

**NEWPORT CITY COUNCIL AGENDA**

***September 18, 2023 AT 6:00 PM***

**INTRODUCTION**

The City of Newport, Washington, is a Mayor/Council form of government and is a code city. Essentially, Newport conducts its day to day business within the State of Washington laws, RCW 35A, that govern optional municipal code cities. The Newport City Council is called to order by the **Mayor** and all business of the City is conducted in accordance with State of Washington laws and Newport Resolution number 10410 City Council Rules of Procedure, adopted January 04, 2010. If you require any reasonable accommodation to participate in the council meeting, please contact the City at (509) 447-5611 forty-eight (48) hours prior to the meeting.

**YOUR ELECTED OFFICIALS**

MAYOR KEITH CAMPBELL

COUNCILMEMBER JAMI SEARS

COUNCILMEMBER KENNETH SMITH

MAYOR PRO TEM MARK ZORICA

COUNCILMEMBER NATHAN WEATHERS

COUNCILMEMBER NATHAN LONGLY

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**CALL TO ORDER**

ROLL CALL

PLEDGE OF ALLEGIANCE

AMENDMENTS & APPROVAL OF AGENDA & MINUTES

**MAYOR & COUNCIL COMMENTS:**

**AUDIENCE PARTICIPATION:**

**CITY ADMINISTRATOR COMMENTS:**

**NEW BUSINESS:**

Introduction and swearing in of Police Officer Swanson – Chief Nelson, Clerk/Treasurer North

Motion to allow Chief Nelson to sell 4 FTC Basic Pepper Ball Guns and accessories to the Pend Oreille County Sheriff’s Office for \$500.00 per gun – Chief Nelson

Pend Oreille Valley Relay for Life Event recap – Terri Ivie

Motion to create a Meter Reader job description and amend the Clerk/Treasurer, Deputy Clerk/Treasurer and Accounting Clerk job descriptions – Abby Gribi, City Administrator

Motion to approve Agreement NP2023-13 Stipulation to Advance Fund concerning a short plat between City of Newport and CHM Properties Inc, Daniel Pontius regarding Short Plat 301 West 8<sup>th</sup> Street – Abby Gribi, City Administrator

Motion to approve Resolution 20230918 declaring Astro Chevy Van Serian Number IGCDL19X45B128316 as excess and surplus property and authorizing the means of disposal – Abby Gribi, City Administrator

**BILLS & PAYROLL:**

CLAIMS CHECKS 65852-65888	\$68,207.82
CLAIMS EFT 09/14/23 Run 1-11	\$27,347.00
CLAIMS DIRECT PAY 09/14/23 Run 1-5	\$4,350.00
PAYROLL E-CHECKS 1495-1503; Dir Deposit Run 09/05/2023	\$73,542.56

**ADJOURNMENT:**

**MINUTES OF THE NEWPORT CITY COUNCIL MEETING ON**  
**September 05, 2023**

A meeting of the Newport City Council was held on September 05, 2023, at 6:00 PM in Council Chambers, City Hall, 200 S. Washington Avenue, Newport, Washington, with the following present:

	Keith Campbell	Mayor
	Abby Gribi	City Administrator
	Nickole North	Clerk/Treasurer
Kenneth Smith		Councilmember
Nathan Weathers		Councilmember
Jami Sears		Councilmember
Mark Zorica		Mayor Pro Tem
Nathan Longly		Councilmember

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At 6:00 PM, Mayor Campbell called the meeting to order followed by roll call and the pledge of allegiance.

**APPROVAL OF AGENDA & MINUTES:**

Councilmember Zorica moved to approve the agenda and the minutes from the August 21, 2023 Council Meeting; Councilmember Weathers seconded. Motion carried.

**MAYOR AND COUNCIL COMMENTS:**

Mayor Campbell spoke about the repairs being made to the roads.

Councilmember Zorica asked if the Council and Administration had RSVP'd to the Better Together Celebration being hosted by the Kalispel Tribe. Councilmember Zorica also asked citizens to watch out for the school kids walking to and from school right now. Mayor Campbell stated that Officer Aannerud is now the School Resource Officer.

**CITY ADMINISTRATOR COMMENTS:**

City Administrator Gribi stated that the chip seal is scheduled for Thursday and patching of the potholes.

Recently Administrator Gribi was named the Vice Chair of Economic Development Council (EDC) which leaves two voting delegates. She is recommending that Councilmember Zorica remain the voting delegate for the City and she be named the alternate. Councilmember Longly moved to submit the drafted letter as written; Councilmember Weathers seconded. Motion carried.

