherford, Kathy Berg  
Staff: Meagan Bailey, Planning Director; Jim Costello, Public Works Director; Trina Cole, City Clerk-Treasurer

**2. CONSENT AGENDA:**

ACTION: Paris makes a motion; Nysoe seconds the motion, and the motion carries unanimously approving the Consent Agenda as presented:

A. Approval of the January 10, 2018 City Council Meeting Minutes;

Approval of the following vouchers for payment:

B. Claims: 45482-45487; 45499-45528; 45530-45552; 45597 \$ 203,462.20

C. Payroll: 45458-45473; 45569-45596; 45721 \$ 77,372.89

Total \$ 280,835.09

D. Ratify Mayor's Authorization of Washington St./5th St./Patit Ave. Water and Sewer Main Improvements Project Change Order No. 1 totaling \$7,410.47

E. Proclaim May 2018 as Older Americans Month.

**3. SPECIAL GUESTS/PUBLIC COMMENT**

Jeremy Phinney – Fire District 3 Chief, presents statistics regarding current lack of staffing levels and maintenance and operation needs in conjunction with a reduction in revenue sources specific to Fire District 3. Rick Turner requests that the public vote yes to the EMS Levy to provide funding to support to Fire District 3.

Vicki Zoller, 720 E. Tremont Street, reports that a Friends of Dayton Community Swimming Pool has been formed in response to the recent closing of the Dayton Swimming Pool. Officers have been appointed, Community Network has agreed to support the Friends 501 (c)(3) grant application needs, and Martha Lanman is working on a grant application to assist with transporting children to other local area pool facilities this summer. Cole reports that a Request for Proposals for Dayton Swimming Pool Facility Assessment will be distributed mid-May. Nysoe asks Ms. Zoller if the Friends are exploring levy options for replacing the pool. Ms. Zoller states additional information is needed to move forward with a solution. Next Friends meeting will be held May 29.

ACTION: Katy Wamble, 315 S. 2<sup>nd</sup> Street, requests to close a portion of S. 2<sup>nd</sup> Street (E. Spring St. to E. Tremont St.) on July 21 to host bands and equipment during the Alumni festivities. Paris makes a motion, Nysoe seconds the motion to close S. 2<sup>nd</sup> Street as presented on July 21. There is no discussion; motion carries unanimously.

**4. COMMITTEE/BOARD/ COMMISSIONER REPORTS**

**Public Safety** – There is no report.

**Public Works** – There is no report.

**Finance** – There is no report.

**Parks/Public Grounds** – M. Bailey reports that a new sign will be installed, and trees planted at the dog park in the near future.

**Planning/Economic Development** – There is no report.

**Personnel** – There is no report.

**Emergency Management** – There is no report.

**Chamber of Commerce** – There is no report.

**Commissioners** – There is no report.

## **5. REPORTS OF CITY OFFICERS**

**Sheriff** – There is no report.

**Public Works** – Costello reports: Washington Street sewer main line and the Washington St./N. Patit Ave./N. 5<sup>th</sup> St. water main line have been installed and dust control is underway until the FEMA Street Repairs project begins. Nysoe requests that the City contact the WSDOT to request the viaduct on Highway 12 (from Patit Road to Dayton Avenue) be widened.

**Planning Director/Code Compliance** – M. Bailey reports: 15 vegetation code compliance notices have been issued and that compliance responses have been proactive towards remedying issues. Paris inquires if code compliance is based on a reactive or proactive process. M. Bailey responds that it is based on both. She explains that the City has been laid out in eight quadrants and each quadrant is visited every two-weeks and that complaints are also addressed once received; Request for Proposals for the Comprehensive Plan Update have been circulated; conducted a pre-application meeting for a new Seneca Building; “My Dad’s Place” recently opened; and, Planning Commission is working on zoning amendments, specifically allowing goats in certain zones. Nysoe asks if there are plans for annexation and M. Bailey states no.

**City Clerk-Treasurer** – There is no report.

**Mayor Pro-Tempore** – There is no report.

**Mayor** – There is no report.

## **6. UNFINISHED BUSINESS**

**ACTION:** Nysoe makes a motion; Kaczmarski seconds the motion to authorize the Relight Washington Grant Agreement with the Transportation Improvement Board in the amount of \$63,967. There is no discussion; motion carries unanimously.

## **7. NEW BUSINESS**

**ACTION:** Paris makes a motion; Nysoe seconds the motion to authorize Ordinance No. 1929, Repealing Certain Ordinances and Chapters of the Dayton Municipal Code that are Already Covered by Existing State Law, Have Adopted State Law by Reference, or That Are No Longer Necessary – There is no discussion. The motion carries unanimously.

**ACTION:** Nysoe makes a motion; Kaczmarski seconds the motion to table Ordinance No. 1930, Adding Chapter 8-12, Complete Streets Policy, to Title 8 Of the Dayton Municipal Code, Streets and Public Ways. There is no discussion. The motion carries unanimously.

**ACTION:** Paris makes a motion; Wiens seconds the motion to authorize Ordinance No. 1931, Amending Ordinances 1896 And 1905, Section 06 of Title 1 Chapter 2 of the Dayton Municipal Code, Open to the Public - Changing the Time of City Council Meetings. Nysoe express dissention of changing meeting times. D. Bailey expresses support of Ordinance No. 1931. Paris, Wiens, Kaczmarski votes yes; Nysoe votes no. The motion carries.

ACTION: Kaczmarski makes a motion; Nysoe seconds the motion to authorize Ordinance No. 1932, Amending Sections 17-02.022 and 17-02.025 of the Dayton Municipal Code – Frequently Flooded Areas There is no discussion. The motion carries unanimously.

ACTION: Paris makes a motion; Kaczmarski seconds the motion to authorize Resolution No. 1340, amending the City of Dayton Personnel Policies and Procedures Manual, Section 6.12, Sick Leave. There is no discussion. The motion carries unanimously.

**8. FINAL PUBLIC COMMENT**

There is no final public comment.

**9. ADJOURN**

With no further business to come before the Council, the regular meeting is adjourned at 8:04 p.m.

