



Elma City Council Meeting

Tuesday, April 18, 2022 – 6:00 PM

Zoom Virtual Meeting

Agenda

Zoom Meeting Link: <https://us02web.zoom.us/j/9719507224?pwd=TVg4YkpmZUFLTjVWktOcfIJVmqxUT09>

Meeting ID: 971 950 7224

Passcode: Elma

To join by phone: 1-253-215-8782 US (Tacoma)

Meeting ID: 971 950 7224

Passcode: 379551

Find your local number: <https://us02web.zoom.us/j/9719507224?pwd=TVg4YkpmZUFLTjVWktOcfIJVmqxUT09>

Call to Order

Pledge of Allegiance

Roll Call:

Councilmembers Miller, Whipple-Boling, Heater, Cooper, Collette, and Mayor Sorensen

Staff: Chief Shultz, Jim Starks, Wendy Collins, Chief Fulbright, Joe Chrystal, Chris Coker, Dee Depoe, Jillanna Bickford

Citizen Comment

(Please limit to 3 minutes)

Consent Agenda

Approve Agenda: April 18, 2022

Approval of Minutes: April 4, 2022

Approval of Claims: April 14, 2022 in the amount of \$2078.66

April 19, 2022 in the amount of \$57,407.13

Handwrites April 5, 2022, check # 59232 - 59241 in the amount of 16,907.65

Approval of Payroll: None

Presentation:

None.

New Business

- | | |
|---|-----------------------|
| 1. Elma Chamber Tourism Promotion Plan Reimbursement | Approval |
| 2. Data Bar Agreement -to replace Wright Imaging | Discussion and Action |
| 3. 11 th Street Lift Station Replacement Project Pay Estimate No.4 | Discussion and Action |
| 4. Elma Timberland Regional Library Building Upgrades | Discussion and Action |
| 5. Special Event Request – Anytime Fitness | Discussion and Action |

Ordinances and Resolutions

- | | |
|--|-----------------------|
| 1. Police Levy Resolution - Primary Election | Discussion and Action |
| 2. Police Levy Resolution - General Election | Discussion and Action |

The City of Elma Council reserves the right to take action on any item placed on the agenda regardless of the manner in which it is stated.

Americans with Disabilities Act (ADA) Accommodation is Provided Upon Request.

The City of Elma is an equal opportunity provider and employer.

La ciudad de Elma es un proveedor de igualdad de oportunidades y el empleador.



Elma City Council Meeting

Tuesday, April 18, 2022 – 6:00 PM

Zoom Virtual Meeting

Agenda

Old Business

Committee Reports.

Parks & Public Works: Miller, Collette, Starks

Public Safety: Miller (Substituting for Cooper), Heater, Shultz

Finance: Collette, Whipple-Boling, Collins

Tourism: Heater

Capital Facilities: Cooper, Whipple-Boling, Starks, Chrystal

Written Staff Reports

Susan Shultz, Police Chief

Jim Starks, Public Works Director

Wendy Collins, Clerk-Treasurer

Other Staff Reports

Chris Coker, City Attorney

Joe Chrystal, Building Inspector

Adam Fulbright, Fire Chief

Dee Depoe, Librarian

Jillanna Bickford, Elma Chamber

Citizen Comment

City Council Reports

Mayor's Report

Executive Session

None.

Next Meeting

Work Session Meeting, 6:00 PM on April 25, 2022.

Adjourn

Adjournment

The City of Elma Council reserves the right to take action on any item placed on the agenda regardless of the manner in which it is stated.

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ELMA CITY COUNCIL MEETING MINUTES

April 4, 2022

6:00 P.M. ON ZOOM

CALL TO ORDER AND PLEDGE OF ALLEGIANCE:

Mayor Sorensen called the April 4, 2022 City Council Meeting to order. All stood for the Pledge of Allegiance.

CALL TO ORDER AND ROLL CALL:

Wendy Collins called roll. Mayor Sorensen, Josh Collette, John Heater, Pat Miller, Bethany Whipple-Boling. **Josh Collette made a motion to excuse Mike Cooper, seconded by Pat Miller. All four council members voted in favor. Motion carried.**

CONSENT CALENDAR: Approval of Agenda April 4, 2022. Approval of minutes March 21, 2022. Approval of Payroll March 2022-Check #46036-46068, including EFT's in the amount of \$184,606.73. **Pat Miller made a motion to approve seconded by Bethany Whipple-Boling. All four council members voted in favor. Motion carried.**

PRESENTATION BARBARA NITIS, U.S. SMALL BUSINESS ADMINISTRATION

Mayor Sorensen introduced Barbara Nitis, U.S. Small Business Administration. Barbara Nitis gave a presentation regarding the Disaster Assistance Program.

YOUNGLOVE & COKER CONTRACT FOR CITY ATTORNEY SERVICES

Mayor Sorensen opened the discussion regarding the Younglove & Coker contract for City Attorney Services. **Pat Miller made a motion to approve the contract for Younglove & Coker attorney services seconded by Josh Collette. All four council members voted in favor. Motion carried.**

LEGAL SERVICES AGREEMENT WITH RICK HUGHES

Mayor Sorensen opened the discussion regarding the legal services agreement-Rick Hughes. **Pat Miller made a motion to approve Mayor Sorensen to sign the contract with Rick Hughes seconded by Bethany Whipple-Boling. All council members voted in favor. Motion carried.**

A-Z CLEANING CONTRACT ADDENDUM

Mayor Sorensen opened the discussion regarding A-Z Cleaning contract addendum. Chief Shultz informed council that there was an incident at the Police Station that required a bio-hazard team. A-Z Cleaning Services performs these kinds of services and Chief Shultz requested the contract be amended to include those kinds of services. **Pat Miller made a motion to approve the addendum for A-Z Cleaning contract seconded by John Heater. All four council members voted in favor. Motion carried.**

REQUEST TO USE VISITOR CENTER PARKING LOT FOR RED, WHITE & BLUE RALLY

Mayor Sorensen opened the discussion regarding the request to use the Visitor Center parking lot for the Red, White, and Blue Rally on October 30, 2022. **Pat Miller made a motion to approve the Red, White, and Blue Rally to use the Visitor Center parking lot seconded by John Heater. Council had discussions regarding this topic. All four council members voted in favor. Motion carried.**

TRAIN INTERSECTION BLOCKING

Mayor Sorensen opened the discussion regarding the train intersection blocking. Council had discussions regarding this topic. Chief Shultz informed council that the train parked and was blocking for over an hour. Chief Shultz informed council after speaking with multiple employees at the RR company they were able to move the train. Council had further discussions regarding this issue.

POLICE LEVY RESOLUTION-PRIMARY ELECTION

Mayor Sorensen opened the discussion regarding the Police Levy Resolution-Primary Election. If passed it would be Resolution #701. **Pat Miller made a motion to approve Resolution #701 seconded by Josh Collette. Josh Collette expressed concerns regarding the wording of the Resolution regarding the new building. Mayor Sorensen agreed with Josh Collette that the wording needed to be changed to reflect the current circumstances; that this will be the Elma Police Department building and not the Elma Police Department, Court, and Public Safety Building. Josh Collette expressed his concerns about the language that is being used regarding the funding and operations of the Police Department. Council agreed to table Resolution #701 until the next meeting to get the wording cleaned-up and to allow Mayor Sorensen, Wendy Collins, and Attorney Chris Coker to update the language. Pat Miller withdrew his motion.**

COMMITTEE REPORTS

Parks & Public Works - Pat Miller informed council that they met on Friday and discussed some of the streets they would like to grind out and do an overlay on. There are 4 or 5 streets that were discussed. Josh Collette informed council that the Parks Committee will be having their first meeting on Thursday April 14, 2022, at 6:00 p.m.

Public Safety - Pat Miller informed council they have yet to meet.

Capital Facilities - Bethany Boling-Whipple informed council that they will be meeting tomorrow. They will be going over the plans for the Police Department. Bethany Boling-Whipple expressed that there may be a need for a temporary substitution for the capital facilities committee. Josh Collette volunteered to step in on a temporary basis.

WRITTEN STAFF REPORTS

Jim Starks - Informed council that the annexation is complete and will be submitted for a formal review.

Chief Shultz - Chief informed council that she can answer limited questions on the previous night's incident.

Wendy-Collins - Council chamber upgrades will be moving forward.

OTHER STAFF REPORTS

Jillana Bickford - Informed council they have their citizen banquet at the end of this month.

CITY COUNCIL REPORTS

Josh Collette - Need to modify agenda for the council retreat. Still planning for the community event.

John Heater - Informed council that he will be looking to set up a meeting tomorrow.

MAYOR'S REPORT

Mayor Sorensen informed council that he will be sending out menu choices for lunch for the retreat. Mayor Sorensen informed council how proud he was of the Elma Police Department and all of the city employees.

Next council meeting will be April 18, 2022, at 6:00 p.m.

ADJOURNMENT

Pat Miller made a motion to adjourn seconded by Josh Collette. All council members voted in favor. Motion carried.

Jim Sorensen – Mayor

Wendy Collins – City Clerk/Treasurer

April 5, 2022

To: Finance Committee
City of Elma

From: Jillanna Bickford
Elma Chamber of Commerce
Director

COPIED/REIMBURSEMENT

For DELIVERED APR 11 2022
Date _____

RE: Tourism Promotion Plan Reimbursement

Attached are copies of invoices paid by Elma Chamber of Commerce for contracted services. The first quarter of 2022; January, February, and March 2022.

Coordinators

1/21/2022	Jillanna Bickford Powell	Check 5514	\$1,217.69
1/21/2022	Amanda Mezzell	Check 5513	\$1,558.45
2/22/2022	Jillanna Bickford Powell	Check 5517	\$1,969.07
3/22/2022	Jillanna Bickford Powell	Check 5525	\$2,128.21
		Total	\$6,873.42

Visitor Station Utilities

1/5/2022	City of Elma	\$168.10
1/5/2022	Comcast	\$53.89
1/11/2022	Cascade Natural Gas	\$278.88
1/24/2022	Grays Harbor PUD	\$85.61
2/4/2022	Comcast	\$54.72
2/8/2022	Cascade Natural Gas	\$163.71
2/25/2022	Grays Harbor PUD	\$84.69
3/5/2022	Comcast	\$54.72
3/8/2022	Cascade Natural Gas	\$101.77
3/15/2022	City of Elma	\$147.71
3/25/2022	Grays Harbor PUD	\$71.65
	Total	\$1,265.45

Administration

1/5/2022	Dollar Tree Store	\$9.80
1/5/2022	Jillanna Bickford Powell (reimbursement for supplies)	\$18.59
1/12/2022	Merchant Fees	\$70.89
1/13/2022	Staples	\$178.12
1/20/2022	Amazon.com	\$18.27
1/20/2022	USPS	\$58.00
1/21/2022	Vista Print	\$31.57
1/26/2022	Amazon.com	\$20.66

1/28/2022	Amazon.com	\$13.60
1/28/2022	USPS	\$1.96
1/31/2022	QuickBooks Online	\$54.45
2/1/2022	Tags	\$22.43
2/7/2022	Microsoft	\$108.89
2/8/2022	Merchant Fees	\$57.89
2/14/2022	Amazon.com	\$33.25
2/15/2022	Tags	\$7.08
2/25/2022	USPS	\$69.60
3/1/2022	Amazon.com	\$14.44
3/1/2022	Amazon.com	\$27.20
3/1/2022	LGRweb.com	\$100.00
3/1/2022	QuickBooks Online	\$54.45
3/8/2022	Merchant Fees	\$27.34
3/8/2022	IONOS web Domain	\$149.37
3/22/2022	Amazon.com	\$90.00
Total		\$852.61

Coordinators	\$6,873.42
Visitor Station Utilities	\$1,265.45
Administration	\$852.61

First Quarter Total: \$8,991.48

Thank you for your continued support for Elma Chamber of Commerce.