Administrator Gribi was contacted by the property owner directly south of the wetlands property that the City owns. They would prefer to sell this property to the City and it is the head of the

Little Spokane Watershed. The Council gave their blessing for her to explore the purchase further and look into grants to help purchase the property.

Councilmember Zorica moved to allow the City Administrator to apply for and sign electronically an RCO grant that would be 100% grant and pay between \$50,000-\$100,000 for maintenance and replacement of park vehicles and equipment; Councilmember Weathers seconded. Motion carried.

The Wastewater Treatment Plant violated due to the belt press being down and weights up last week. Washington State Department of Ecology has been notified and the situation has been rectified.

On a good note, the Wastewater Treatment Plant has been reaccredited, passing required tests.

Administrator Gribi met with PUD to open up communication.

Councilmember Zorica asked for an update on the Founders RV Park at the next meeting. He would like for the RV Park to be completed.

The Planning Commission is working on the Development Regulations and what is allowed in the zoning districts. There is a new business wanting to come into town so Administrator Gribi will be providing documentation to the Planning Commission in September that will be heard before a public hearing in October and then to the Council for approval in November to allow a change to the conditional use process to allow laundromats in a C-1 zone.

Councilmember Weathers asked what the status is of the fire victims staying at the Founders RV Park. Administrator Gribi is thinking they should be leaving by October 1<sup>st</sup> but a grace period may need to be given if due to weather they are able to stay longer. Councilmember Sears asked if any animals were still being boarded at the rodeo grounds and was told there was one horse when checked last.

### **NEW BUSINESS:**

Councilmember Sears moved to approve Resolution 20230905 supporting the Newport Creative District; Councilmember Zorica seconded. Motion carried.

Councilmember Longly moved to approve Agreement NP2023-12 with Vision Municipal Solutions for IT Services; Councilmember Smith seconded. Motion carried.

### **EXECUTIVE SESSIONS:**

The Council entered an executive session at 6:24 PM for 6 minutes to discuss the performance of a public employee per RCW 42.30.110(1)(g). The Council came out of executive session at 6:30 PM. Councilmember Zorica moved to approve Mayor Campbell to renegotiate the contract with the City Administrator; Councilmember Longly seconded. Motion carried.

The Council entered a second executive session at 6:32 PM for 20 minutes to discuss with legal counsel litigation, potential litigation and/or legal risks, per RCW 42.30.110(1)(i). The Council

asked for 30 minutes of extensions and came out of executive session at 7:22 PM. No action was taken.

**BILLS & PAYROLL:**

Councilmember Smith moved to approve the bills and payroll; Councilmember Sears seconded. Motion carried.

CLAIMS CHECKS 65829-65851	\$13,498.64
CLAIMS CHECK 65849 VOID – misprint	
CLAIMS EFT 08/29/2023 Run 1-2	\$832.28
PAYROLL EFTS 1486-1494 & DIRECT DEPOSIT 08/18/2023	\$71,236.91

**ADJOURNMENT:**

The meeting was adjourned at 7:23 PM.

Attest: \_\_\_\_\_  
Nickole North, MMC, CPFA  
Clerk/Treasurer

By: \_\_\_\_\_  
Keith Campbell  
Mayor

## City of Newport Job Description

Job Title: Meter Reader  
Department: Public Works  
Reports to: Public Works Director  
FLSA Status: Non-Exempt  
Established Date: September 18, 2023

### Summary:

Under the supervision of the Public Works Director, the meter reader shall read the water meters accurately, consistently, and regularly each month at approximately the same time. The meter reader shall also serve as an inspector of any oddities in the meter, customer abuses, and condition of meters, and shall take note of reading discrepancies. The meter reader shall also be responsible for mowing and grounds keeping for the well fields, water plant, and storage tank sites. The meter reader also assists when needed in other departments such as roads, parks and wastewater. The meter reader shall also perform other similar duties as directed.