City of Dayton

\_\_\_\_\_  
By: Craig George, Mayor

Attested:

Approved:

07/11/2018

\_\_\_\_\_  
Trina Cole, City Clerk-Treasurer

\_\_\_\_\_  
Date

**DAYTON CITY COUNCIL MINUTES**  
**Regular Meeting**  
**Wednesday June 13, 2018**  
**111 S. 1<sup>st</sup> Street**  
**Dayton, WA 99328**

**1. CALL TO ORDER:** Mayor George calls the meeting to order at approximately 6:00 p.m.

Roll Call: Present - Byron Kaczmariski Michael Paris, Delphine Bailey, Zac Weatherford, Matt Wiens, Dain Nysoe  
Absent - Kathy Berg

**2. CONSENT AGENDA:**

**ACTION:** Approval of May 9, 2018 Meeting Minutes - Tabled  
Approval of May 21, 2018 Special Meeting Minutes  
Approval of Voucher Warrants as audited by the Finance Committee: 45597; 45700-45702; 45722-45765; 45768-45772; 45774 = \$392,311.01  
Approval of Payroll Warrants: 45703-45720; 45775-45801 = \$83,016.87  
Confirm Mayor's Acceptance of Resignation from Carol Rahn from the Dayton Planning Commission effective June 1, 2018  
Bailey makes a motion; Paris seconds the motion, and the motion carries unanimously approving the Consent Agenda as presented:

**3. SPECIAL GUESTS/PUBLIC COMMENT**

Nothing.

**4. COMMITTEE/BOARD/ COMMISSIONER REPORTS**

**Public Safety** - No Report

**Public Works** - No Report

**Finance** - No Report

**Parks/Public Grounds** - No Report

**Planning/Economic Development** - No Report

**Personnel** - No Report

**Emergency Management** - No report

**Chamber of Commerce** - Council member Berg absent - Mayor George Reported on All Wheels Weekend.

**Sheriff** - Sheriff Miller discussed hiring a new Deputy that will come on board July 1, 2018.

**Public Works** - Mayor George reported on the FEMA Street Repair Project. They will Start just after the 4<sup>th</sup> of July.

Update on Main Street Restriping - has been postponed until 2019, also doing an overlay has been postponed for a year also.

**Commissioners** - No report.

**Code Compliance** - Planner Bailey discussed the division of the City into 8 zones. Code Compliance spotlight of the month was the old Cutstock plant area, (Pulp Mill). They had a straw/pulp issue and they got it all cleaned up. Another success story for the month of June. The zones have been working great as there is a 14 days response time to reply to the issue. Planner Bailey noted the areas of concerns are vehicles and Rv's in the right of way. She would like to present some edits to the existing Code Compliance Ordinance.

Councilmember Bailey asked about a residence that has continual Code Compliance issues. Planner Bailey has spoken to the County Attorney as a general information session. It's a kind of a difficult situation, we will be proceeding very cautiously on this case. Nysoe asked about another problem area on 3<sup>rd</sup> Street, Sheriff Miller informed Nysoe of the plan for disposal of the property. Nysoe also asked about the Goff property. Planner Bailey has been working with Goffs' on two pieces of property.

**Planning** - Planner Bailey - Stated that there are currently two openings on the Historic Planning Commission. She did receive interest from two people this week, she hopes to have those positions filled soon.

Comp Plan Updates; Bailey did receive lots of interest from consultants. The close date is on the 28<sup>th</sup> or 29<sup>th</sup> of June. She will choosing a consultant by mid-July. Planner Bailey advertisements in both The Dayton Chronicle and The Waitsburg Times papers.

As a member of the Dog Park, Planner Bailey would like to formally thank the City crew for installing the new sign and all their hard work.

## **5. REPORTS OF CITY OFFICERS**

**City Clerk** - No Report

**Mayor Pro-Tempore** - No report

**Mayor** - Mayor George asked councilmember Wiens, about issues with enforcing an Ordinance of blocking sidewalks. Wiens discussed in detail the issue the City of Dayton has with several ordinances that have no penalty or fees related to them. The Sheriffs Dept cannot enforce them as currently written. Mayor George suggested giving this issue to the Planning Committee. He also suggested working with the Planning Commission and Joe to get this taken care of.

## **6. UNFINISHED BUSINESS**

**A. ACTION:** Authorize Ordinance No. 1933, adopting a Complete Streets Policy.

Nysoe makes a motion: Kaczmariski seconds the motion to adopt AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DAYTON, WASHINGTON, ADDING CHAPTER 8-12, COMPLETE STREETS POLICY, TO THE TITLE 8 OF THE DAYTON MUNICIPAL CODE, STREETS AND PUBLIC WAYS. The motion carries unanimously.

## **7. NEW BUSINESS**

**PUBLIC HEARING 6:18 PM - 6 Year TIP**

**A. Action:** Berg makes a motion: Bailey seconds the motion to Authorize Resolution No. 1342, Authorizing the 2019-2024 6-Year Transportation Improvement Program. The motion carries unanimously.

**Public Hearing Close 6:25 PM**

**B. Action:** Bailey makes a motion: Paris seconds the motion to Authorize Ordinance No.1934, amending Section 1.2.04 of the Dayton Municipal Code, Regular City Council Meetings. Changing from 7:00 PM to 6:00 PM The motion carries unanimously.

**C. ACTION:** Nysoe makes a motion: Berg seconds the motion to Authorize Resolution No.1343, authorizing a cell phone stipend for the Mayor. The motion carries unanimously.

**D. ACTION:** Tabled - Planning Services Contract and Code Compliance Services Contract

**E. ACTION:** Berg makes a motion: Nysoe seconds the motion to Authorize Resolution 1344, Official Newspaper of Record professional services agreement with Dayton Chronicle. The motion carries unanimously.

**F. ACTION:** Paris makes a motion: Bailey seconds the motion to Authorize Resolution No.1345, Accepting the Washington St/S 5<sup>th</sup> St/E. Patit Avenue Water and Sewer Main Improvements Project by Sharpe and Preszler Construction Co., Inc as Final and Complete. The motion carries unanimously.

**G. ACTION:** Berg makes a motion: Paris seconds the motion to Authorize Ordinance No 1935 - Repealing Chapter 5-18 of the Dayton Municipal Code in its entirety; repealing Ordinances 1544, 1656, 1620 and 1768 in their entirety; and, adopting a new Chapter 5.18 - Historic Preservation, of the Dayton Municipal Code. The motion carries unanimously.