Jillanna Bickford
Elma Chamber of Commerce
Director

Elma Chamber of Commerce
PO Box 798
WA 98541

Jillanna L Bickford Powell
124 Garden Hill Rd West
Elma, WA 98541

Employee Pay Stub		Check number:		Pay Period: 12/21/2021 - 01/20/2022		Pay Date: 01/25/2022		
Employee				SSN				
Jillanna L Bickford Powell, 124 Garden Hill Rd West, Elma, WA 98541				***-**-9757				
Earnings and Hours	Qty	Rate	Current YTD Amount		Sick	Accrued	Used	Available
Hourly	88.90	15.00	1,333.50	1,333.50	Current YTD	2.22 2.22	0.00	26.68

ELMA CHAMBER OF COMMERCE

5514

Payroll 88.9 hours worked
\$1217.69
Jillanna Bickford - Powell

Elma Chamber of Commerce
PO Box 798
WA 98541

Amanda M Mezzell
PO Box 191
Elma, WA 98541

Employee Pay Stub

Check number:

Pay Period: 12/21/2021 - 01/20/2022

Pay Date: 01/21/2022

Employee

Amanda M Mezzell, PO Box 191, Elma, WA 98541

SSN

***-**-4031

Earnings and Hours	Qty	Rate	Current	YTD Amount
Hourly	83.70	17.00	1,422.90	1,422.90
Severance Pay	21.00	17.00	357.00	357.00
	104.70		1,779.90	1,779.90

Sick	Accrued	Used	Available
Current	2.62	0.00	2.62
YTD	2.62		

Vacation	Accrued	Used	Available
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ELMA CHAMBER OF COMMERCE

payroll 83.7 hours worked

additional 21 hrs. 01/24/22 - 01/31/22

\$1558.45

5513

Amanda Mezzell

www.techcheck2.com

ORDER #

324243

Elma Chamber of Commerce
PO Box 798
WA 98541

Jillanna L Bickford Powell
124 Garden Hill Rd West
Elma, WA 98541

\$ 1969.07

Employee Pay Stub

Check number: 5517

Pay Period: 01/21/2022 - 02/20/2022 Pay Date: 02/25/2022

Employee

SSN

ELMA CHAMBER OF COMMERCE

5517

Tax

1969.07

www.techchecks.net ORDER # 324243

QB
PAID
Date: FEB 22 2022

Payroll 2/21 - 3/20

2128.21

Employee Pay Stub

Check number: 5525

Pay Period: 02/21/2022 - 03/20/2022 Pay Date: 03/25/2022

Employee

Jillanna L Bickford Powell, 124 Garden Hill Rd West, Elma, WA 98541

SSN

***-**-9757

Earnings and Hours	Qty	Rate	Current	YTD Amount
Hourly	134.20	18.00	2,415.60	5,969.40

Taxes

	Current	YTD Amount
WA - Cares Fund	0.00	0.00
Medicare Employee Addl Tax	0.00	0.00
Labor & Industries - EE	-11.98	-31.54
Paid Fam Med Leave Emp.	-10.62	-26.23
Federal Withholding	-80.00	-140.00
Social Security Employee	-149.76	-370.10
Medicare Employee	-35.03	-86.56
	-287.39	-654.43

Net Pay	2,128.21	5,314.97
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Sick	Accrued	Used	Available
Current	3.35	0.00	33.30
YTD	8.84		

QB
Date PAID MAR 22 2022

City of Elma, WA

Phone: (360) 482-2212

Email: wendy@cityofelma.com

Billing Information

Elma Chamber of Commerce

PO BOX 798

ELMA, WA 98541

elmachamber@gmail.com

Transaction Detail

Mastercard

XXXXXXXXXXXX9843

1/5/2022 11:16:02 AM

APPROVED 899530

QB
Date: 1/5/22
[Signature]

Invoices

Type	Account #	Invoice #	Amount
Utility	1622.0	78371	\$168.10
SUBTOTAL			\$168.10
GRAND TOTAL			\$168.10

COMCAST BUSINESS

Ima Visitor Info

Account number
8498 37 014 0265710

For service at:
222 W MAIN ST
ELMA WA 98541

Thanks for choosing Comcast Business

Need help?
Visit business.comcast.com/help or
call 1-800-391-3000

Ready to pay?
Visit business.comcast.com/myaccount

Bill date Dec 10, 2021
Services from Dec 20, 2021 to Jan 19, 2022

Page 1 of 4

Your monthly account summary

Previous balance	107.77
Credit Card Payment Dec 05, 2021	-107.77 cr
New charges	
Comcast Business services	93.35
Other charges and credits	8.29
Taxes and fees	6.13

Amount due

\$107.77

Payment due Jan 05, 2022



➔ Manage your services online

Your Comcast Business account online is the one-stop destination to pay your bill and manage your services. Visit business.comcast.com/myaccount.

Service updates

See the "additional information" section for upcoming service updates.

QB
Date: 12/21/21
[Signature]

COMCAST BUSINESS

9602 S 300 W. STE B SANDY UT 84070-3302
8633 0450 NO RP 10 12112021 NNNNNNNN 01 000020 0001

ELMA VISITOR INFO
PO BOX 798
ELMA, WA 98541-0798

Account number **8498 37 014 0265710**

Automatic payment due **Jan 05, 2022**

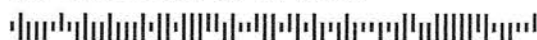
Please pay

\$107.77

Credit Card Payment to Be Applied 01/05/22



COMCAST
PO BOX 60533
CITY OF INDUSTRY CA 91716-0533



849837014026571000107771



In the Community to Serve®

Account Number	3718071928
Bank Account Description	Checking
Bank Account Number	****7993
Payment Date	01/11/2022
Payment Amount	\$278.88
Transaction Date	01/10/2022
Payment Status	Pending

Date: QB 1/12/22
[Signature]

Your payment was APPROVED

Authorization Code: 297627
Transaction ID: 1670721
Processor Transaction ID: 0124MDBF6AI0I
Transaction Date & Time: Jan 24, 2022 8:48 AM
Total Payment Amount: \$85.61

Account	Service	Amount
7152747044	GHPUD	\$85.61
Total:		\$85.61

Grays
harbor
PUD

PAID JAN 24 2022

QB
Date: 1-24-22

[Signature]



Bill date Jan 10, 2022
Services from Jan 20, 2022 to Feb 19, 2022

Page 1 of 4

Your monthly account summary

Previous balance	107.77
Credit Card Payment Jan 05, 2022	-107.77 cr
New charges	
Comcast Business services	94.85
Other charges and credits	8.35
Taxes and fees	6.23

Elma Visitor Info

Account number
8498 37 014 0265710

For service at:
222 W MAIN ST
ELMA WA 98541

Thanks for choosing Comcast Business

Amount due **\$109.43**

Payment due Feb 05, 2022

Need help?

Visit business.comcast.com/help or
call 1-800-391-3000

Ready to pay?

Visit business.comcast.com/myaccount

Manage your services online

Your Comcast Business account online is the one-stop destination to pay your bill and manage your services. Visit business.comcast.com/myaccount.

Service updates

See the "additional information" section for upcoming service updates.

QB
Date:
RECEIVED FEB 04 2022

**COMCAST
BUSINESS**

9602 S 300 W, STE B SANDY UT 84070-3302
8633 0450 NO RP 10 01112022 NNNNNNNN 01 000017 0001

ELMA VISITOR INFO
PO BOX 798
ELMA, WA 98541-0798

Account number **8498 37 014 0265710**

Automatic payment due **Feb 05, 2022**

Please pay **\$109.43**

Credit Card Payment to Be Applied 02/05/22



COMCAST
PO BOX 60533
CITY OF INDUSTRY CA 91716-0533



849837014026571000109439



In the Community to Serve®

Account Number 3718071928
Bank Account Description Checking
Bank Account Number ****7993
Payment Date 02/08/2022
Payment Amount **\$163.71**
Transaction Date 02/07/2022
Payment Status Pending

OB
Date: RECEIVED FEB 04 2022
RECEIVED FEB 08 2022

Your payment was APPROVED

Authorization Code: 020359
Transaction ID: 1701867
Processor Transaction ID: 0225MDBB4JU7F
Transaction Date & Time: Feb 25, 2022 10:40 AM
Total Payment Amount: \$84.69

Account	Service	Amount
7152747044	GHPUD	\$84.69
Total:		\$84.69

QB
PAID FEB 25 2022
Date: 

COMCAST BUSINESS

Elma Visitor Info

Account number
8498 37 014 0265710

For service at:
222 W MAIN ST
ELMA WA 98541

Thanks for choosing Comcast Business

Need help?
Visit business.comcast.com/help or
call 1-800-391-3000

Ready to pay?
Visit business.comcast.com/myaccount

Bill date Feb 10, 2022
Services from Feb 20, 2022 to Mar 19, 2022

Page 1 of 5

Your monthly account summary

Previous balance	109.43
Credit Card Payment Feb 05, 2022	-109.43 cr
New charges	
Comcast Business services	94.85
Other charges and credits	8.61
Taxes and fees	6.26

Amount due

\$109.72

Payment due Mar 05, 2022



➔ Manage your services online

Your Comcast Business account online is the one-stop destination to pay your bill and manage your services. Visit business.comcast.com/myaccount.

Service updates

See the "additional information" section for upcoming service updates.

QB
Date: Mar 05 2022
PAID

COMCAST BUSINESS

9602 S 300 W. STE B SANDY UT 84070-3302
8633 0450 NO RP 10 02112022 NNNNNNNN 01 000019 0001

ELMA VISITOR INFO
PO BOX 798
ELMA, WA 98541-0798

Account number **8498 37 014 0265710**

Automatic payment due **Mar 05, 2022**

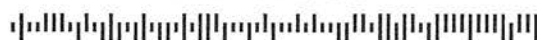
Please pay

\$109.72

Credit Card Payment to Be Applied 03/05/22



COMCAST
PO BOX 60533
CITY OF INDUSTRY CA 91716-0533



849837014026571000109728

2:57 PM

Gmail - Payment Confirmation

Elma Chamber of Commerce <elmachamber@gmail.com>

Gmail

Payment Confirmation

Message

Cascade Natural Gas Corporation <CustomerService@cngc.com>
elmachamber@gmail.com

Tue, Mar 8, 2022 at 12:55 PM



[CNGC Home](#) | [Account Sign In](#)

CASCADE NATURAL GAS CORPORATION

Payment Confirmation

We are confirming your recent online payment activity. Please allow at least one (1) business day for pending payments to be posted. Please review the following information:

Customer Name	Elma Chambers Of Commerce
Account Number	37180***** (Chamber)
Tracking Number	25540265
Payment Amount	\$101.77
Payment Date	03/09/2022
Bank Account Name	Checking
Bank Account Number	****7993
Payment Status	Pending

[Sign In](#) to make a payment, check the status of a payment, cancel a payment, or manage your bank accounts.

Date:

QB

PAID MAR 08 2022

ABOUT THIS MESSAGE:

.../mail/1/2ik=f25371f8cc&view=pt&search=all&permthid=thread-f%3A1726766554300816601&simpl=msg-f%3A17267665543... 1/2

City of Elma, WA

Phone: (360) 482-2212

Email: wendy@cityofelma.com

Billing Information

Elma Chamber of Commerce
PO BOX 798
ELMA WA 98541
elmachamber@gmail.com

Transaction Detail

EFT (Check)

XXXXX7993

3/15/2022 10:45:40 AM

PAYMENT PROCESSED 846725

Invoices

Type	Account #	Invoice #	Amount
Utility	1622.0	80259	\$147.71
SUBTOTAL			\$147.71
GRAND TOTAL			\$147.71

PAID **QR**
Date: MAR 15 2022

Your payment was APPROVED

Authorization Code:	679618
Transaction ID:	1727991
Processor Transaction ID:	0325MDBLVSSFT
Transaction Date & Time:	Mar 25, 2022 10:52 AM
Total Payment Amount:	\$71.65

Account	Service	Amount
7152747044	GHPUD	\$71.65
Total:		\$71.65

QB
~~PAID~~ MAR 25 2022



Tumwater #64
5500 Little Rock Road
Tumwater, WA 98512

3M Member 111827595434

*****Bottom of Basket*****

6262015 **KS BATH** 16.99 A

*****BOB Count 1 *****

SUBTOTAL 16.99

TAX 1.60

*** TOTAL 18.59

XXXXXXXXXXXX0887

H

AID: A000000980840 VERIFIED BY PIN

Seq# 13208 App#: 433288

EFT/Debit Resp: APPROVED

Tran ID#: 280200013208....

Merchant ID: 990064

APPROVED - Purchase

AMOUNT: \$18.59

01/02/2022 11:24 64 13 32 157

EFT/Debit 18.59

CHANGE 0.00

A 9.4% TAX 1.60

TOTAL TAX 1.60

TOTAL NUMBER OF ITEMS SOLD = 1

01/02/2022 11:24 64 13 32 157



ELMA CHAMBER OF COMMERCE

01/05/2022

Jillanna Bickford Powell

Restocking the Visitor Station bathroom tissue

5510

18.59

QB

Checking

Office Supplies

18.59

DOLLAR TREE

Store# 7872
325 W Main St
Elma WA 98541

(360) 346-4065

Office
Supplies

DESCRIPTION	QTY	PRICE	TOTAL
BIG TAB DIVIDER 5 W/WRKSUR PDQ	1	1.00	1.00T
BIG TAB DIVIDER 5 W/WRKSUR PDQ	1	1.00	1.00T
BIG TAB DIVIDER 5 W/WRKSUR PDQ	1	1.00	1.00T
BIG TAB DIVIDER 5 W/WRKSUR PDQ	1	1.00	1.00T
BIG TAB DIVIDER 5 W/WRKSUR PDQ	1	1.00	1.00T
BIG TAB DIVIDER 5 W/WRKSUR PDQ	1	1.00	1.00T
BIG TAB DIVIDER 5 W/WRKSUR PDQ	1	1.00	1.00T
BIG TAB DIVIDER 5 W/WRKSUR PDQ	1	1.00	1.00T
BIG TAB DIVIDER 5 W/WRKSUR PDQ	1	1.00	1.00T
BIG TAB DIVIDER 5 W/WRKSUR PDQ	1	1.00	1.00T

Sub Total \$9.00
SALES TAX \$0.80
Total \$9.80
US Debit \$9.80
*****9843 Approved
Purchase Chip
Auth/Trace Number: 043355/027412
Chip Card AID: A000000042203

Date: QB 7/5/22

M. Merrill

NOW SHOP ON-LINE AT DOLLARTREE.COM

* We will gladly exchange any unopened item *
* with original receipt. We do not offer refunds. *

5272 07872 07 02 21/05/22 9 26
Sales Associate: Melissa

Merchant Services

Merchant Statement

TSYS
ONE HEARTLAND WAY JEFFERSONVILLE IN 47130

Page 1 of 2



ELMA CHAMBER OF COMMERCE
PO BOX 798
ELMA WA 98541-0798

***N0028440

Processing Month: 12-21
Association Number: 115271
Merchant Number: 3930-0982-2352-50
Routing Number: xxxxx0754
Deposit Account Number: xxxxx7993