### ESSENTIAL DUTIES and RESPONSIBILITIES

Typical duties (not intended to be all-inclusive)

- Reading and recording approximately 1000 water meters each month using handheld device.
- All meters are to be read monthly, beginning on the 14th of the month April-October with limited route on the remaining months.
- Meter reading will involve 10-20 miles of walking and 10-20 miles of driving. Driving will be in a city-provided vehicle.
- Meter reading will involve physical labor.
- Inspection and taking note of dysfunctional meters and/or needed repairs.
- Inspect and insulate meters each fall.
- Maintain mowing and brushing schedule.
- Keep inventory of meters and water supplies, report to PWD quarterly.
- Replace and repair malfunctioning meters.
- Works with supervisor to schedule and repair distribution system issues.
- Record and report any other difficulties with equipment or facilities.
- Record and report any concerns expressed by members of the public, and/or refer the public to appropriate City representatives.
- Recognize safety issues and properly use safety equipment and procedures including hearing and eye protection, sunscreen, boots, harnesses, safety zones, and other equipment and materials as appropriate for the task at hand.
- Take care in addressing vehicular traffic, dogs, and other safety hazards encountered during meter reading and other activities.
- Work involves considerable physical activity, often outdoors during inclement weather.
- Occasionally requires physical agility to climb to difficult accessible meter sites.
- Assist with other water, sewer, and public works department activities.
- May act as safety coordinator.
- Assist with snow removal.
- Other duties as assigned.

## QUALIFICATIONS:

- Skills in use and care of tools and materials used in maintaining and repairing meters.
- Ability to work with limited supervision.
- Be available for call out within a 30-minute response time.
- Available for weekend work rotation. Approximately 1 weekend a month.
- Flexible for work needed at night.
- Ability to express ideas clearly and concisely verbally and in writing, in English.
- Ability to accurately read and transcribe meter data and to perform mathematical calculations.
- Ability to establish and maintain effective working relationship with co-workers, supervisor, and the general public.
- Ability to use computers, phone, Microsoft products and other electronic devices.
- Current Washington or Idaho State driver's license
- Work at times involves physical strength and endurance in bad weather conditions, including temperature extremes.
- Must be able to lift 5-100 pounds and walk 5-10 miles a day.

### Desirable:

- Experience in meter repair and/or using meter repair tools, flagger's card
- Possession of a class "A" or "B" commercial driver's license preferable.

## EDUCATION:

- High school diploma or general education degree (GED).

## LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to citizens and other employees.

## PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk, sit, climb or balance, stop, kneel, crouch, or crawl, and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties for this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment may be loud.



## CITY OF NEWPORT Job Description

Job Title: City Clerk/Treasurer  
Department: Financial  
Reports To: City Administrator  
FLSA Status: Exempt  
Revised Date: ~~June 8, 2012~~ September 18, 2023

### SUMMARY:

This position is responsible for keeping a full and true record of every act and proceeding of the City Council maintaining a record of all ordinances, keeping the seal of the city, keeping such books, accounts and making such reports as required by the state auditor including the duties as provided in RCW 35.24.120. ~~This position is responsible for the payroll functions using computer software as needed.~~ This position performs a variety of professional, administrative and technical accounting and clerical functions in maintaining the proceedings and fiscal records and systems for the City of Newport.

### REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- ~~➤ Prepares and updates the Vacation and Sick Time Report and distributes monthly to City Administration.~~
- Prepares, copies, posts, and distributes agendas, reports, minutes and records of meetings to Miner, Mayor and City Council Member, City Administrator, and Department Heads. Attends all regular and special City Council meetings, ensures an accurate recording of the proceedings. Preparation of the minutes using proper legislative terminology, recording, indexing and filing for the public record, copies, posts, and distributes information as required and/or requested. Ensures that the original copy of any Ordinances, Resolutions or other documents which require signatures are signed by the relevant signing authority, published in the paper if required, and that the original copy is codified into the municipal code and properly organized and filed.
- Responsible for preparing the preliminary budget and final budget upon Council ratification and administration of the final Budget for the City of Newport. Assures that City Department Heads perform within budget; performs cost control activities; monitors revenues and expenditures in City departments and alerts department heads with any concerns to assure sound fiscal control; analyses financial records to forecast future financial position and budget requirements; evaluates need for procurement of funds and investment of surplus; assures effective and efficient use of budgeted funds, materials, facilities, and time. Advises City Administrator, Mayor, and City Council on investments and loans for short and long range financial plans.