**8. FINAL PUBLIC COMMENT**

Scott Marinella - Mr Marinella lives in the County but He does own property on Main Street. Mr Marinella is concerned about how big the trees are getting on main street. He did have damage to the roof of his building from the last big storm, his Company did submit an insurance claim to their insurance company. The Trees have become a nuisance and a hazard. Mayor George - said he would talk with the Public Works Department.

Mr. Marinella also asked about the Swimming Pool RFPs. The Pool is a huge need here in our community. He would like to stress the importance of getting the pool back up and running and continued maintenance, so it will not fail again.

Nysoe - Had questions about getting a professional Arborist to come in and trim the Main Street Trees, Council member Bailey explained We are in the process of selecting a Tree Maintenance Committee.

Council Member Berg - All Wheels this Weekend.

Council Member Bailey - Said she threw us all under the bus today on Social Media - Bailey offered for members of the community to come to City Hall and talk to the Mayor/Staff/City Council Member if they have issues or concerns about things in the community before putting it on social media.

Mayor George - City Council had all Committee meetings last week except Finance Committee, Finance will meet the 25 of June.

**9. ADJOURN**

With no further business to come before the Council, the regular meeting is adjourned at 6:45 p.m.

City of Dayton

\_\_\_\_\_  
By: Craig George, Mayor

Attested:

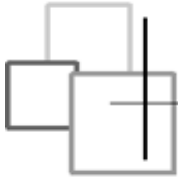
Approved:

07/11/2018

\_\_\_\_\_  
Trina Cole, City Clerk/Administrator

\_\_\_\_\_  
Date



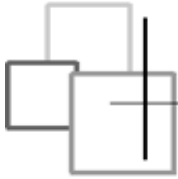


# Register - Claims

Agenda Item No. 2(B)

Number	Name	Print Date	Clearing Date	Amount
<b>Umpqua Bank</b>	<b>5990067340</b>			
<b>Check</b>				
<u>45802</u>	City of Dayton	6/7/2018		\$569.30
<u>45803</u>	Col Co Treasurer	6/7/2018		\$7,225.00
<u>45804</u>	Cole, Trina D	6/7/2018		\$455.83
<u>45805</u>	Moreno & Nelson Construction	6/7/2018		\$12,332.40
<u>45806</u>	Pacific Power	6/7/2018		\$16,575.20
<u>45807</u>	Sharpe & Preszler Construction Co., Inc.	6/7/2018		\$250,435.71
<u>45808</u>	Tim Burnette	6/7/2018		\$265.35
<u>45809</u>	Verizon Wireless	6/7/2018		\$294.54
<u>45826</u>	2K Electric LLC	6/13/2018		\$196.29
<u>45827</u>	AG Link, Inc	6/13/2018		\$357.53
<u>45828</u>	Alpine Products, Inc	6/13/2018		\$159.30
<u>45829</u>	Bank Of America	6/13/2018		\$239.53
<u>45830</u>	Basin Disposal, Inc	6/13/2018		\$146.03
<u>45831</u>	Centurylink	6/13/2018		\$894.58
<u>45832</u>	Chapman Heating & Air Cond., Inc	6/13/2018		\$86.72
<u>45833</u>	City Lumber & Coal Yard	6/13/2018		\$679.09
<u>45834</u>	City of Dayton	6/13/2018		\$437.90
<u>45835</u>	Col Co Treasurer	6/13/2018		\$36,745.09
<u>45836</u>	Coleman Oil Company	6/13/2018		\$3,256.98
<u>45837</u>	Conley Engineering, Inc.	6/13/2018		\$342.50
<u>45838</u>	Convenient Care Clinic	6/13/2018		\$120.00
<u>45839</u>	Dayton Chronicle	6/13/2018		\$164.20
<u>45840</u>	Dayton Mercantile	6/13/2018		\$19.56
<u>45841</u>	Dayton Tractor & Machine, Inc	6/13/2018		\$29.30
<u>45842</u>	Doug's Septic Service Inc	6/13/2018		\$190.00

<u>45843</u>	Ferguson - Seattle WW #1539	6/13/2018		\$1,596.46
<u>45844</u>	George, Craig	6/13/2018		\$92.65
<u>45845</u>	Herres Enterprises, LLC	6/13/2018		\$45.00
<u>45846</u>	Konen Rock Crushing, Inc	6/13/2018		\$60.26
<u>45847</u>	Mcdonald Zaring Insurance	6/13/2018		\$196.90
<u>45848</u>	McGregor Company	6/13/2018		\$181.63
<u>45849</u>	Menke Jackson Beyer &	6/13/2018		\$1,068.42
<u>45850</u>	Mitchell, George	6/13/2018		\$134.00
<u>45851</u>	Neofunds BY Neopost	6/13/2018		\$300.00
<u>45852</u>	Northwest Administrators	6/13/2018		\$2,431.60
<u>45853</u>	Owen Equipment CO	6/13/2018		\$100.41
<u>45854</u>	Pape Machinery Exchange	6/13/2018		\$4.33
<u>45855</u>	Pepsi Cola - Walla Walla	6/13/2018		\$31.25
<u>45856</u>	Powers, Chester M	6/13/2018		\$170.96
<u>45857</u>	Roadwise	6/13/2018		\$2,483.44
<u>45858</u>	Skyline Parts Inc	6/13/2018		\$325.23
<u>45859</u>	State Treasurer	6/13/2018		\$730.15
<u>45860</u>	Total Office Concepts	6/13/2018		\$154.10
<u>45861</u>	Touchet Valley Television, Inc	6/13/2018		\$65.00
<u>45862</u>	U.S. Bank N.A. - Custody	6/13/2018		\$32.00
<u>45863</u>	Washington State Penitentiary	6/13/2018		\$3,800.00
<u>45864</u>	WA State Employment Security	4/30/2018	6/20/2018	\$337.76
<u>45865</u>	Alpine Products, Inc	6/26/2018		\$7,498.44
<u>45866</u>	Anderson Perry & Assoc	6/26/2018		\$76,635.71
<u>45867</u>	Col Co Planning & Building	6/26/2018		\$195.88
			<b>Total Check</b>	<b>\$430,889.51</b>
			<b>Total 5990067340</b>	<b>\$430,889.51</b>
			<b>Grand Total</b>	<b>\$430,889.51</b>