FOR CUSTOMER SERVICE PLEASE CALL (800) 654-9256

Amount Deducted

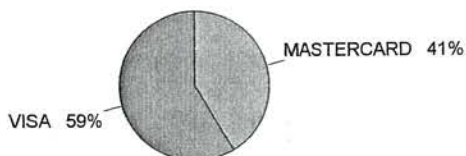
70.89

Plan Summary

Plan Code	Number of Sales	Amount of Sales	Number of Credits	Amount of Credits	Net Sales	Average Ticket	Base P/I	Base Rate	Discount Due
VS	5	600.00	0	0.00	600.00	120.00	0.000	0.050	0.30
MC	4	425.00	0	0.00	425.00	106.25	0.000	0.050	0.22
AM	0	0.00	0	0.00	0.00	0.00	0.000	0.050	0.00
DS	0	0.00	0	0.00	0.00	0.00	0.000	0.050	0.00
PP	0	0.00	0	0.00	0.00	0.00	0.000	0.050	0.00
**	9	1,025.00	0	0.00	1,025.00	113.89			0.52

News For You

Plan Summary



Date: 1/13/22
[Signature]

Deposits

Day	Reference Number	Tran Code	Total Number of Sales	Total Amount of Sales	Total Amount of Credits	Net Deposits
10	00000023483	D	01	50.00	0.00	50.00
14	00000023507	D	03	150.00	0.00	150.00
16	00000023519	D	01	50.00	0.00	50.00
17	00000023526	D	02	450.00	0.00	450.00
21	00000023550	D	02	325.00	0.00	325.00
	Deposit Totals		09	\$1,025.00	\$0.00	\$1,025.00

Fees

Number	Amount	Description	Total
2	325.00	VS Purchasing Card CNP	8.98
1	50.00	VS Non Qual Cons Cr	1.45
1	175.00	VS VSP VIQ Services	4.13
1	50.00	VS US Regulated Debit	0.25
2	100.00	MC Corporate Data Rate 1	2.86
1	50.00	MC Merit I Debit	0.98
1	275.00	MC Business Level 5 Data Rate I	8.35
1		MONTHLY SERVICE FEE	5.00
1		\$100,000 BREACH COVERAGE MONTHLY FEE	8.95

PLAN CODES

TRANSACTION CODES

VS -VISA	MC -MASTERCARD	DS -DISCOVER	AM -AMERICAN EXPRESS	D -DEPOSIT
VL -VISA LARGE TICKET	ML -MASTERCARD LARGE TICKET	DL -DISCOVER LARGE TICKET	DB -NETWORK PIN DEBIT	A -ADJUSTMENT
VB -VISA BUSINESS	MB -MASTERCARD BUSINESS	DZ -DISCOVER BUSINESS	EC -ELECTRONIC CHECK	
VD -VISA DEBIT	MD -MASTERCARD DEBIT	DD -DISCOVER DEBIT	EB -EBT	
V\$ -VISA CASH ADV	M\$ -MASTERCARD CASH ADV	D\$ -DISCOVER CASH ADV	PP -PAYPAL	



1/13/22

Thank you for your order, Elma

A confirmation email has been sent to
elmachamber@gmail.com

Order Number: 9907627894

Shipping address

Elma Chamber Commerce
Elma Chamber Of Commerce
124 Garden Hill Rd W
Elma, WA 98541-9018
(360) 482-3055

Payment method(s)

Master.... 9843
\$178.12 charged

Billing address

Elma Chamber
Elma Chamber Of Commerce
P.o. Box 798
Elma, WA 98541
(360) 482-3055

Order summary

Items (4)	\$163.56
Coupons	\$0.00
Subtotal	\$163.56
Shipping	\$0.00
Estimated Tax	\$14.56

Order total

\$178.12

4 items ordered

Delivery by Thursday, January 20



HP 63XL Black High Yield Ink Cartridge (F6U64AN#140)

2 @ \$39.89

\$79.78



HP 63XL Tri-Color High Yield Ink Cartridge (F6U63AN#140)

2 @ \$41.89

\$83.78

QB
Date: 1/14/22
M. Mezrell



Details for Order #114-8816365-3521034

Order Placed: January 20, 2022

PO number : 798

Amazon.com order number: 114-8816365-3521034

Order Total: \$18.27

Not Yet Shipped

Items Ordered

1 of: *Quality Park® Redi-Strip™ Catalog Envelopes, 9" x 12", Brown Kraft, Box of 100*

Sold by: Amazon ([seller profile](#))

Business Price

Condition: New

Price

\$16.78

Shipping Address:

Elma Chamber of Commerce

PO BOX 798

ELMA, WA 98541-0798

United States

Date:

QB 1/20/22

[Handwritten signature]

Shipping Speed:

FREE Prime Delivery

Payment information

Payment Method:

MasterCard | Last digits: 9843

Reference number: 367

Billing address

Elma Chamber of Commerce

PO BOX 798

ELMA, WA 98541-0798

United States

Item(s) Subtotal: \$16.78

Shipping & Handling: \$0.00

Total before tax: \$16.78

Estimated Tax: \$1.49

Grand Total: \$18.27

To view the status of your order, return to [Order Summary](#).

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ELMA
204 W YOUNG ST
ELMA, WA 98541-9800
(800)275-8777

01/20/2022

10:30 AM

Product	Qty	Unit Price	Price
US Flag Coil/100	1	\$58.00	\$58.00

Grand Total: \$58.00

Debit Card Remitted \$58.00

Card Name: MasterCard
Account #: XXXXXXXXXXXX9843
Approval #: 062893
Transaction #: 146
Receipt #: 026521
Debit Card Purchase: \$58.00
AID: A0000000042203 Chip
AL: US Debit
PIN: Verified

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increases and limited employee
availability due to the impacts of
COVID-19. We appreciate your patience.

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or scan this code with your mobile device,



or call 1-800-410-7420.

UFN: 542618-0658
Receipt #: 840-59800232-1-4453365-1
Clerk: 10

Date: **QB** 1/20/22

Handwritten signature

Order Details | Order # K8CNT-Z6A32-5P9

Order Date: 1/21/2022 3:14 PM

Estimated Date of Arrival: 2/2/2022

Order Status: **Processing****Shipping Address**

Elma Chamber of Commerce
Po Box 798
Elma, WA 98541
United States of America
3604823055
Elma Chamber of Commerce

Billing Address

Elma Chamber of Commerce
Po Box 798
Elma, WA 98541
United States of America
3604823055
Elma Chamber of Commerce

Delivery Speed

Standard

Payment Information

****9843

Exp. 4/2026

Order Total

Product Total \$22.00

Shipping & Processing
Standard - Est. Arrival Feb 2 \$6.99

Sales Tax \$2.58

You Paid: **\$31.57**

1 Item(s)

Cancel Items

Res



Edit Your Design

Business cards - standard glossyStatus: **Processing**

Qty 500

Base Price

\$22.00

Item Total *

\$22.00

*State sales tax is required on this item.

QB
Date: 1-21-22
[Signature]

PAID JAN 21 2022



Purchase Order #: 798
Your order of January 24, 2022 (Order ID 114-2923848-4659458)

Order Placed: January 24, 2022
PO number : 798
Amazon.com order number: 1
Order Total: \$20.66

Qty.	Item	Item Price	Total
2	Thermwell #HD5 10-14" Adjustable Heat Deflector - Pack of 2 X002AW77KX JAS1149X2 609788539476 (Sold by Evenu)	\$9.49	\$18.98

This shipment completes your order.	Subtotal	\$18.98
	Tax Collected	\$1.68
	Order Total	\$20.66
	Paid via credit/debit	\$20.66

Return or replace your item
Visit Amazon.com/returns



0/M7nIM6lQq/ 2 of 2 - /RNT9 NIT/s:d us-nf/0/0127-18:00/0124 16:34

Items Ordered

2 of: Thermwell #HD5 10-14" Adjustab
Sold by: Evenu ([seller profile](#))
Business Price
Condition: New

A3
MIX-40

Price
\$9.49

Shipping Address:

Elma Chamber of Commerce
PO BOX 798
ELMA, WA 98541-0798
United States

Shipping Speed:

Standard Shipping

Payment information

Payment Method:

MasterCard | Last digits: 9843
Reference number: 367

Billing address

Elma Chamber of Commerce
PO BOX 798
ELMA, WA 98541-0798
United States

Item(s) Subtotal: \$18.98
Shipping & Handling: \$0.00

Total before tax: \$18.98

Estimated Tax: \$1.68

Grand Total: \$20.66

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QB
Date: 1-24-22
PAID JAN 24 2022



Details for Order #114-



SMWy05N4Sq

Order Placed: January 27, 2022

PO number : 798

Amazon.com order number: 114-1098204-0691467

Order Total: \$13.60

Purchase Order #: 798

Your order of January 27, 2022 (Order ID 114-1098204-0691467)

Qty.	Item	Item Price	Total
1	Neenah Cardstock, 8.5" x 11", 90 lb/163 gsm, White, 94 Brightness, 300 Sheets (91437) Office Product B07D4YF3K4 B07D4YF3K4 759598914373	\$12.49	\$12.49

This shipment completes your order.

Subtotal	\$12.49
Tax Collected	\$1.11
Order Total	\$13.60
Paid via credit/debit	\$13.60

Return or replace your item
Visit Amazon.com/returns



0/MWY05N4Sq/-1 of 1-//RNT9-NIT/next-1dc/0/0127-16:30/0127-13:12

C4
- 50

Not Yet Shipped

Items Ordered

1 of: Neenah Cardstock, 8.5" x 11", 90 lb/163 gsm, White, 94 Brightness, 300 S

Sold by: Amazon (seller profile)

Business Price

Condition: New

Shipping Address:

Elma Chamber of Commerce

PO BOX 798

ELMA, WA 98541-0798

United States

Shipping & Handling:

Total before tax: \$12.49

Sales Tax: \$1.11

Total for This Shipment: \$13.60

Shipping Speed:

FREE Prime Delivery

Payment information

Payment Method:

MasterCard | Last digits: 9843

Reference number: 367

Billing address

Elma Chamber of Commerce

PO BOX 798

ELMA, WA 98541-0798

United States

Item(s) Subtotal: \$12.49

Shipping & Handling: \$0.00

Total before tax: \$12.49

Estimated Tax: \$1.11

Grand Total: \$13.60

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QB

Date: 1-28-22

We received your QuickBooks subscription payment!

1 message

Intuit QuickBooks Team <intuit@notifications.intuit.com>

Mon, Jan 31, 2022 at 4:10 AM

Reply-To: Intuit No Reply <reply-fef51372756d0c-98_HTML-102373825-95467-31363@notifications.intuit.com>

To: elmachamber@gmail.com



Payment success

**Elma Chamber Of
Commerce, thank you for
your payment.**

Invoice number: 10001139819795**Invoice date:** 01/31/2022**Total:** \$54.45**Payment method:** MASTER ending
in 9843

Sign in to QuickBooks where you can see your billing history and view, save, and print your invoice.

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Account details

Billed to:

Elma Chamber of Commerce

Company ID ending:

2196

Items on this invoice:

QuickBooks Online Essentials

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Elma Chamber of Commerce <elmachamber@gmail.com>

ayment SALE for Inv./Sale #214875

message

Tue, Feb 1, 2022 at 8:59 AM

AGS Awards & Specialties <service@tagstrophies.com>
o: elmachamber@gmail.com
ic: denise@tagstrophies.com



Payment received!

Your payment has been collected against Inv./Sale #214875

Date: **PAID** FEB 01 2022

Merchant: TAGS Awards and Specialties

Date/Time: 02/01/2022

,company_id=user.entity_id

Amount: 22.43

Name: ELMAC

Card Type: MasterCard

Card Number: *****9843

TransID: 032243443168



Microsoft account

Your info

Privacy

Security

Rewards

Payment & bill



My subscriptions



Microsoft 365 Family



Manage sharing

Sharing with 0 of 5 people



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Manage subscription

Next charge on 2/5/2023, \$99.99 plus applicable taxes

Recurring billing on

\$99.99 Every year plus applicable taxes

108.89
after
tax

Switch plan

Payment method



MasterCard **9843

Change



Billing history



Redeem a code or prepaid card



Turn off recurring billing



Cancel subscription

QB
Date: RECEIVED FEB 07 2022
[Signature]



Share subscription

You're sharing with 0 of 5 people

Share



Office apps for PC or Mac

Use on up to 5 devices at the same time

Install Office

Feedback

Merchant Services

Merchant Statement

TSYS
ONE HEARTLAND WAY JEFFERSONVILLE IN 47130

Page 1 of 2



ELMA CHAMBER OF COMMERCE
PO BOX 798
ELMA WA 98541-0798

***N0033328

Processing Month: 01-22
Association Number: 115271
Merchant Number: 3930-0982-2352-50
Routing Number: xxxxx0754
Deposit Account Number: xxxxx7993



FOR CUSTOMER SERVICE PLEASE CALL (800) 654-9256

Amount Deducted

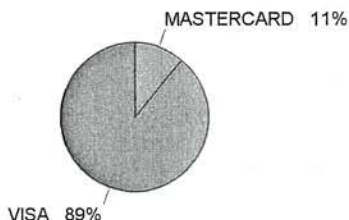
57.89

Plan Summary

Plan Code	Number of Sales	Amount of Sales	Number of Credits	Amount of Credits	Net Sales	Average Ticket	Base P/I	Base Rate	Discount Due
VS	4	395.00	0	0.00	395.00	98.75	0.000	0.050	0.21
MC	1	50.00	0	0.00	50.00	50.00	0.000	0.050	0.03
AM	0	0.00	0	0.00	0.00	0.00	0.000	0.050	0.00
DS	0	0.00	0	0.00	0.00	0.00	0.000	0.050	0.00
PP	0	0.00	0	0.00	0.00	0.00	0.000	0.050	0.00
**	5	445.00	0	0.00	445.00	89.00			0.24