# Register

Agenda Item 2(C)

Number	Name	Print Date	Clearing Date	Amount
<b>Umpqua Bank</b>	<b>5990067340</b>			
<b>Check</b>				
<u>45810</u>	Bowhay, Michael H.	6/14/2018		\$1,464.68
<u>45811</u>	Cole, Trina D.	6/14/2018		\$2,171.93
<u>45812</u>	Costello, James S.	6/14/2018		\$2,231.32
<u>45813</u>	Elkins, David J.	6/14/2018		\$1,500.37
<u>45814</u>	Fletcher, Lloyd	6/14/2018		\$1,367.55
<u>45815</u>	Hays, Debra M.	6/14/2018		\$1,970.57
<u>45816</u>	John, Rob	6/14/2018		\$942.05
<u>45817</u>	Moton, Donald G.	6/14/2018		\$1,270.69
<u>45818</u>	Souza, Marcio	6/14/2018		\$1,305.42
<u>45819</u>	Strickland, Eddie L	6/14/2018		\$1,310.47
<u>45820</u>	Sweetwood, David	6/14/2018		\$1,358.20
<u>45821</u>	Westergreen, Connie	6/14/2018		\$1,041.73
<u>45822</u>	Council No. 2	6/14/2018		\$436.26
<u>45823</u>	Daniel H Brunner, Chapter 13 Trustee	6/14/2018		\$414.50
<u>45824</u>	Internal Revenue Service - U S Treasury	6/14/2018		\$5,777.62
<u>45825</u>	Washington State Support Registry	6/14/2018		\$94.00
<u>45868</u>	Bailey, V. Delphine	6/28/2018		\$138.52
<u>45869</u>	Berg, Kathleen A.	6/28/2018		\$138.52
<u>45870</u>	Bowhay, Michael H.	6/28/2018		\$1,632.65
<u>45871</u>	Cole, Trina D.	6/28/2018		\$2,172.38
<u>45872</u>	Costello, James S.	6/28/2018		\$2,242.55
<u>45873</u>	Elkins, David J.	6/28/2018		\$1,555.07
<u>45874</u>	Fletcher, Lloyd	6/28/2018		\$1,597.21
<u>45875</u>	George, Craig	6/28/2018		\$848.46

<u>45876</u>	Hays, Debra M.	6/28/2018	\$1,974.90
<u>45877</u>	John, Rob	6/28/2018	\$996.75
<u>45878</u>	Kaczmarski, Byron	6/28/2018	\$138.52
<u>45879</u>	Moton, Donald G.	6/28/2018	\$1,328.07
<u>45880</u>	Nysoe, Dain	6/28/2018	\$138.52
<u>45881</u>	Paris, Michael	6/28/2018	\$138.52
<u>45882</u>	Souza, Marcio	6/28/2018	\$1,354.84
<u>45883</u>	Strickland, Eddie L	6/28/2018	\$1,459.92
<u>45884</u>	Sweetwood, David	6/28/2018	\$1,398.25
<u>45885</u>	Weatherford, Zachary M	6/28/2018	\$138.52
<u>45886</u>	Westergreen, Connie	6/28/2018	\$1,045.08
<u>45887</u>	Wiens, Matt	6/28/2018	\$138.52
<u>45888</u>	AFLAC Remittance Processing	6/28/2018	\$467.40
<u>45889</u>	Daniel H Brunner, Chapter 13 Trustee	6/28/2018	\$414.50
<u>45890</u>	Dept of Labor & Industries	6/28/2018	\$11,351.88
<u>45891</u>	Dept of Retirement Systems	6/28/2018	\$10,652.85
<u>45892</u>	Internal Revenue Service - U S Treasury	6/28/2018	\$6,317.74
<u>45893</u>	Northwest Administrators	6/28/2018	\$11,581.36
<u>45894</u>	WA State Employment Security	6/28/2018	\$1,023.88
<u>45895</u>	Washington State Support Registry	6/28/2018	\$94.00
<u>45896</u>	WSCCCE	6/28/2018	\$1,089.12
		<b>Total Check</b>	<b>\$88,225.86</b>
		<b>Total 5990067340</b>	<b>\$88,225.86</b>
		<b>Grand Total</b>	<b>\$88,225.86</b>

---

---

**INTEROFFICE MEMORANDUM**

---

---

**TO:** DAYTON CITY COUNCIL

**FROM:** MEAGAN BAILEY

**SUBJECT:** APPOINTMENT OF NEW MEMBERS TO DAYTON PLANNING COMMISSION

**DATE:** JULY 11<sup>TH</sup>, 2018

**CC:** FILE

---

**Introduction:**

As of current, there are two openings on the Dayton Planning Commission. One seat was left vacant post-resignation of Carol Rahn, with a term ending on March 2022. The second available seat is open and has not previously been filled, and will create a term expiration of March 2021 per the Dayton Municipal Code (DMC 1-13.08).

**Discussion:**

The objective of the Dayton Planning Commission is to provide guidance and direction for future growth through continued review, improvement upon and implementation of the city's comprehensive plan and related land use documents. A full Planning Commission is necessary to ensure success of the goals of the Planning Commission, and will remove unnecessary stress off existing members.

Recently, two individuals have expressed interest in joining the Dayton Planning Commission. On June 19<sup>th</sup>, 2018, both prospective members attended the Dayton Planning Commission and introduced themselves and their interests in joining. The Planning Commission did formally motion for Council to appoint both new members to the Dayton Planning Commission.

**Requested Action:**

Appoint Laura Aukerman to fill the unexpired seat, beginning July 12<sup>th</sup>, 2018, with a term ending March, 2022.

Appoint Ashly Beebe to fill a new seat, beginning July 12<sup>th</sup>, 2018, with a term ending March, 2021.

---

Meagan Bailey, Planning Director

**REIMBURSEMENT AGREEMENT BETWEEN  
SENECA CORPORATION (“SENECA”) AND CITY OF DAYTON (“CITY”)  
FOR IMPROVEMENTS ON CITY OF DAYTON PUBLIC RIGHT OF WAY LOCATED  
WITHIN E. PATIT AVENUE AND N. 6TH STREET**

**WHEREAS**, the CITY has planned a street improvement project on E. Washington Avenue between Guernsey Avenue and N. 3<sup>rd</sup> Street as a result of the FEMA Street Repairs Project;

**WHEREAS**, SENECA is an industrial facility that abuts E. Washington Avenue, E. Patit Avenue, and N. 6<sup>th</sup> Street;

**WHEREAS**, E. Patit Avenue from N. 6<sup>th</sup> Street to Seneca Way is commercial vehicle route for Seneca’s transfer of its commercial products;

**WHEREAS**, N. 6<sup>th</sup> Street beginning at the railroad tracks continuing to E. Washington Avenue encompasses a portion of the commercial vehicle route that transfers SENECA’s commercial products;

**WHEREAS**, E. Patit Avenue and N. 6<sup>th</sup> Street need street improvements, in part, due to commercial vehicle use traveling these routes;

**WHEREAS**, SENECA has volunteered to provide funding for street improvements to E. Patit Avenue and N. 6<sup>th</sup> Street;

**WHEREAS**, it would be cost beneficial for SENECA to bid and perform the desired upgrade as part of the CITY's project, and

**WHEREAS**, it would be in the public's best interests if these improvements to E. Patit Avenue and N. 6<sup>th</sup> Street were completed as part of the FEMA Street Repairs Project, and

**WHEREAS**, SENECA and CITY desire to have the work completed by the end of October, 2018, and

**WHEREAS**, the parties have agreed to combine the project work and enter into an agreement for the reimbursement of SENECA related project costs to the CITY.

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that the following is mutually agreed by and between SENECA and CITY;

1. **Construction Plans:** The CITY or its consultant will prepare construction plans for the street improvement project described above, a copy of which are attached hereto as Exhibit “A.” The construction plans shall include a distinct estimate of construction costs associated with work to be paid for by SENECA for street improvements to E. Patit Avenue and N. 6th Street. SENECA shall have an opportunity to review and provide comment to the City on that portion of the construction plans relating to improvements to E. Patit Avenue and N. 6th Street. All decisions relating to engineering and design of the road improvements to E. Patit Avenue and N. 6th Street shall be made by the CITY.
2. **Improvements:** The CITY will cause all work, labor, tools, materials, supplies, and equipment for the street improvement project to be provided through a licensed contractor and in accordance with

applicable federal and state law. The CITY, or its designee, shall administer the street improvement contract, inspect the work, and be the primary contact with the contractor for the project.

3. Term of Agreement: This Agreement shall be in full force and effect upon execution and shall remain in effect until the street improvement project is complete and accepted by the CITY.
4. Reimbursement: SENECA shall reimburse the CITY for actual construction costs for the street improvements to E. Patit Avenue and N. 6th Street as described above, regardless of whether actual construction costs are less than or greater than the estimate. Payment by SENECA shall be tendered to the CITY within thirty (30) days after the CITY has issued to SENECA a billing statement or invoice.
5. Design, Preparation of Construction Plans and Specifications: Sole and exclusive authority to perform design and engineering work for the street improvement project is vested with the City and its contractors.
6. Construction Inspection & Administration: Sole and exclusive authority to perform construction, construction administration and related field work is vested with the City and its contractors.
7. Notice: Subject to sections 5 and 6 of this agreement, the CITY shall make reasonable efforts to apprise SENECA of proposed changes, problems or issues that arise during the street improvement project relating to E. Patit Avenue and N. 6th Street. Failure by the CITY to provide notice to SENECA of any changes, problems or issues associated with the street improvement project relating to E. Patit Avenue and N. 6th Street does not affect any other obligation of the parties under this agreement.
8. Expiration of this Agreement: This Agreement will expire when the CITY closes the project and releases the retainage to the contractor, or thirteen (13) months after construction final completion; whichever is sooner.
9. Applicable Laws and Standards: The CITY and its contractors shall perform all design, engineering and construction work in accordance with applicable federal, state and local law.
10. Contractor to be Licensed, Bonded and Insured: The CITY shall require that the contractor performing the street improvement project will be duly licensed and bonded to do business in the State of Washington. The contractor will be required to purchase and maintain, during the term of this Agreement, a comprehensive general liability policy in the amount of at least \$1,000,000.00 per occurrence.
11. Exhibits: The parties agree that the included exhibits may change as plans and improvements are made and constructed, and that updated exhibits may be substituted without re-recording (if recorded) or re- executing this agreement. Any updated exhibits must be approved, signed and dated by both parties and reference the prior exhibit which it is replacing . The CITY shall maintain a copy of this Agreement and all exhibits.
12. Hold Harmless and Indemnity: The CITY shall indemnify and hold harmless SENECA, its officers, agents, and employees from all liability, loss or damage, including costs of defense they

may suffer as a result of claims, demands, actions, costs or judgments which result from the activities to be performed by the CITY, its agents, employees or subcontractors during the street improvement project.

13. Non-Waiver: The failure of either party to insist upon strict performance of any provision of this agreement or to exercise any right based upon a breach thereof or the acceptance of any performance during said breach shall not constitute a waiver of any right under this agreement.
14. Governing Law and Venue: All questions of the validity, construction and application of this contract shall be governed by the laws of the State of Washington. Venue for any suit between the parties arising out of this contract shall be in the Superior Court of Columbia County, Washington.
15. Attorneys Fees: In the event of any action to enforce rights under this contract, the prevailing party shall be entitled its costs and expenses, including reasonable attorney's fees, incurred in connection with such action.
16. Entire Agreement: This written Agreement constitutes the entire and complete agreement between the parties and supersedes any prior oral or written agreements. This Agreement may not be changed, modified, or altered, except in writing and signed by the parties hereto.