News For You

Plan Summary



RECEIVED FEB 08 2022
Date:

Deposits

Day	Reference Number	Tran Code	Total Number of Sales	Total Amount of Sales	Total Amount of Credits	Net Deposits
02	00000023614	D	01	50.00	0.00	50.00
06	00000023645	D	01	50.00	0.00	50.00
07	00000023652	D	01	50.00	0.00	50.00
12	00000023682	D	01	175.00	0.00	175.00
20	00000023730	D	01	120.00	0.00	120.00
	Deposit Totals		05	\$445.00	\$0.00	\$445.00

Fees

Number	Amount	Description	Total
1	50.00	VS CPS Retail Keyed Debit	0.98
1	120.00	VS Business Tr1 Prod 1	3.28
1	175.00	VS Purchasing Card CNP	4.83
1	50.00	VS VSP VIQ Product 1	1.30
1	50.00	MC Commercial Rate 1 Large Market	1.45
1		MONTHLY SERVICE FEE	5.00
1		\$100,000 BREACH COVERAGE MONTHLY FEE	8.95
1		TRANSLINK MONTHLY FEE	2.50
1		TXP SILVER PACKAGE MONTHLY FEE	7.00

PLAN CODES

TRANSACTION CODES

MC -MASTERCARD	DS -DISCOVER	AM -AMERICAN EXPRESS	D -DEPOSIT
ML -MASTERCARD LARGE TICKET	DL -DISCOVER LARGE TICKET	DB -NETWORK PIN DEBIT	A -ADJUSTMENT
MB -MASTERCARD BUSINESS	DZ -DISCOVER BUSINESS	EC -ELECTRONIC CHECK	
MD -MASTERCARD DEBIT	DD -DISCOVER DEBIT	EB -EBT	
M\$ -MASTERCARD CASH ADV	D\$ -DISCOVER CASH ADV	PP -PAYPAL	

VISA LARGE TICKET
VS -VISA BUSINESS
VD -VISA DEBIT
V\$ -VISA CASH ADV



amazon.com



Order Placed: February 14, 2022
PO number : 798
Amazon.com order number: 114-91
Order Total: \$33.25

base Order #: 798
Order of February 14, 2022 (Order ID 114-9023365-9096203)

Item	Item Price	Total
Aililife 3D Clock Hands, DIY Large Clock Movement Mechanism with 12 Inch Long Spade Hand, 3D Wall Clocks Home Decor Kitchen X001V31NMF ALAT001-B 781520217443 (Sold by Aililife)	\$12.79	\$12.79

Total
\$6.99

Shipment completes your order.

Subtotal	\$12.79
Tax Collected	\$1.14
Order Total	\$13.93
Paid via credit/debit	\$33.25

\$10.75

Item or replace your item
Amazon.com/returns



\$17.74
\$1.58
\$19.32
\$33.25

Price
\$6.99

Items Ordered

1 of: Mudder Clock Movement Mechanism, 3
Sold by: Gopera (seller profile) | Product quest
Business Price
Condition: New

PM3

A4-160

1 of: Walnut Hollow 27636 Baltic Birch Galley,
Sold by: Amazon.com
Condition: New

10.75

Shipping Address:

Elma Chamber of Commerce
PO BOX 798
ELMA, WA 98541-0798
United States

Item(s) Subtotal: \$17.74
Shipping & Handling: \$0.00

Total before tax: \$17.74
Sales Tax: \$1.58

Shipping Speed:

FREE Prime Delivery

Date:

QB
PAID FEB 14 2022

Total for This Shipment: \$19.32

Shipped on February 15, 2022

Items Ordered

1 of: Aililife 3D Clock Hands, DIY Large Clock Movement Mechanism with 12 Inch Long Spade Hand, 3D Wall Clocks Home Decor
Sold by: Aililife (seller profile)
Business Price
Condition: New

Price
\$12.79

Shipping Address:

Elma Chamber of Commerce
PO BOX 798
ELMA, WA 98541-0798
United States

Item(s) Subtotal: \$12.79
Shipping & Handling: \$0.00

Total before tax: \$12.79
Sales Tax: \$1.14

Shipping Speed:

FREE Prime Delivery

Total for This Shipment: \$13.93

Payment information

Payment Method:

MasterCard | Last digits: 9843
Reference number: 367

Item(s) Subtotal: \$30.53
Shipping & Handling: \$0.00



3643 Pacific Ave SE
Olympia, WA 98501
360-491-2525
360-438-0434
www.tagstrophies.com

INVOICE

BILL TO
ELMA CHAMBER OF COMMERCE
P O BOX 798
ELMA WA 98541

SHIP TO
JILLANNA BICKFORD
360-482-3055
ELMACHAMBER@GMAIL.COM

INVOICE# 214875A
DATE 02-15-2022
DUE DATE 02-15-2022

SHIP VIA
--

PO NO.
--

DESCRIPTION	QTY	RATE	AMOUNT
Estimated Shipping and Handling*	1	6.50	\$6.50

QB
RECEIVED FEB 14 2022
RECEIVED FEB 15 2022

Thank you for your business!

SUB TOTAL	\$6.50
TOTAL TAX	\$0.58
TOTAL	\$7.08
BALANCE DUE	\$0.00



ELMA
204 W YOUNG ST
ELMA, WA 98541-9800
(800)275-8777

02/25/2022

03:19 PM

Product	Qty	Unit Price	Price
U.S. Flags Coil	1	\$58.00	\$58.00
US Flag Bklt/20	1	\$11.60	\$11.60

Grand Total: \$69.60

Debit Card Remitted
Card Name: MasterCard
Account #: XXXXXXXXXXXX9843
Approval #: 053111
Transaction #: 662
Receipt #: 027064
Debit Card Purchase: \$69.60
AID: A0000000042203
AL: US Debit
PIN: Verified

\$69.60

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availability due to the impacts of
COVID-19. We appreciate your patience.

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<https://informedelivery.usps.com>

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or scan this code with your mobile device,



or call 1-800-410-7420.

UFN: 542618-0658
Receipt #: 840-59800232-1-4533345-2
Clerk: 10

QB
PAID FEB 25 2022
Date



Details for Order #114-1688029-5086618

Order Placed: March 1, 2022

PO number : 798

Amazon.com order number: 114-1688029-5086618

Order Total: \$27.20

Not Yet Shipped	
Items Ordered	Price
1 of: <i>The Original Guard Your ID Wide Advanced Roller 2.0 Identity Theft Prevention Security Stamp Pink</i> Sold by: PLUS Corporation of America (seller profile) Product question? (Ask Seller) Business Price Condition: New	\$9.99
1 of: <i>Pendaflex Manila Fastener Folders, Letter Size, 1 Fastener, 1/3 Cut, 50/BX (FM210)</i> Sold by: Amazon (seller profile) Business Price Condition: New	\$14.99
Shipping Address: Elma Chamber of Commerce PO BOX 798 ELMA, WA 98541-0798 United States	
Shipping Speed: FREE Prime Delivery	

Payment information	
Payment Method: MasterCard Last digits: 9843 Reference number: 367	Item(s) Subtotal: \$24.98 Shipping & Handling: \$0.00
Billing address Elma Chamber of Commerce PO BOX 798 ELMA, WA 98541-0798 United States	Total before tax: \$24.98 Estimated Tax: \$2.22
	Grand Total: \$27.20

To view the status of your order, return to [Order Summary](#).

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PAID
Date: MAR 01 2022



Details for Order #114-3037955-3993863

Order Placed: March 1, 2022

PO number : 798

Amazon.com order number: 114-3037955-3993863

Order Total: \$14.44

Not Yet Shipped	
Items Ordered	Price
1 of: Lee Ultimate Stamp Dispenser, Black (40100), 2 Packs Sold by: Product Movement (seller profile) Business Price Condition: New	\$13.26
Shipping Address: Elma Chamber of Commerce PO BOX 798 ELMA, WA 98541-0798 United States	
Shipping Speed: Standard Shipping	

Payment information	
Payment Method: MasterCard Last digits: 9843 Reference number: 367	Item(s) Subtotal: \$13.26 Shipping & Handling: \$0.00
Billing address Elma Chamber of Commerce PO BOX 798 ELMA, WA 98541-0798 United States	Total before tax: \$13.26 Estimated Tax: \$1.18
	Grand Total: \$14.44

To view the status of your order, return to [Order Summary](#).

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Date: _____

PAID

MAR 01 2022

Back to Quarterly Website Maintenance Fee



Payment Receipt

Invoice #134

for Elma Chamber
paid on March 1, 2022

LGRweb
PO Box 111
McCleary, Washington 98557
United States
Mobile: 360 500 9348
LGRweb.com

Payment for Quarterly Website Maintenance Fee #134

Payment Amount: **\$100.00 USD**

PAYMENT METHOD: 9843



QB
Date: **PAID MAR 01 2022**
A handwritten signature in black ink, appearing to be "WJ", written over the date stamp.

Thanks for your business. If this invoice was sent in error,
please contact leif@lgrweb.com

We received your QuickBooks subscription payment!

1 message

Intuit QuickBooks Team <intuit@notifications.intuit.com>

Tue, Mar 1, 2022 at 12:52 PM

Reply-To: Intuit No Reply <reply-fef81372766102-98_HTML-102373825-95467-68283@notifications.intuit.com>

To: elmachamber@gmail.com



Payment success

**Elma Chamber Of
Commerce, thank you for
your payment.**

Invoice number: 10001145403183**Invoice date:** 03/01/2022**Total:** \$54.45**Payment method:** MASTER ending
in 9843

Sign in to QuickBooks where you can see your billing history and view, save, and print your invoice.

[View billing history](#)

Account details

Billed to:

Elma Chamber of Commerce

Company ID ending:

2196

Items on this invoice:

QuickBooks Online Essentials

PAID
Date: **MAR 01 2022**


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Elma Chamber of Commerce <elmachamber@gmail.com>

Your Invoice 202037333898 From 03/08/2022 for Contract ID: 64208373

1 message

IONOS Customer Service <noreply@ionos.com>
Reply-To: IONOS Customer Service <noreply@ionos.com>
To: elmachamber@gmail.com

Mon, Mar 7, 2022 at 7:06 PM

Sign in

Your Customer ID: 522484336

Your Invoice

Date:

QB

RECEIVED MAR 08 2022



Dear Mandie Mezzell,

This email contains your invoice from 03/08/2022 for the Contract ID: 64208373.

The invoice amount of \$149.37 will be debited from your credit card within the next 7 days.

Invoices - Explained in the Help Center

If you have any questions about your invoice or contract, I'm happy to help.

Sincerely,

Mylene Rosel Mabaga

Mylene Rosel Mabaga
Your IONOS Personal Consultant

Merchant Services

Merchant Statement

Page 1 of 2

TSYS
ONE HEARTLAND WAY JEFFERSONVILLE IN 47130

Processing Month: 02-22
Association Number: 115271
Merchant Number: 3930-0982-2352-50
Routing Number: xxxxx0754
Deposit Account Number: xxxxx7993



ELMA CHAMBER OF COMMERCE
PO BOX 798
ELMA WA 98541-0798

**N0027778



FOR CUSTOMER SERVICE PLEASE CALL (800) 654-9256

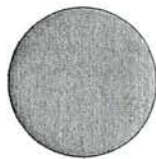
Amount Deducted **27.34**

Plan Summary

Plan Code	Number of Sales	Amount of Sales	Number of Credits	Amount of Credits	Net Sales	Average Ticket	Base P/I	Base Rate	Discount Due
S	1	50.00	0	0.00	50.00	50.00	0.000	0.050	0.03
IC	0	0.00	0	0.00	0.00	0.00	0.000	0.050	0.00
M	0	0.00	0	0.00	0.00	0.00	0.000	0.050	0.00
S	0	0.00	0	0.00	0.00	0.00	0.000	0.050	0.00
P	0	0.00	0	0.00	0.00	0.00	0.000	0.050	0.00
	1	50.00	0	0.00	50.00	50.00			0.03

News For You

Plan Summary



VISA 100%

Date: **RECEIVED MAR 08 2022**

Deposits

Day	Reference Number	Tran Code	Total Number of Sales	Total Amount of Sales	Total Amount of Credits	Net Deposits
03	00000023812	D	01	50.00	0.00	50.00
	Deposit Totals		01	\$50.00	\$0.00	\$50.00

Fees

Number	Amount	Description	Total
1	50.00	VS Business Tr3 Prod 1	1.53
1		MONTHLY SERVICE FEE	5.00
1		\$100,000 BREACH COVERAGE MONTHLY FEE	8.95
1		TRANSLINK MONTHLY FEE	2.50
1		TXP SILVER PACKAGE MONTHLY FEE	7.00
1		FIXED ACQUIRER NETWORK FEE (FANF)	2.00
3		TRANSACTION/NETWORK ACCESS FEE	0.21
1	50.00	VISA ASSESSMENTS	0.07
1	50.00	ASSOC KILOBYTE/BASE II FEES	0.03
1		VISA ASSOC APF FEE & CREDIT VOUCHER FEE	0.02

TOTAL FEES 27.31

PLAN CODES

V - VISA	MC - MASTERCARD	DS - DISCOVER
LA - LARGE TICKET	ML - MASTERCARD LARGE TICKET	DL - DISCOVER LARGE TICKET
- VISA BUSINESS	MB - MASTERCARD BUSINESS	DZ - DISCOVER BUSINESS
VD - VISA DEBIT	MD - MASTERCARD DEBIT	DD - DISCOVER DEBIT
V\$ - VISA CASH ADV	M\$ - MASTERCARD CASH ADV	D\$ - DISCOVER CASH ADV

TRANSACTION CODES

AM - AMERICAN EXPRESS	D - DEPOSIT
DB - NETWORK PIN DEBIT	A - ADJUSTMENT
EC - ELECTRONIC CHECK	
EB - EBT	
PP - PAYPAL	

amazon.com

amazon.com



SXh8Sn43pb

Details for

Order Placed: March 22, 2022

PO number : 798

Amazon.com order number: 114-7446670-0795

Order Total: \$90.00

Purchase Order #: 798
Your order of March 22, 2022 (Order ID 114-7446670-0795420)

Qty.	Item	Item Price	Total
1	Original HP 63XL Tri-color High-yield Ink Works with HP DeskJet 1112, 2130, 3630 Series; HP ENVY 4510, 4520 Series; HP... Office Product B00WJDWG3A F6U63AN-FBA 889296267416 (Sold by Total Office Solutions)	\$44.89	\$44.89
			Total
			\$39.99
We've sent this part of your order to ensure quicker service. The other items will ship separately.		Subtotal	\$44.89
		Promotional Certificate	-\$2.24
		Tax Collected	\$3.80
		Shipment Total	\$46.45
		Paid via credit/debit	\$90.00
			\$43.55
			\$90.00

Items Ordered

1 of: Original HP 63XL Tri-color High-yield Ink | Works with HP OfficeJet 3830, 4650, 5200 Series | Eligible for Instant Ink | F6U63AN-FBA 889296267416 (Sold by Total Office Solutions) (seller profile)
Condition: New

1 of: Original HP 63XL Black High-yield Ink Cartridge | Works with HP OfficeJet 3830, 4650, 5200 Series | Eligible for Instant Ink | F6U63AN-FBA 889296267416 (Sold by Amazon) (seller profile)
Business Price
Condition: New

Shipping Address:

Elma Chamber of Commerce
PO BOX 798
ELMA, WA 98541-0798
United States

Shipping Speed:

FREE Prime Delivery

Return or replace your item
Visit Amazon.com/returns

0/Xh8Sn43pb/-1 of 1-//RNT9-DAY/next-1dc/0/0322-15:00/0322-10:28

SmartPacP

SmartPac

Payment information

Payment Method:

MasterCard | Last digits: 9843
Reference number: 367

Billing address

Elma Chamber of Commerce
PO BOX 798
ELMA, WA 98541-0798
United States

Item(s) Subtotal: \$84.88
Shipping & Handling: \$0.00
Promotion applied: -\$2.24

Total before tax: \$82.64
Estimated Tax: \$7.36

Grand Total: \$90.00

To view the status of your order, return to [Order Summary](#).

[Conditions of Use](#) | [Privacy Notice](#) © 1996-2020, Amazon.com, Inc.

QB
Date: MAR 22 2022
PAID

We received your QuickBooks subscription payment!

1 message

Intuit QuickBooks Team <intuit@notifications.intuit.com>

Thu, Mar 31, 2022 at 2:23 AM

Reply-To: Intuit No Reply <reply-fef61372726702-98_HTML-102373825-95467-28257@notifications.intuit.com>

To: elmachamber@gmail.com

**Payment success**

**Elma Chamber Of
Commerce, thank you for
your payment.**

Invoice number:

10001150800667

Invoice date: 03/31/2022**Total:** \$54.45**Payment method:** MASTER
ending in 9843

Sign in to QuickBooks where you can see your billing history and view, save, and print your invoice.

[View billing history](#)
Date: _____**Account details****Billed to:**

Elma Chamber of Commerce


Company ID ending:

2196

Items on this invoice:

QuickBooks Online Essentials

(1) For subscriptions, your payment method on file will be automatically charged monthly/annually at the then-current list price until you cancel. If you have a discount it will apply to the then-current list price until it expires. To cancel your subscription at any time, go to Account & Settings and cancel the subscription. (2) For one-time services, your payment method on file will reflect the charge in the amount referenced in this


Date: _____
APPROVED
PAID MAR 31 2022
PAID MAR 31 2022



CONTRACT FOR FORM PRODUCTION SERVICES

This Agreement is made and entered into upon completed signing by and between **CITY OF ELMA**, herein called "**ELMA**", 202 W. Main St. Elma WA 98541, and **Databar Inc.**, a Washington corporation herein called "**Databar**", located at 2908 Meridian Avenue East Suite 201, Edgewood, WA 98371.

Initial and Successive Terms. This Agreement shall expire on the First (1st) anniversary of the date signed by Databar but shall automatically renew for successive one (1) year terms thereafter, unless not less than thirty (30) days before the end of any term, either party gives notice of termination.

Price Increases. After the initial year the prices applicable shall be increased by the greater of either two percent (2%) or the percentage of increase in the West Urban CPI-U price index as published by the United States Bureau for Labor Statistics "BLS" for the last month of the ending term. If the BLS discontinues this service, both parties will agree on an appropriate index to use. Where **Databar** considers it necessary to make a greater increase than that provided by this clause, it will so notify **ELMA** not less than thirty (30) days prior to the first day of the new term when such price shall take effect.

ELMA shall provide **Databar** with form data via direct download to **Databar's** FTP site or other acceptable magnetic media form at the rate of approximately 1200 per month regular statements.

Scope of Service:500

Databar shall provide the following services and supplies:

- a) Forms as approved by **ELMA**;
- b) Statement will be printed 2 colors on the face and 1 color on the back. Variable imaging will be in black and include a bar code for reconciliation and an OCR line.
- c) Processing which shall include: compilation of data, processing of data including redirection of flagged accounts, CASS certification and bar coding of addresses, imaging of variable data and statement onto a single sheet of 20# statement stock, perforated for remittance, folded on the perf with a blue #9 return envelope.
- d) Folding and insertion of form into double window #10 envelope;
- e) **Databar** shall process and mail all forms within forty eight (48) hours of receipt of final, complete data from **ELMA**. Processing and mailing will be done 1 time per month.
- f) **Databar** shall send an email to confirm receipt of data;
- g) Normal turnaround for flyers, newsletters and other similar communication pieces to be included with statements is twelve (12) working days in advance of mailing; Rate is to be agreed upon by **ELMA** and **Databar**. If **ELMA** produces the inserts they will need to be machinable and delivered to **Databar** at least five (5) working days prior to mailing date. Inserting of machinable inserts will be billed at a rate of four cents (.04) for the first insert and one cent (1¢) each for additional insets. Monthly messages will be provided at no charge.
- h) Newsletters are available to be handled by **Databar** and included with the statement mailing. Costs to be determined prior to production.



Testing of Data – Databar shall run test files prior to processing of first three billing runs to ensure success of processing and integrity of data.

Payment. In consideration for this service, **ELMA** will pay the rate of eighty three cents (\$.83) per bill mailed including #10 and, and first class pre-sorted postage to **Databar**. In addition, **ELMA** agrees to pay fifteen cents (.15¢) per sheet for bills requiring more than one page, plus additional postage.

PDF service can be provided for an additional fifty dollars per bill run processed.

Programming. Initial programming charge for existing software will be \$750-1500. All additional programming beyond the initial charge specific to **ELMA** will be charged at the rate of one hundred and fifty dollars (\$150) per hour. Future programming will be billed as needed at the rate of one hundred and fifty dollars (\$150) per hour.

Increases in Postage and Paper Costs. Should U.S. Postal Service postage rates rise during the Agreement period, the amount **ELMA** will pay per billing shall increase by the corresponding amount of the postage increase. Also, should paper prices increase beyond the point that Databar can absorb, we will contact **ELMA** about any necessary adjustments.

Retainer. **ELMA** shall maintain a retainer equal to one (1) month's total postage costs to **Databar**. This retainer amount is estimated at Five hundred dollars (\$500) for purposes of this contract. Retainer amount shall be offset against outstanding amounts owed **Databar** at the termination of the Agreement with any remaining amounts refunded to **ELMA**.

Billing Method. **Databar** shall submit invoices to **ELMA** upon completion of each billing run. Invoices shall detail the dates of form data files billed, number of forms processed, number of inserts processed, cost per billing and insertion, extension of line costs and grand total. Invoices shall be sent by mail to City of Elma, PO Box 3005 Elma, WA 98541.

Notice of Delays. When either **Databar** or **ELMA** has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of the Agreement, that party shall, within two (2) days, give notice thereof, including all relevant information with respect to the other party.

Independent Contractor Status. **Databar** is an independent contractor and not an employee, joint venture, partner or other agent of **ELMA**. **Databar's** employees or contract personnel are not **ELMA** employees.

Confidentiality of Records. **Databar** acknowledges that all information received from **ELMA**, in whatsoever format and/or form, is confidential and proprietary information. **Databar** will not disclose nor allow, permit or make available for disclosure, or use, either during or after the term of this Agreement, any information received from **ELMA** without **ELMA's** prior written consent except to the extent necessary to perform its services under this Agreement. This Agreement is **confidential** and shall not be disseminated or distributed to anyone or in any manner except as required by law.

Dispute Resolution/Arbitration. In the event any disputes arise relating to Databar's services provided pursuant to this Agreement or stemming from this Agreement, the parties shall seek to meet in a spirit of cooperation and good faith bargaining to resolve all said disputes as soon as reasonably possible. Should the dispute arise concerning the breach, interpretation or enforcement of this Agreement, venue shall be placed in Pierce County, Washington, the laws of the State of Washington shall apply, and the prevailing parties shall be awarded as judgment, its attorney's fees and costs.



Contact Personnel. The contact person for **Databar** services shall be Melissa Nordyke <melissan@databarinc.com> at (800) 878-4919, ext. 350, and the backup person shall be Griz Bair at (800) 878-4919, ext. 155. The contact person at **ELMA** shall be Wendy Collins, 360-482-2212 and her email is wendy@cityofelma.com.

Severability. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision.

Termination. **ELMA** or **Databar** may terminate this Agreement for any breach of a term or condition of this Agreement by **ELMA** or **Databar** which remains uncured ninety (90) days after written notice of the breach has been received from the party declaring the default. Notice must be in writing and delivered either in person or by registered mail

Waiver. No waiver of a breach of any provision of the Agreement by either **Databar** or **ELMA** shall constitute a waiver of any other breach of the same provision or any other provision of the Agreement. Failure of either **ELMA** or **Databar** to enforce at any time, or from time to time, any provisions of this Agreement, shall not be construed as a waiver of such provision or breach. The remedies herein reserved shall be cumulative and additional to any other remedies in law or in equity.

Entire Agreement. This Agreement constitutes the entire Agreement between **ELMA** and **Databar**, except for the attached Confidentiality and Non-Disclosure Agreement. It supersedes all prior communications, agreements, contracts and promises, either oral or written, by **ELMA** and **Databar**. No modification of the terms of this Agreement shall be effective unless agreed to in writing by both **ELMA** and **Databar**. Dated this 12nd day of April 2022.

ELMA:

Databar, Inc.:

Doran Docken
CEO

4/13/2022



Mr. Jim Starks
Public Works Director
City of Elma
PO Box 3005
Elma, WA 98541

Re: City of Elma 11th Street Lift Station Replacement Project
Pay Estimate No. 4

Dear Mr. Starks:

Please find enclosed Pay Estimate No. 4 for the above referenced project. The amount due Rognlin's, Inc 321 West State Street, Aberdeen, WA 98520 is as follows:

Subtotal - Base Bid (1)	\$107,774.55
Washington State Sales Tax on (1) @ 8.9%	\$9,591.93
Subtotal	\$117,366.48
Less 5% Retainage on Base Bid Subtotal (1)	\$5,388.73
TOTAL AMOUNT DUE PAY ESTIMATE NO. 4	\$111,977.76

We recommend that you approve this pay request for processing and payment.

During this pay period the contractor has started the pump station up and paved the road.

If you have any questions please contact me at 360/352-1120.

Sincerely,

GIBBS & OLSON, INC.