**IN WITNESS WHEREOF**, the parties have executed this Agreement this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Seneca Corporation

City of Dayton

\_\_\_\_\_  
By:  
Its:

\_\_\_\_\_  
Craig George  
Mayor

Attest:

\_\_\_\_\_  
Trina Cole  
City Administrator

Approved as to form:

\_\_\_\_\_  
Quinn Plant  
City Attorney



**RESOLUTION NO. 1345**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DAYTON,  
WASHINGTON, CERTIFYING THAT THE CITY OF DAYTON, WASHINGTON,  
MEETS THE REQUIREMENTS TO APPLY AND ACCEPT PUBLIC WORKS  
ASSISTANCE ACCOUNT LOW-INTEREST LOAN FOR THE WASTEWATER  
TREATMENT FACILITY LAND ACQUISITION PROJECT**

WHEREAS, City of Dayton, Washington, is applying to the Washington State Public Works Assistance Account program for a low-interest loan for eligible project; and

WHEREAS, RCW 43.155.070 requires that applicants planning under RCW 36.70A.040 must have adopted comprehensive plans in conformance with the requirements of chapter 36.70A RCW, and must have adopted development regulations in conformance with requirements of chapter 36.70A RCW; and

WHEREAS, RCW 70.95 requires a comprehensive Solid Waste Management Plan to be adopted by the city or county; and

WHEREAS, RCW 70.235 requires Greenhouse Gas Emission Reduction requirement; and

WHEREAS, RCW 43.155.070(8) requires that solid waste or recycling facility is consistent with and necessary to implement the comprehensive solid waste management plan adopted by the city or county under chapter 70.95 RCW.

WHEREAS, the applicant certifies that it has a currently adopted plan for each and every one of the systems it owns and operates and that these plans fully conform to the specifics within this application; and

WHEREAS, RCW 43.155.070 requires that county and city applicants must have adopted the local optional one-quarter of one percent Real Estate Excise Tax, as described in chapter 82.46 RCW; and

WHEREAS, the local government must be using all local revenue sources which are reasonably available for funding public works, taking into consideration local employment and economic factors; and

WHEREAS, the applicant states that their Capital Facility Plan is consistent with the Comprehensive Land Use Plan of the jurisdiction in which they provide service; and

WHEREAS, the local governing body has approved submission of this application for a Public Works Assistance Account; and

WHEREAS, the applicant certifies that if they have permitting authority (Counties and Cities) that they have developed and are adhering to guidelines regarding their permitting process for those applying for development permits consistent with section 1(2) of Chapter 31, 2007 laws.

WHEREAS, the applicant certifies that, there is currently no litigation in existence seeking to enjoin the commencement or completion of the above-described public facilities project or to enjoin the applicant from repaying the Public Works Assistance Account loan extended by the Public Works Board with respect to such project. The applicant is not a party to litigation, which will materially affect its ability to repay such loan on the terms contained in the loan agreement.

WHEREAS, the applicant recognizes and acknowledges that the information in the application forms is the only information, which will be considered in the evaluation and/or rating process. Incomplete responses will result in a reduced chance of funding. In order to ensure fairness to all, the Public Works Board does not accept any additional written materials or permit applicants to make presentations before the Board; and

WHEREAS, it is necessary that certain conditions be met as part of the application process; and

WHEREAS, RCW 43.155.060 requires that the project will be advertised for competitive bids and administered according to standard local procedure; and

WHEREAS, the loan will not exceed the maximum amount allowed by the Board of eligible costs incurred for the project; and

WHEREAS, any loan arising from this application constitutes a debt to be repaid, and Trina Cole, City Administrator has reviewed and concluded it has the necessary capacity to repay such a loan; and

WHEREAS, the information provided in this application is true and correct to the best of the government's belief and knowledge and it is understood that the state may verify information, and that untruthful or misleading information may be cause for rejection of this application or termination of any subsequent loan agreement(s); and

NOW THEREFORE, City of Dayton certifies that it meets these requirements, and further that it intends to enter into a loan agreement with the Public Works Board, provided that the terms and conditions for a Public Works Assistance Account Loan are satisfactory to both parties.

Dated this \_\_\_\_\_ of July, 2018.

Signed:

Name:

CRAIG GEORGE

Title:

MAYOR

Phone Number:

(509) 382-2361

Date:

Attest:

TRINA COLE, CITY CLERK/ADMINISTRATOR

**RESOLUTION NO. 1346**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DAYTON,  
WASHINGTON, CERTIFYING THE PREPARER OF THE WASHINGTON STATE  
PUBLIC WORKS ASSISTANCE ACCOUNT LOAN APPLICATION FOR THE  
WASTEWATER TREATMENT FACILITY LAND ACQUISITION PROJECT**

**Preparer's Certification**

**WHEREAS**, Trina Cole, City Administrator, in cooperation with Anderson Perry & Associates, Inc., has prepared this application for a Washington State Public Works Assistance Account loan; and

**WHEREAS**, the preparer recognizes and acknowledges that the information in this application is the only information that will be considered in the evaluation and/or rating process. Incomplete responses will result in a reduced chance of funding, and that in order to ensure fairness for all, the Public Works Board does not accept any additional written materials or permit applicants to make presentations before the Board; and

**WHEREAS**, the information provided in this application is true and correct to the best of the preparer's belief and knowledge; and

**NOW THEREFORE**, City of Dayton recognizes and acknowledges the above declarations and certifies that this application meets the above requirements.

Signed:

Name:

\_\_\_\_\_  
CRAIG GEORGE

Title:

\_\_\_\_\_  
MAYOR

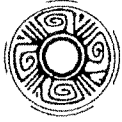
Phone  
Number:

\_\_\_\_\_  
509-382-2361

Date:

Attest:

\_\_\_\_\_  
TRINA COLE, CITY CLERK/ADMINISTRATOR

**DRAFT**

WASHINGTON STATE  
**Public Works Board**  
*Infrastructure is Fundamental*

*Powered by ZoomGrants™*

Washington State Dept. of Commerce  
 Public Works Board  
 Public Works Board  
**Public Works Board (PWB) - Pre-Construction/Emergency**  
 7/11/2018 deadline

### City of Dayton

## Dayton Wastewater Treatment Plant Land Acquisition Project

**\$ 1,000,000.00** Requested

#### Project Contact

Trina Cole  
[tcole@daytonwa.com](mailto:tcole@daytonwa.com)  
 Tel: 509-382-2361

#### Additional Contacts

[jwells@andersonperry.com](mailto:jwells@andersonperry.com)

#### City of Dayton

111 S 1st St  
 Dayton, WA

#### Mayor

Craig George  
[craiggeorge20@gmail.com](mailto:craiggeorge20@gmail.com)

Telephone(509) 382-2361

Fax (509) 382-2539

Web [www.daytonwa.com](http://www.daytonwa.com)

EIN 91-6001243

### Tier 1

#### General Applicant Information

##### 1. Type of PWB Loan:

Select one. If you have more than one application for a different type, select Open Programs above and select Apply Again.

- Pre-Construction
- Emergency

##### 2. Primary System:

Select the type of system for which you are seeking PWB funding.

- Storm Water
- Solid Waste/Recycling
- Roads/Streets
- Bridges
- Domestic Water
- Sanitary Sewer

**3. Project Contact Person (Name, Email, Phone Number):***If different than applicant contact.*

Trina Cole, City Administrator  
 tcole@daytonwa.com  
 (509) 382-2361

**4. Statewide Vendor Number:**

SWV0001239-00

**5. Unified Business Identifier (UBI) #:***If applicable.*

071 000 003

**6. Please provide the following: Legislative District and Congressional District of Project Area:**

16/5

**7. Project Site Address:***Address, City, State, Zip*

To be determined.

**8. Project Description:***Briefly describe the portion of the project that would be funded by PWB. Do not explain the background of the project.*

This funding opportunity would be used for land acquisition of approximately 250 acres.

**9. Project Scope:***Deliverables*

-no answer-

**In accordance with Governor's Executive Order 05-05, archaeological and cultural resources, PWB conducts the GEO 05-05 and the Tribal Consultation, prior to a construction and land acquisitions.**

**10. In accordance with Governor's Executive Order 05-05, archaeological and cultural resources, PWB conducts the GEO 05-05 and the Tribal Consultation, prior to a construction and land acquisitions.***Due to federal funding has a section 106 review been completed? If yes, please upload that documentation. If not, complete the EZ-1 form template and upload.*

Yes

No

**Documents Requested \***

EZ-1 form or documentation of approval for  
 Section 106 review.

[download template](#)

**Required? Attached Documents \*****Tier 2****1. Identify funds (general obligation, revenue or rates, etc.) dedicated for PWB loan repayment:**

Sewer Revenues

## 2. Has the local government experienced severe fiscal distress resulting from a natural disaster or emergency public works need in the past 3 years?

If yes, please explain.

Yes, please explain:

No

## 3. Utility Rates: (if applicable)

Answers are limited to 10 Characters, abbreviate if necessary.

	What is the number of Equivalent Residential Units (ERU's)?
	What are the annual costs for your facility/system, including existing debt service?
	What percentage of the fees for your facility/system are paid by commercial customers?
\$39.95	What is the base monthly fee paid by residential customers for your facility/system?
	What is the current number of residential customers for your facility/system?
	What are your necessary rates (if applicable)?
01/01/2018	When the last time rates was were increased?
Annually	How frequently do you review your rates?
39.95	<b>TOTAL</b>

## PROJECT NEED:

### 4. Number of people in your jurisdiction:

2555	Number of people
2,555.00	<b>TOTAL</b>

### 5. Number of people served by the system in 2018:

2737	Number of people
2,737.00	<b>TOTAL</b>

### 6. Percentage of the system affected by this project:

100	% affected
100.00	<b>TOTAL</b>

### 7. Select which Project Need Category your current project fits in:

(choose only one)

- Public Health & Safety
- Environmental Health
- System Performance
- Economic Development/Growth

### 8. Please explain your selection of Project Need above::

The Clean Water Act established a process to identify and clean up polluted waters. Under the Act, states are required to prepare a list of water bodies that does not meet their respective state's water quality standards. To develop this list, called a 303(d) list, Washington State Department of Ecology compiles its own water quality data along with data submitted by various agencies and groups. The data is reviewed and then used to develop the list. In addition, the Act requires that a total maximum daily load (TMDL) be developed

for each water body on the 303(d) list. The purpose of the TMDL is to identify problems in a given watershed and then specify how to reduce or eliminate pollutants to achieve clean water. Based on the Total Maximum Daily Load report prepared in August 2008 by Washington State Department of Ecology, the Touchet River was placed on the 303(d) list in 1996 and 2004 for not meeting temperature, pH, dissolved oxygen, polychlorinated biphenyls (PCB), chlorinated pesticides, and fecal coliform standards and the discharge of the City's Wastewater Treatment Plant (WWTP) effluent has been shown to be a significant source of pollutants to the Touchet River. As provided in DOE's 2008 TMDL report, the Touchet River is part of the Walla Walla Watershed. This watershed contains important bull trout and salmon populations; removing pollutants would potentially further habitat restoration efforts.

### **PROBLEM/OPPORTUNITIES TO BE ADDRESSED:**

In your response please include: Project compliance with existing or emerging regulatory requirements/orders or economic opportunities. Timing restrictions to the identified funding sources or schedule. Environmental impacts the existing situation has, or will have, if this project is not completed. The system's operations and expenses impacted by the situation.

#### **9. What is the problem/opportunities to be addressed?**

Because the Touchet River has been included in the 303(d) list, a project compliance schedule, that included regulatory requirements, has been prescribed by Publication No. 08-10-094, Washington State Department of Ecology TMDL Water Quality Implementation Plan (TMDL) and National Pollutant Discharge Elimination System Waste Discharge (NPDES) Permit No. WA0020729. Both require that our effluent meet the TMDL waste load allocations by December 31, 2021. As described in TMDL Publication No. 08-10-094, the City's failure to meet water quality standards may impact stream restoration, and bull trout and salmon populations located in the Walla Walla Watershed.

In addition, failure to meet the deadline may result in enforcement actions towards the City. WAC 173-220-230 provides that enforcement may include a court injunction to comply with permit requirements, imposition of civil penalties, and possible criminal sanctions against the City, to name a few of the impacts if Dayton does not comply with water quality standards by 12/31/2021.

#### **10. Please describe the solution that addresses the problem/opportunities.**

Completed in August 2016, revised in October 2017, the City of Dayton Wastewater Facilities Plan examined the City's existing wastewater treatment and disposal system. It also analyzed alternatives for the City to meet TMDL requirements. Ultimately, the City determined that the best solution to meeting and avoiding future water-quality based standard issues associated with waste discharge would be to remove its effluent from the Touchet River. To accomplish this goal, the City intends on performing a pretreatment renovation with construction of a new treatment and storage lagoons and 100 percent land treatment. Part of this solution includes the purchase of approximately 250 acres to construct two 1-acre treatment lagoons, two 20-acre storage ponds, and approximately 200 acres for the land treatment irrigation system.