By

Michael Marshall, P.E.

cc: Nick Rognlin

File: 990.0053

Bid Item No.	Bid Item Description	Bid Quantity	Unit Price	Total Amount	This Estimate Quantity	This Estimate Amount	Previous Estimates Quantity	Previous Estimates Amount	Total to Date Quantity	Total to Date Amount
1	Miscellaneous Construction	1	Force	\$25,000.00	51%	\$12,700.00	21%	\$5,250.00	72%	\$17,950.00
2	Mobilization	1	L.S.	\$65,000.00	10%	\$6,500.00	90%	\$58,500.00	100%	\$65,000.00
3	Trench safety Systems	1	L.S.	\$5,000.00	0%	\$0.00	100%	\$5,000.00	100%	\$5,000.00
4	Temporary Shoring Systems	1	L.S.	\$10,000.00	0%	\$0.00	100%	\$10,000.00	100%	\$10,000.00
5	Flaggers and Spotters	80	Hour	\$4,000.00	8.00	\$400.00	23.00	\$1,150.00	31.00	\$1,550.00
6	Temporary Project Traffic Control incl. TCS	1	L.S.	\$3,000.00	34%	\$1,020.00	66%	\$1,980.00	100%	\$3,000.00
7	Demolish Existing Lift Station	1	L.S.	\$8,000.00	100%	\$8,000.00	0.00	\$0.00	100%	\$8,000.00
8	Site work	1	L.S.	\$5,000.00	0%	\$0.00	100%	\$5,000.00	100%	\$5,000.00
9	Potholing	100	C.Y.	\$10.00	25.00	\$250.00	75.00	\$750.00	100.00	\$1,000.00
10	Curb and Gutter	200	LF	\$30.00	103.50	\$3,105.00	0.00	\$0.00	103.50	\$3,105.00
11	Concrete Sidewalk	50	S.Y.	\$50.00	22.50	\$1,125.00	43.50	\$2,175.00	66.00	\$3,300.00
12	Hot Mixed Asphalt	70	Ton	\$275.00	73.89	\$20,319.75	51.49	\$14,159.75	125.38	\$34,479.50
13	Asphalt Grinding	14	SY	\$20.00	458.00	\$9,160.00	0.00	\$0.00	458.00	\$9,160.00
14	Sawcut Pavement	300	LF	\$5.00	0.00	\$0.00	380.00	\$1,900.00	380.00	\$1,900.00
15	Temporary Bypass Pumping	1	LS	\$10,000.00	0%	\$0.00	100%	\$10,000.00	100%	\$10,000.00
16	Ballast	30	Ton	\$50.00	0.00	\$0.00	96.00	\$4,800.00	96.00	\$4,800.00
17	CS1C	150	Ton	\$40.00	0.00	\$0.00	224.24	\$8,969.60	224.24	\$8,969.60
18	CSBC	200	Ton	\$40.00	32.12	\$1,284.80	320.14	\$12,805.60	352.26	\$14,090.40
19	Pumps and Appurtenances	1	L.S.	\$80,000.00	20%	\$16,000.00	80%	\$64,000.00	100%	\$80,000.00
20	Lift Station Piping and Appurtenances	1	L.S.	\$40,000.00	0%	\$0.00	100%	\$40,000.00	100%	\$40,000.00
21	Electrical Control Equipment Building	1	L.S.	\$20,000.00	10%	\$2,000.00	90%	\$18,000.00	100%	\$20,000.00
22	Valve and Metering Station Vaults	1	L.S.	\$30,000.00	0%	\$0.00	100%	\$30,000.00	100%	\$30,000.00
23	Manhole 96" dia. For Pump Station	1	Each	\$60,000.00	0.00	\$0.00	1.00	\$60,000.00	1.00	\$60,000.00
24	Manhole 48" dia. Type 1	3	Each	\$6,000.00	0.00	\$0.00	3.00	\$18,000.00	3.00	\$18,000.00
25	Connect to Existing Sewer	2	Each	\$2,000.00	1.00	\$2,000.00	1.00	\$2,000.00	2.00	\$4,000.00
26	Connect FM pipe to Ex. MH	1	Each	\$3,000.00	0.00	\$0.00	1.00	\$3,000.00	1.00	\$3,000.00
27	Flushing Station	1	Each	\$1,720.00	0.00	\$0.00	1.00	\$1,720.00	1.00	\$1,720.00
28	8" PVC Gravity Sewer Pipe via Open Cut	73	LF	\$9,490.00	42.00	\$5,460.00	15.00	\$1,950.00	57.00	\$7,410.00
29	10" PVC Gravity Sewer Pipe via Open Cut	111	LF	\$14,430.00	0.00	\$0.00	105.50	\$13,715.00	105.50	\$13,715.00
30	6" HDPE SDR 11 via open cut	355	LF	\$17,750.00	0.00	\$0.00	330.00	\$16,500.00	330.00	\$16,500.00
31	6" HDPE SDR 11 via pipe bursting	520	LF	\$41,600.00	0.00	\$0.00	530.00	\$42,400.00	530.00	\$42,400.00
32	Tunneling and steel casing	50	LF	\$40,000.00	0.00	\$0.00	50.00	\$40,000.00	50.00	\$40,000.00
33	Cleaning and TV inspection of PVC pipe	184	LF	\$1,840.00	0.00	\$0.00	120.50	\$1,205.00	120.50	\$1,205.00
34	Power Supply conduit and trench	200	LF	\$2,000.00	0.00	\$0.00	80.00	\$800.00	80.00	\$800.00
35	Silt Fence	400	LF	\$7.00	0.00	\$0.00	140.00	\$980.00	140.00	\$980.00
36	Chain Link Fence including gates	184	LF	\$55.00	0.00	\$0.00	184.00	\$10,120.00	184.00	\$10,120.00
37	Magnetic flow meter	1	L.S.	\$8,000.00	20%	\$1,600.00	80%	\$6,400.00	100%	\$8,000.00
38	Miscellaneous metals	1	L.S.	\$3,000.00	0%	\$0.00	100%	\$3,000.00	100%	\$3,000.00
39	Package engine generator	1	L.S.	\$55,000.00	55%	\$30,000.00	45%	\$25,000.00	100%	\$55,000.00
40	Electrical and controls	1	L.S.	\$94,000.00	20%	\$18,500.00	75%	\$70,500.00	95%	\$89,000.00
41	Electrical service allowance	1	Allowance	\$10,000.00		\$0.00	0.00	\$0.00	0.00	\$0.00
CO 1	Pending Credits	1		(\$31,650.00)		-\$31,650.00	0.00	\$0.00	0.00	(\$31,650.00)
Subtotal (1)				\$723,350.00		\$107,774.55		\$611,729.95		\$719,504.50
Sales Tax on Subtotal (1) @ 8.9%				\$64,378.15		\$9,591.93		\$54,443.97		\$64,035.90
Grand Total				\$787,728.15		\$117,366.48		\$666,173.92		\$783,540.40
Less Retainage @ 5% on Subtotal (1)						\$5,388.73		\$30,586.50		\$35,975.23
Grand Total Less Retainage						\$111,977.76		\$70,587.42		\$717,565.18
Less Previous Estimates										\$635,587.42
TOTAL DUE PAY ESTIMATE No. 4										\$111,977.76

APPLICATION AND CERTIFICATE FOR PAYMENT

TO: City of Elma
540 N 11th St
Elma, WA 98541

PROJECT: 11th Street Lift Station Replacement
PROJECT NO: 21-80-133

Application No: 4
Application Date: 4/6/2022
Period To: 3/31/2022

FROM: Rognlin's, Inc
PO Box 307
Aberdeen, WA 98520

CONTRACTORS APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract Breakdown Sheet is attached.

1. ORIGINAL CONTRACT SUM	\$755,000.00
2. NET CHANGE BY CHANGE ORDERS	(\$27,500.00)
3. CONTRACT SUM TO DATE (Line 1 + Line 2)	\$ 727,500.00
4. TOTAL COMPLETED & STORED TO DATE	\$719,504.50
5. WASHINGTON STATE SALES TAX (8.9%)	\$ 64,035.90
6. TOTAL COMPLETED & STORED TO DATE + Tax (Line 4 + 5)	\$ 783,540.40
7. RETAINAGE:	
a. 5% of Completed Work (Columns D + E on Breakdown Sheet)	\$ 35,975.23
b. 0% of Stored Material (Column F on Breakdown Sheet)	\$ -
Total Retainage (Line 5a + 5b or Total in Column I of Breakdown Sheet)	\$ 35,975.23
8. TOTAL EARNED LESS RETAINAGE (Line 6 less Line 7 Total)	\$ 747,565.18
9. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 8 from prior Certificate)	\$ 635,587.42
10. CURRENT PAYMENT DUE	\$ 111,977.76

By: [Signature] Date: 4/12/22

State of: Washington
County of: Grays Harbor
Signed and sealed before me this 12 day of April, 2022
Notary Public: [Signature]
My Commission expires: 12/10/24



CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		\$
Total Approved this Month		\$ 27,500.00
TOTALS	\$	\$ 27,500.00
NET CHANGES by Change Order		\$ (27,500.00)

AMOUNT CERTIFIED \$ 111,977.76

By: _____ Date: _____

By: _____ Date: _____



CONTRACTORS APPLICATION FOR PAYMENT

OWNER: City of Elma
PROJECT: 11th Street Lift Station Replacement
ARCH/ENGR: DATE: 4/6/2022
PAYMENT APPLICATION #: 4
% COMPLETE: 99%

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	BID TOTAL	CURRENT		PREVIOUS		TOTAL TO DATE	
						QTY	VALUE	QTY	VALUE	QTY	VALUE
1	Miscellaneous Construction	1	LS	\$25,000.00	\$25,000.00	34%	\$8,550.00	21%	\$5,250.00	55%	\$13,800.00
	1A - Reimbursement for Railroad Occupancy Permit Fee	1	LS	\$2,750.00	\$2,750.00			100%	\$2,750.00	100%	\$2,750.00
	1B - Devit Arm Crane	1	LS	\$2,500.00	\$2,500.00		\$0.00	100%	\$2,500.00	100%	\$2,500.00
	1C - Extend Fence Corner Post	1	LS	\$1,250.00	\$1,250.00	100%	\$1,250.00		\$0.00	100%	\$1,250.00
	1D - Roadway Excavation	1	LS	\$4,500.00	\$4,500.00	100%	\$4,500.00		\$0.00	100%	\$4,500.00
	1E - Install 3 Cross the Line Starters	1	LS	\$2,800.00	\$2,800.00	100%	\$2,800.00		\$0.00	100%	\$2,800.00
2	Mobilization	1	LS	\$65,000.00	\$65,000.00	10%	\$6,500.00	90%	\$58,500.00	100%	\$65,000.00
3	Trench Safety Systems	1	LS	\$5,000.00	\$5,000.00		\$0.00	100%	\$5,000.00	100%	\$5,000.00
4	Temporary Shoring Systems	1	LS	\$10,000.00	\$10,000.00		\$0.00	100%	\$10,000.00	100%	\$10,000.00
5	Flaggers and Spotters	80	HR	\$50.00	\$4,000.00	8.00	\$400.00	23.00	\$1,150.00	31.00	\$1,550.00
6	Temporary Project Traffic Controller Inc. TCS	1	LS	\$3,000.00	\$3,000.00	34%	\$1,020.00	66%	\$1,980.00	100%	\$3,000.00
7	Demolish Existing Lift Station	1	LS	\$8,000.00	\$8,000.00	100%	\$8,000.00		\$0.00	100%	\$8,000.00
8	Site Work	1	LS	\$5,000.00	\$5,000.00		\$0.00	100%	\$5,000.00	100%	\$5,000.00
9	Potholing	100	CY	\$10.00	\$1,000.00	25.00	\$250.00	75.00	\$750.00	100.00	\$1,000.00
10	Traffic Curb	200	LF	\$30.00	\$6,000.00	103.50	\$3,105.00		\$0.00	103.50	\$3,105.00
11	Concrete Sidewalk	50	SY	\$50.00	\$2,500.00	22.50	\$1,125.00	43.50	\$2,175.00	66.00	\$3,300.00
12	Hot Mixed Asphalt	70	TN	\$275.00	\$19,250.00	73.89	\$20,319.75	51.49	\$14,159.75	125.38	\$34,479.50
13	Asphalt Grinding	375	SY	\$20.00	\$7,500.00	458.00	\$9,160.00		\$0.00	458.00	\$9,160.00
14	Sawcut Pavement	300	LF	\$5.00	\$1,500.00		\$0.00	380.00	\$1,900.00	380.00	\$1,900.00
15	Temporary Bypass Pumping	1	LS	\$10,000.00	\$10,000.00		\$0.00	100%	\$10,000.00	100%	\$10,000.00
16	Ballast	30	TN	\$50.00	\$1,500.00		\$0.00	96.00	\$4,800.00	96.00	\$4,800.00
17	Crushed Surfacing Top Course (CSTC) Inc. Trench Backfill	150	TN	\$40.00	\$6,000.00		\$0.00	224.24	\$8,969.60	224.24	\$8,969.60
18	Crushed Surfacing Top Course (CSBC)	200	TN	\$40.00	\$8,000.00	32.12	\$1,284.80	320.14	\$12,805.60	352.26	\$14,090.40
19	Pumps and Appurtenances	1	LS	\$80,000.00	\$80,000.00	20%	\$16,000.00	80%	\$64,000.00	100%	\$80,000.00
20	Lift Station Piping and Appurtenances	1	LS	\$40,000.00	\$40,000.00		\$0.00	100%	\$40,000.00	100%	\$40,000.00
21	Electrical Control Equipment Building	1	LS	\$20,000.00	\$20,000.00	10%	\$2,000.00	90%	\$18,000.00	100%	\$20,000.00
22	Valve and Metering Station Vaults	1	LS	\$30,000.00	\$30,000.00		\$0.00	100%	\$30,000.00	100%	\$30,000.00
23	Manhole 96" Dia. for Pump Station	1	LS	\$60,000.00	\$60,000.00		\$0.00	100%	\$60,000.00	100%	\$60,000.00
24	Manhole 48" Dia. for Type 1	3	EA	\$6,000.00	\$18,000.00		\$0.00	3.00	\$18,000.00	3.00	\$18,000.00
25	Connect to Existing Sewer	2	EA	\$2,000.00	\$4,000.00	1.00	\$2,000.00	1.00	\$2,000.00	2.00	\$4,000.00
26	Connect FM Pipe to Exist. Manhole w/ Drop Connection	1	EA	\$3,000.00	\$3,000.00		\$0.00	1.00	\$3,000.00	1.00	\$3,000.00
27	Flushing Station	1	EA	\$1,720.00	\$1,720.00		\$0.00	1.00	\$1,720.00	1.00	\$1,720.00
28	8" PVC Gravity Sewer Pipe Via Open Cut	73	LF	\$130.00	\$9,490.00	42.00	\$5,460.00	15.00	\$1,950.00	57.00	\$7,410.00