#### **11. Does this project resolve the problem/opportunities?**

*If not, why and/or how do you plan to fix it?*

Although it is anticipated that the proposed solution in Item 10 will improve water quality standards in the Touchet River, land acquisition is one of the most important pieces of the puzzle. Without the purchase, the City will not be able to meet its NPDES Waste Discharge Permit requirements.

#### **12. Please describe the outcomes or benefits that is anticipated with the proposed solution.**

*(including reduction of the overall cost of public infrastructure)*

Once the City is able to purchase land for this project, it allows for the design phase of this project to get underway.

#### **13. Is this project in partnership with any other organizations/agencies and/or regionalization?**

*If yes, please identify the partner(s) and describe the roles of each partner.*

Yes. Anderson Perry & Associates, in cooperation with the City of Dayton, was successful in obtaining a

Clean Water State Revolving Fund Loan/Forgivable Loan combination totaling \$990,000. This funding will be used for the design phase of the Wastewater Treatment Plant Project.

**14. Does this project encourage economic development through mixed-use and mixed income development?**

- Yes  
 No

**15. Does this project create new, family-wage jobs, and avoid shifting existing jobs from one Washington state community to another?**

- Yes  
 No

**16. Are there any barriers or time constraints restricting or delaying the completion of this project? If yes, please explain.**

*-no answer-*

**LOCAL MANAGEMENT EFFORT -**

---

**System Maintenance and Operations:**

---

**17. During the last 3 years, describe the process of implementing three (3) distinct projects or activities for the system in which you are applying. (i.e., Asset Management Plan, Pavement Management System, Leakage Detection Program)**

*If you are unable to give three examples, please explain why:*

Wastewater Facilities Plan - applied for funding  
implemented annual rate increases in anticipation of the final construction - Budget document  
Street Utility Plan  
Financial Health/Rate Study

**18. How will long term sustainability be achieved?**

*-no answer-*

**Administrative, Financial, and Planning:**

---

**19. During the last 3 years, describe three (3) distinct projects or activities for the system in which you are applying. (i.e., Disaster Resiliency Plan, Asset Management Plan, Emergency Plan, Rate Study, Income Survey, Annual Budgeting, etc.)**

*If you are unable to give three examples, please explain why:*

Look at 17

**System Capital Improvements:**

---

**20. During the last 3 years, describe three (3) distinct capital projects or activities for the system in which you are applying. (Project Specific Title, etc.)**

*If you are unable to give three examples, please explain why:*

S. 1st Street Sewer Improvements  
N. Front Street - Ask adam



Line in Alley - Ask Adam

**Tables****Estimated Project Schedule**

<b>Activity</b>	<b>Current Status</b>	<b>Percent Complete</b>	<b>Completion Date</b>	<b>Amount</b>
Engineering Report (Preliminary Engineering)		%	(Mo/Yr)	\$
Cultural and Historical Resources Review (Section 106 or Executive Order 05-05)		%	(Mo/Yr)	\$
Environmental Review		%	(Mo/Yr)	\$
Land/Right-of-way Acquisition/Site-Control		%	08/2018 (Mo/Yr)	\$ 1,000,000
Permits		%	(Mo/Yr)	\$
Public Involvement/Information		%	(Mo/Yr)	\$
Bid Documents (Design Engineering)		%	(Mo/Yr)	\$
Award Construction Contract		%	(Mo/Yr)	\$
Construction Start		%	(Mo/Yr)	\$
Construction Complete		%	(Mo/Yr)	\$
Project in Use		%	(Mo/Yr)	\$
Investment Grade Efficiency Audit (if applicable)		%	(Mo/Yr)	\$
Other:		%	(Mo/Yr)	\$
<b>Total</b>		<b>0 %</b>	<b>0 (Mo/Yr)</b>	<b>\$ 1,000,000</b>

**Project Funding - Attempts**

<b>Type of Funding (Grant, Loan, Local)</b>	<b>Identify Source</b>	<b>Amount</b>
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$

**Project Funding Status**

<b>Type of Funding (Grant, Loan, Local)</b>	<b>Identify Source</b>	<b>Amount</b>	<b>Status (Planned, Applied, Awarded)</b>	<b>Date Contract Approved</b>	<b>Contract No.</b>
1. PWB application		\$			
2.		\$			
3.		\$			

4.	\$			
5.	\$			
<b>Total</b>	<b>\$ 0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Financials for Underwriting Purposes

Item Description	Totals
Operating Income	\$
Operating & Maintenance Expense	\$
Total Assets	\$
Total Debt	\$
Current Assets (cash & cash equivalents)	\$
Current Liabilities (debt, etc. to be paid w/in 1 year)	\$

## Documents

### Documents Requested \*

### Required? Attached Documents \*

System Specific Questions: Sub-Category  
Most Affected by Proposed Project  
[download template](#)

✓

Primary System- Domestic Water Projects  
ONLY  
[download template](#)

Primary System- Sanitary Sewer Projects  
ONLY  
[download template](#)

Primary System- Storm Water Sewer Projects  
ONLY  
[download template](#)

Primary System- Road Street Projects ONLY  
[download template](#)

Primary System- Solid Waste/Recycling  
Projects ONLY  
[download template](#)

Applicant Certification  
[download template](#)

✓

Preparers Certification  
[download template](#)

Balance Sheet Statements for last three years  
and current year if available

✓

Income Statements for last three years and  
current year if available

✓

Optional: Income Survey (See Guidelines)

For Rate-Based Systems include: \*Estimated  
per connection rate increase for debt service  
coverage. If no rate increase anticipated,

provide explanation for debt service coverage  
strategy; \*Adopted rate structure

Threshold Checklist ✓

[download template](#)

Emergency Applications Only - Declaration  
Documentation

Other Misc. Documents you want to add

Misc. Documents

Greenhouse Policy

*\* ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 115480

Become a [fan of ZoomGrants™](#) on Facebook  
Problems? Contact us at [Questions@ZoomGrants.com](mailto:Questions@ZoomGrants.com)  
©2002-2018 GrantAnalyst.com. All rights reserved.  
"ZoomGrants" and the ZoomGrants logo are trademarks of GrantAnalyst.com, LLC.  
[Logout](#) | [Browser](#)