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	BID TOTAL	CURRENT		PREVIOUS		TOTAL TO DATE	
						QTY	VALUE	QTY	VALUE	QTY	VALUE
29	10" PVC Gravity Sewer Pipe Via Open Cut	111	LF	\$130.00	\$14,430.00		\$0.00	105.50	\$13,715.00	105.50	\$13,715.00
30	6" HDPE 11 Via Open Cut or in Casing	355	LF	\$50.00	\$17,750.00		\$0.00	330.00	\$16,500.00	330.00	\$16,500.00
31	6" HDPE 11 Via Pipe Burst	520	LF	\$80.00	\$41,600.00		\$0.00	530.00	\$42,400.00	530.00	\$42,400.00
32	Tunneling and Steel Casing	50	LF	\$800.00	\$40,000.00		\$0.00	50.00	\$40,000.00	50.00	\$40,000.00
33	Cleaning and Television Inspection of PVC Pipe	184	LF	\$10.00	\$1,840.00		\$0.00	120.50	\$1,205.00	120.50	\$1,205.00
34	Power Supply Conduit and Trench	200	LF	\$10.00	\$2,000.00		\$0.00	80.00	\$800.00	80.00	\$800.00
35	Silt Fence	400	LF	\$7.00	\$2,800.00		\$0.00	140.00	\$980.00	140.00	\$980.00
36	Chain Link Fence including Gates	184	LF	\$55.00	\$10,120.00		\$0.00	184.00	\$10,120.00	184.00	\$10,120.00
37	Magnetic Flow Meter	1	LS	\$8,000.00	\$8,000.00	20%	\$1,600.00	80%	\$6,400.00	100%	\$8,000.00
38	Miscellaneous Metals	1	LS	\$3,000.00	\$3,000.00		\$0.00	100%	\$3,000.00	100%	\$3,000.00
39	Packaged Engine Generator	1	LS	\$55,000.00	\$55,000.00	55%	\$30,000.00	45%	\$25,000.00	100%	\$55,000.00
40	Electrical and Controls	1	LS	\$94,000.00	\$94,000.00	20%	\$18,500.00	75%	\$70,500.00	95%	\$89,000.00
41	Electrical Service Allowance	1	Allow	\$10,000.00	\$10,000.00		\$0.00		\$0.00	0%	\$0.00
					TOTAL	\$755,000.00		\$135,274.55		\$611,729.95	\$747,004.50
CHANGE ORDERS						\$4.00					
1	Proposed Work Order #1	1	LS	(\$27,500.00)	(\$27,500.00)		\$0.00		\$0.00	0%	\$0.00
	Delete Genset and ATS and Replace with Manual Transfer Switch and Male Receptacle for Portable Genset	1	LS	(\$30,000.00)	(\$30,000.00)	100%	(\$30,000.00)		\$0.00	100%	(\$30,000.00)
	Change Coating Spec	1	LS	(\$900.00)	(\$900.00)		\$0.00	100%	(\$900.00)	100%	(\$900.00)
	Add Three Lifting Eyes for the Pumps	1	LS	\$1,650.00	\$1,650.00		\$0.00	100%	\$1,650.00	100%	\$1,650.00
	Control Panel Adders	1	LS	\$2,500.00	\$2,500.00	100%	\$2,500.00		\$0.00	100%	\$2,500.00
	Delete Fence Around Control Panel Enclosures	1	LS	(\$750.00)	(\$750.00)		\$0.00	100%	(\$750.00)	100%	(\$750.00)
					TOTAL CHANGE ORDERS	(\$27,500.00)		(\$27,500.00)		\$0.00	(\$27,500.00)
CONTRACT AMOUNT											
CURRENT AMOUNT DUE					\$727,500.00						
PREVIOUS AMOUNT REQUESTED					\$107,774.55						
TOTAL COMPLETED TO DATE					\$611,729.95						
					\$719,504.50						

City of Elma

Public Works

Memo

April 14, 2022

To: Mayor & City Council

From: Jim Starks



Re: Library upgrades

Ms. Depoe shared Timberland Regional Library's request to make some modifications to the library staff area at our recent Facilities Committee meeting. The proposal is attached. The created office areas are shown in Green and Yellow. This is currently an open workspace with two computer stations. Their proposal does not affect any of the HVAC ceiling grills.

The second item of modification is the installation of a lockable door between the staff area and the circulation desk, that will facilitate the future open access service that was presented to the City Council last year. This is denoted in Red.

The Committee raised no concerns with TRL's proposal and wish to forward the request for Council concurrence. Please note that these changes are being funded by TRL and that it will require a closure of the library for a few weeks. They wish to begin work in mid-May.

Proposed Elma Library Refresh

- Start Date May 16, 2022 (Estimated closure of the library building 3 weeks)
All material and labor will be covered by the Timberland Library Building Fund. The labor by Timberland Regional Library Facilities Department.

Scope of project

- Create two office spaces for staff
 - Remove built in cabinets
 - Divide the space into two offices – yellow and green squares on floor plan
 - Vents in the top of the wall to allow for heating and cooling
 - Office doors installed
 - Offices painted and drywall repaired
 - Repair drywall of the interior of the building
 - Remove white board in the meeting room and repair dry wall
 - Painting the interior of the building with Benjamin Moore paint to compliment the carpeting.
 - Install a locking door between the service desk and the backroom for open access service

Possible replacement of circulation desk and accent paint of the wood area of the desk.



City of Elma
Public Works
Memo

April 14, 2022

To: Mayor & City Council

From: Jim Starks



Re: Special Event Request

Anytime Fitness has applied to use the open area at the Edward Silas Morton Memorial Park for a public "work out" session.

They have arranged with the neighbors for any needed overflow parking. Staff has reviewed and see no negative impacts for their proposed use.

The application information is attached.

RECEIVED

APR 06 2022

CITY OF ELMA

ADM.04.03
Revised 4/02
SPECIAL EVENT PERMIT

City of Elma, Washington

APPLICANT INFORMATION

NAME OF APPLICANT/ORGANIZATION: ANYTIME FITNESS ELMA
PERSON IN CHARGE: EDDY BACHMAN STEPHANIE BELLON
BUS. PHONE: 360-861-8340 HOME PHONE: 360-470-3093
OTHER AUTHORIZED INDIVIDUALS: TIM BELLON

MAILING ADDRESS: 1295 MONTE-ELMA RD.
ELMA, WA 98541

EMERGENCY CONTACT: 360-268-3238 STEPHANIE BELLON

BUS. PHONE: 360-268-3238 HOME PHONE: _____

MAILING ADDRESS: 1295 MONTE ELMA RD
ELMA WA 98541

TYPE OF ACTIVITY PLANNED (describe event): PUBLIC "WORK OUT IN
THE PARK" PHYSICAL FITNESS EXERCISE.

Is this an event involving political or religious activity intended primarily for the communication or expression of ideas? (Please circle) YES NO

DATE(S) OF PROPOSED EVENT: 5/7/22

HOURS OF OPERATION: 9am - 12pm

SET-UP DATE/TIME: 9am 5/7/22

DISMANTLING DATE/TIME: 11am 5/7/22

NUMBER OF STAFF/VOLUNTEERS: 10

ESTIMATED NUMBER OF PARTICIPANTS: 20

WILL PARTICIPANTS PAY A FEE OR MAKE A DONATION? YES NO

LOCATION TO BE USED (describe area to be used, attach map/route plan):
ELMA VETERANS MEMORIAL PARK

ATTACH COPIES OF BROCHURES, POSTERS, FLYERS, OR
MAILINGS ADVERTISING THIS EVENT

INSURANCE – The City does not maintain insurance that will respond to claims against the applicant arising out of the use of facilities by the applicant, its members, or those attending the event. Depending on the type of event you are planning, and the activity and risk level of your group, you may be required to obtain bodily injury and property damages liability insurance in accordance with city policy, name the City as an additional insured on the policy, and be

responsible for obtaining said insurance. After reviewing this application, the City will determine whether you must obtain liability insurance.

AGREEMENT – Depending on the type of event planned, you may be required to defend, indemnify and hold harmless The City, its agents, employees and officials, while acting within the scope of their duties, from all causes of action, demands and claims, including the cost of their defense, arising in favor of the organization, the organization's employees or third parties on account of personal injuries, bodily injuries, death, or damage to property arising out of the acts or omissions of the organization, its employees or representatives, concessionaires of the event or any other person or entity, except for liability caused due to the sole negligence of the city. After reviewing this application, the City will determine whether you must indemnify the City and its agents.

DATE: 3/30/22
SIGNATURE OF APPLICANT: [Signature]
ORGANIZATION/TITLE: ANYTIME FITNESS ELMA REGIONAL MANAGER

(FOR OFFICIAL USE ONLY)

APPROVED BY: Parks & Recreation Dept. Police Dept.
 Planning Dept. Public Works Dept.
 Fire Dept. Mayor/Designee

PERMIT DETAINED FOR THE FOLLOWING REASONS: _____

RECOMMENDED APPROVAL UNDER THE FOLLOWING CONDITIONS: _____

	FEE	INITIAL	DATE
Application Fee	\$ _____	_____	_____
Damage Deposit	\$ _____	_____	_____
Additional Costs	\$ _____	_____	_____
TOTAL PAID	\$ _____	_____	_____
TOTAL REFUNDED \$	_____	_____	_____
PROOF OF INSURANCE? YES/NO			
BOND REQUIRED? YES/NO		Amount \$ _____	



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/5/22

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Markel Service Incorporated
4600 Cox Road
Glen Allen, VA 23060

CONTACT
NAME:
PHONE
(A/C, No, Ext): FAX
(A/C, No):
E-MAIL
ADDRESS: coirequest@markelcorp.com

INSURER(S) AFFORDING COVERAGE
INSURER A: Markel Insurance Company
NAIC #
38970

INSURED
Elma Fitness LLC; STS Investments Inc.; EB Industries Inc.
DBA: Anytime Fitness Aberdeen/Elma/Shelton
1295 Monte Elma Rd
Elma, WA 98541

INSURER B :
INSURER C :
INSURER D :
INSURER E :
INSURER F :

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			HCP20039695-04	3/28/22	3/28/23	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> PL Limit (Included in GL)						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
	<input checked="" type="checkbox"/> Abuse Limit (100,000/300,000)						MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:						PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY			HCP20039695-04	3/28/22	3/28/23	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY						BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
							\$
							\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Loc 1: 3 Shouweiler Road, Elma, WA 98541

CERTIFICATE HOLDER

City of Elma
202 W Main St
Elma, WA 98541

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

John K Clark



EVIDENCE OF COMMERCIAL PROPERTY INSURANCE

DATE (MM/DD/YYYY)

4/5/22

THIS EVIDENCE OF COMMERCIAL PROPERTY INSURANCE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE ADDITIONAL INTEREST NAMED BELOW. THIS EVIDENCE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS EVIDENCE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE ADDITIONAL INTEREST.

PRODUCER NAME, CONTACT PERSON AND ADDRESS Markel Service Incorporated 4600 Cox Road Glen Allen, VA 23060		PHONE (A/C, No, Ext):	COMPANY NAME AND ADDRESS Markel Insurance Company	NAIC NO: 38970
FAX (A/C, No):	E-MAIL ADDRESS: coirequest@markelcorp.com		IF MULTIPLE COMPANIES, COMPLETE SEPARATE FORM FOR EACH	
CODE:	SUB CODE:		POLICY TYPE	
AGENCY CUSTOMER ID #: 3599526			LOAN NUMBER	
NAMED INSURED AND ADDRESS Elma Fitness LLC; STS Investments Inc.; EB Industries Inc. DBA: Anytime Fitness Aberdeen/Elma/Shelton 1295 Monte Elma Rd			POLICY NUMBER HCP20039695-04	
ADDITIONAL NAMED INSURED(S)			EFFECTIVE DATE 3/28/22	EXPIRATION DATE 3/28/23
			CONTINUED UNTIL TERMINATED IF CHECKED	
			THIS REPLACES PRIOR EVIDENCE DATED:	

PROPERTY INFORMATION (ACORD 101 may be attached if more space is required) ☐ BUILDING OR ☒ BUSINESS PERSONAL PROPERTY

LOCATION / DESCRIPTION

Loc 1: 3 Shouweiler Road, Elma, WA 98541

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS EVIDENCE OF PROPERTY INSURANCE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

COVERAGE INFORMATION

PERILS INSURED

BASIC

BROAD

● SPECIAL

COMMERCIAL PROPERTY COVERAGE AMOUNT OF INSURANCE: \$160,000

DED: \$1,000

	YES	NO	N/A	
<input checked="" type="checkbox"/> BUSINESS INCOME <input type="checkbox"/> RENTAL VALUE	●			If YES, LIMIT: 300,000 Actual Loss Sustained; # of months:
BLANKET COVERAGE	●			If YES, indicate value(s) reported on property identified above: \$
TERRORISM COVERAGE	●			Attach Disclosure Notice / DEC
IS THERE A TERRORISM-SPECIFIC EXCLUSION?	●			
IS DOMESTIC TERRORISM EXCLUDED?	●			
LIMITED FUNGUS COVERAGE	●			If YES, LIMIT: \$15,000 DED: \$1,000
FUNGUS EXCLUSION (If "YES", specify organization's form used)	●			
REPLACEMENT COST	●			
AGREED VALUE	●			
COINSURANCE	●			If YES, 90 %
EQUIPMENT BREAKDOWN (If Applicable)	●			If YES, LIMIT: \$1,885,000 DED: \$1,000
ORDINANCE OR LAW - Coverage for loss to undamaged portion of bldg	●			If YES, LIMIT: DED:
- Demolition Costs	●			If YES, LIMIT: \$300,000 DED: \$1,000
- Incr. Cost of Construction	●			If YES, LIMIT: \$300,000 DED: \$1,000
EARTH MOVEMENT (If Applicable)		●		If YES, LIMIT: DED:
FLOOD (If Applicable)		●		If YES, LIMIT: DED:
WIND / HAIL INCL <input type="checkbox"/> YES <input type="checkbox"/> NO Subject to Different Provisions:		●		If YES, LIMIT: DED:
NAMED STORM INCL <input type="checkbox"/> YES <input type="checkbox"/> NO Subject to Different Provisions:				If YES, LIMIT: DED:
PERMISSION TO WAIVE SUBROGATION IN FAVOR OF MORTGAGE HOLDER PRIOR TO LOSS				

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

ADDITIONAL INTEREST

CONTRACT OF SALE	LENDER'S LOSS PAYABLE	LOSS PAYEE	LENDER SERVICING AGENT NAME AND ADDRESS
MORTGAGEE			
NAME AND ADDRESS City of Elma 202 W Main St Elma, WA 98541			AUTHORIZED REPRESENTATIVE

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RESOLUTION NO. _____

A RESOLUTION DIRECTING SUBMISSION TO THE VOTERS OF THE CITY OF ELMA OF A PROPOSITION TO BE VOTED ON THE 2nd DAY OF August 2022, TO AUTHORIZE FUNDS FOR THE PURPOSE OF MORE ADEQUATELY FUNDING THE POLICE DEPARTMENT.

R E C I T A L S:

1. The City of Elma maintains a police department for the protection of its citizens.

2. Each year, since 2015, the citizens of the City approved a one-year levy specifically for the purpose of adequately funding the City of Elma police department. The funds received from the passage of those levies allowed the City to maintain the staffing and operational levels of the Police Department. In each year the levy was authorized by the citizens of the City, the commitment to utilize all moneys collected as the result of the authorization of that levy for the funding of the Police Department has been honored by the City.

3. During the course of the preparation of the 2023 budget and thereafter, there has been a continuing review by City staff of the fiscal needs associated with maintaining the Police Department. The review confirms that, absent the additional funding provided by a levy, the current level of funding will prevent the City from maintaining the existing level

of staffing and operational capabilities of the Police Department.

4. The Council, Mayor, and City staff have reviewed all possible alternatives to provide funding so as to maintain the Department's level of operations at its current levels. As was true in past years, that review has included the impact of the City's inclusion in the Timberland Library District upon the level of property tax which would otherwise be available and possible voter authorized funding sources, including a levy lift pursuant to RCW 84.55.050, and a levy authorized under RCW 84.52.052. Further, following acquisition of property for the Elma Police Department facility in close proximity to City Hall on August 2, 2021, renovations will be needed to assure public safety needs will continue to be met for the foreseeable future.

5. The Council and Mayor have determined that the most effective alternative continues to be to submit a proposition to the voters requesting the authorization of a special levy, under RCW 84.52.052 as laid out in the following recitals, with the sole purpose of generating an increase in revenue for the year 2023 in the approximate amount of \$250,000.00. All funds received from such increase are to be used solely to aid in the financing of maintaining the

operational level of the City's Police Department for the year 2023.

6. The City has been provided information by the Office of the Grays Harbor County Assessor as to the current levels of assessment and the levels which would be required to achieve the funding goal. Thus, to achieve the goal the Mayor and Council wish to submit to the voters a proposition authorizing the following:

A special levy, as authorized by applicable law, including RCW 84.52.052 and RCW 84.55.050, so as to generate \$250,000.00, such increase estimated to be \$00.6738 per \$1,000.00 of assessed valuation, such actual rate necessary to collect that rate to be established by the Office of the County Assessor, for collection in 2023 only.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS BY THE CITY COUNCIL OF THE CITY OF ELMA, THE MAYOR SIGNING IN AUTHENTICATION THEREOF:

SECTION I: There shall be submitted to the voters of the City of Elma at that certain election to be held on the 2nd day of August 2022, the following proposition:

A special levy, as authorized by applicable law, including RCW 84.52.052 and RCW 84.55.050, so as to generate \$250,000, such levy estimated to be \$00.6738 per \$1,000.00 of

assessed valuation, the actual rate to be established by the Office of the County Assessor, for collection in 2023 only.

SECTION II: In furtherance of the actions authorized by Section I, the Council does hereby approve and adopt the following ballot title:

Levy to Partially Fund Police Services for 2023

If approved, this proposition shall aid in maintaining adequate funding for the operations of the Police Department. Shall the City of Elma be authorized to collect in 2023 only a total of \$250,000 in excess property taxes at \$00.6738 per \$1,000 of assessed valuation or such rate as may be established by the County Assessor as necessary to generate this amount for the sole purpose of more adequately funding the operations and maintenance of its Police Department?

Yes: _____

No: _____

SECTION III: The Mayor and Clerk-treasurer shall be authorized, to the extent allowed by law, to make such changes in the title and contents of the proposition, including the per one-thousand-dollar rate, necessary to provide for the collection of \$250,000.00 as to the Proposition, as may be necessary to meet the requirements of State Law, Office of the County Auditor, or the Office of the Prosecuting Attorney. This authority shall include to certify a copy of this resolution to the Auditor and to perform such other duties as are necessary or

required by law to the end that these propositions described herein should appear on the ballot at the primary election specified in Section I.

SECTION IV: For purposes of receiving notice of the exact language of the ballot propositions required by RCW 29.36.080, the Council designates Wendy Collins, Clerk-treasurer, as the individual to whom such notice should be provided.

PASSED THIS 18th DAY OF April 2022, by the City Council of the City of Elma, and signed in authentication thereof this 18th day of April, 2022.

CITY OF ELMA:

JAMES SORENSEN, Mayor

ATTEST:

Wendy Collins, Clerk-Treasurer

APPROVED AS TO FORM:

Christopher John Coker, City Attorney

RESOLUTION NO. _____

A RESOLUTION DIRECTING SUBMISSION TO THE VOTERS OF THE CITY OF ELMA OF A PROPOSITION TO BE VOTED ON THE 8th DAY OF NOVEMBER, 2022, TO AUTHORIZE FUNDS FOR THE PURPOSE OF MORE ADEQUATELY FUNDING THE POLICE DEPARTMENT.

R E C I T A L S:

1. The City of Elma maintains a police department for the protection of its citizens, visitors and businesses.

2. The Council has previously adopted Resolution #687 which authorized the submission of the issue of approval of a special excess levy to assure adequate funding for the Police Department during the fiscal year 2023.

3. The matter is currently submitted to the voters at the primary election to be held on August 2nd, 2022. It has been raised to the Council and Mayor that the historical reality is voter participation in primary elections is often less than in a general election and that such level of participation could affect the outcome of the election. The Council and Mayor have also been informed that, as was true in prior years, the last day for filing a matter for submission on the November 8, 2022, ballot is the same date upon which the Primary Election is to be held. As has been done by other cities, in prior years the City adopted a "back up" resolution submitting the proposition with

which they were dealing to the general election as well. Given the critical timing situation, the Council and Mayor continue to believe that to submit the matter for the November election is an appropriate measure.

4. As was done by Resolution #687, the action authorized by this resolution is to submit to the voters a request to approve a special levy, under RCW 84.52.052 and RCW 84.55.050 as laid out in the following recitals, with the sole purpose of generating an increase in revenue for the year 2023 in the approximate amount of \$250,000.00. All funds received from such increase are to be used to aid in the financing of the operational level and maintenance of personnel and facilities of the City's Police Department for the year 2023.

5. To achieve the goal, the Mayor and Council wish to submit to the voters a proposition authorizing the following:

A special levy, as authorized by applicable law, including RCW 84.52.052 and RCW 84.55.050, so as to generate \$250,000.00, such increase estimated to be \$0.6738 per \$1,000.00 of assessed valuation, such actual rate necessary to collect that rate to be established by the Office of the County Assessor, for collection in 2022 only.

6. If the proposition submitted to the City's voters in August is approved, the City will take the necessary steps to remove the matter from submission in November.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS BY THE CITY COUNCIL OF THE CITY OF ELMA, THE MAYOR SIGNING IN AUTHENTICATION THEREOF:

SECTION I: There shall be submitted to the voters of the City of Elma at that certain election to be held on the 8th day of November, 2022, the following proposition:

A special levy, as authorized by applicable law, including RCW 84.52.052 and RCW 84.55.050, so as to generate \$250,000.00, such levy estimated to be \$0.6738 per \$1,000.00 of assessed valuation, the actual rate to be established by the Office of the County Assessor, for collection in 2023 only.

SECTION II: In furtherance of the actions authorized by Section I, the Council does hereby approve and adopt the following ballot title:

Levy to Partially Fund Police Services for 2023

If approved, this proposition shall aid in maintaining adequate funding for the operations of the Police Department. Shall the City of Elma be authorized to collect in 2022 only a total of \$250,000.00 in excess property taxes at \$0.6738 per \$1,000 of assessed valuation or such rate as may be established by the County Assessor as necessary to generate this amount for the sole purpose of more adequately funding the operations and expansion of personnel of the Elma Police Department?

Yes: _____

No: _____

SECTION III: The Mayor and Clerk-treasurer shall be authorized, to the extent allowed by law, to make such changes

in the title and contents of the proposition, including the per one-thousand-dollar rate, necessary to provide for the collection of \$250,000.00 as to the Proposition, as may be necessary to meet the requirements of State Law, Office of the County Auditor, or the Office of the Prosecuting Attorney. This authority shall include to certify a copy of this resolution to the Auditor and to perform such other duties as are necessary or required by law to the end that these propositions described herein should appear on the ballot at the primary election specified in Section I.

SECTION IV: For purposes of receiving notice of the exact language of the ballot propositions required by RCW 29.36.080, the Council designates Wendy Collins, Clerk-treasurer, as the individual to whom such notice should be provided.

SECTION V: If the proposition submitted pursuant to Resolution ____ achieves approval, the Mayor and Clerk-treasurer are authorized to request the Office of County Auditor to remove the proposition approved by this resolution from submission to the voters.

PASSED THIS 18th DAY OF APRIL, 2022, by the City Council of the City of Elma, and signed in authentication thereof this 18th day of April, 2022.

CITY OF ELMA:

JAMES SORENSEN, Mayor

ATTEST:

WENDY COLLINS, Clerk-Treasurer

APPROVED AS TO FORM:

Christopher John Coker, City Attorney

Elma Police Department

Monthly Report



March 2020

Police Activity		2222	2020	2018	2016	2015
Calls for service-		541	389	371	358	353
	Agency assist-	72	63	39	57	58
Types of calls						
	Crime against Persons	96	63	91	72	76
	Property	43	41	50	35	43
	Drug/Alcohol related	94	73	89	48	80
Arrests-		23	13	20	21	24
	Felony-	5	1	0	6	9
	Misdemeanor-	18	12	13	15	15
Traffic Stops-		146	125	68	103	90
	Criminal Traffic-	13	6	5	9	9
	Infractions-	25	22	15	34	18
	Verbal Warning-	108	97	48	60	63
Community Policing Activity						
	Positive Community Contacts-	+2000	944	1503	652	
	Office Assistance-	134	59	175	185	142
	CPL's	10	4	20	8	12
	Pistol Transfers	23	16	9	5	4
	Business Checks-		1959	956	649	
	Business/School Walkthroughs		322	342	320	
	Special Events-		10	2	3	
	Code Violations	2	3			

Average response time-

3:53 minutes

City of Elma

Public Works

Memo

April 14, 2022

To: Mayor & City Council

From: Jim Starks

Re: Staff Report

The 12th St. water and street project TIB approval to award has been received and the formal Notice of Award has been sent to Rognlin's. Please remember that this project is slated to start mid-June, right after school lets out.

The 11th St. Lift Station is operational, and the project is now 99% complete. Lakeside has completed the paving. The remaining electrical work should be completed this week and we are still awaiting the delivery of the third and final pump.

The park netting is in transit and should be delivered within the week. I will update you further as information arrives.

The RFQ's for Project Manager Services are due April 15th. A review and interview committee shall need to be selected by City Council by that time.

As mentioned at the last meeting, plans have been submitted for an Arby's facility at Eagle's Landing. The engineer and architects are addressing some need revisions and Joe is close to completing the building plan review.

A map of the residential streets being proposed for milling/grinding and overlay is attached. I hope to have the RFP distributed by the time of your meeting on Monday. Again, each street will be addressed as separate schedules and the final selection based on available funding.

As to the Theater Demo, I have been unable to talk with Mr. Martin currently, and hope to have a verbal report for you Monday night.



City of Elma
PO BOX 3005
202 W. Main Street
Elma, WA 98541-0487

DATE: April 18, 2022
TO: Mayor Sorensen and Elma City Council
FROM: Wendy Collins, Clerk-Treasurer
SUBJECT: Finance Department Staff Report

The council chamber upgrade is in progress! Sean has been working hard to get all the new hardware installed and make sure everything is functioning smoothly. Soon, we will be able to meet in person and have a hybrid attendance option for both Zoom and in-person attendees.

Sheree compared our current contract with Wright Imaging to Data Bar for invoice processing and mailing. After comparing the two companies, the cost is similar with Data Bar offering a small savings. Data Bar Service is based out of Aberdeen and their software works flawlessly with Springbrook Express. They provided service for many local cities and the county. They also currently provide our check paper stock and other city forms, so we currently have a solid working relationship with them. We ask the council to please support the change for our invoice and mailing processing company.

We had our Xpress Bill Pay training on April 6th. The training was an intensive all-day training, and we are excited to start using the new credit card payment system that offers much more options, reports, and payment types. This also includes a new phone number for our customers that prefer to make their payments via telephone. Everything is coming together nicely, and we are using less paper forms and ending old manual processes, which is making a positive impact on the staff and the customers.

I have received three requests for records from a reporter for the Seattle Times. All three requests are for previous Elma Police Officers' personnel records. Because of the sensitivity and complexity of the requests and needing to make sure the responses only contain what is legally allowable, we have reached out to WCIA to assist with the review and redaction process. I understand other cities are receiving the same type of requests.