- Prepares financial reports; loan agreement reports i.e. FMHA, etc; signs notes of indebtedness as approved by City Council.
- Delegates authority for receipt, disbursement, banking, protection and custody of funds, and financial instruments.
- Receives all sealed bid documents submitted to the City. After awarding of contract to successful bidder by the Council, is responsible for returning bid bonds to unsuccessful bidders and for setting up bid files.
- Administers oath of office to public officials.
- Maintains all contracts and board and commission memberships entered into by or with the City.
- Backs up the Deputy City Clerk/Treasurer and Accounting Clerk in their absence in all aspects of their jobs.
- ~~➤ Updates audit control spreadsheet to balance water and sewer with the Accounting Clerk as a cross reference audit system.~~
- ~~➤ Member of Fireman's Pension Board.~~
- ~~➤ Trustee of Police Relief and Pension Board.~~
- When new LIDs are proposed, is responsible for the LID process, ensuring the procedure, laws and regulations are followed. After ordinances are adopted by the City Council establishing local improvement districts (LIDs) is responsible for ensuring copies of preliminary assessment notices and current addresses. Prepare certified documents for bonding attorney.
- ~~➤ Evaluates time cards, posts all monthly payroll, vouchers and payroll reports (FICA, W/H, Employment Security, Medical Insurance, Accident Insurance, Retirement etc.) to computer and run all applicable reports.~~
- Responsible for notarizing documents for City departments and/or citizens having business with the City.
- Prepares all inter-fund transfers and investments purchased and sold.
- Processes daily deposit from cash register.
- Balances the Schedule 6 monthly to be in compliance with the State Auditor's Office annual filing requirement.
- Primarily responsible for land use and planning questions and compliance.

- Acts as the secretary for the Planning Commission. Prepares and advertises meeting agendas, minutes, legal notices, and public hearings as directed by the City Administrator or their designee.
- Prepares monthly cash and expenditure reports and balances these funds with the checkbook. Provides reports to the Department Heads for their review.
- ~~➤ Conducts monthly audits to provide check and balance system and ensure all functions of financial and billing areas are in full compliance with all applicable laws and regulations and state audit requirements.~~
- Prepare a monthly financial report and distribute to the Mayor and Council.
- Processes state and federal grants, expenditures, personnel time and receipts and maintains all records in accordance with grant requirements, ensuring compliance with State Auditor.
- Administers grants and prepares spreadsheets to monitor grant funds received and spent.
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- ~~Serves as~~ Assists the Human Resource Director to ensure that City personnel policies, procedures, files, benefits, retirement, salary programs are fair, equitable, accurate and in compliance with all applicable federal and state employment laws and regulations. Conducts employee orientations for all new employees ensuring that all required federal, state and/or local forms, benefits, policies, etc. are discussed, completed, logged and maintained in appropriate files. Maintains accurate, personnel files in accordance with state and federal guidelines.
- Acts as Administrative Assistant to the City Administrator and other Department Heads performing the following duties but not limited to: typing, preparing reports, conducting research and related information for decision-making purposes, sets up meetings and appointments as requested, makes reservation and travel arrangements for meetings, seminars, and conventions for the Mayor, Council and staff.

#### SUPERVISORY RESPONSIBILITIES:

Directly supervises the Deputy Clerk/Treasurer and the Accounting Clerk. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommending an individual for hire, and training employees; planning; assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

#### QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND EXPERIENCE:**

Required: High school diploma and 2 years related experience

Desired: Associate degree or Bachelor's degree in related field and 2 years experience.

~~Bachelor's degree (B.A.) from four-year college or university in business or accounting and two years related experience; or equivalent combination of education and experience.~~

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as accounting, policy and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Proficiency in computerized bookkeeping programs (i.e. BARS, etc.) and Chart of Accounts.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand, walk, climb, or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

### WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

## City of Newport Job Description

Job Title: Deputy Clerk / Treasurer  
Department: Financial  
Reports To: Clerk / Treasurer  
FLSA Status: Non-Exempt  
Revised Date: ~~April 30, 2019~~ ~~August 01, 2022~~ September 18, 2023

### SUMMARY:

This position performs a variety of professional, administrative, and technical accounting and clerical functions for the City of Newport.

### REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Primarily responsible for answering phone in administrative area.
- Responsible for the accounts payable functions including using the budgetary software system, MS Word and Excel software and other computer software as needed.
- Wait on and/or collect money from customers for water and sewer payments, building permits, dog licenses, traffic tickets, selling of city maps and answer questions as required in the absence of the Accounting Clerk.
- Responsible for creating and maintaining the City's web page and email domain as well as social media at the direction of the City Administrator
- Serves as backup to Clerk/Treasurer and Accounting Clerk in all aspects of their positions in their absence to include Planning Commission and Council Meetings. ~~as well as payroll.~~
- Back up ~~Primarily responsible~~ for land use and permit questions and compliance.
- Audits water and sewer records, postings, and accounts as an internal control over the Accounting Clerk position.
- ~~Process daily deposits from cash register.~~
- Performs monthly reconciliation of the City's bank accounts.
- Compiles and sorts documents, such as invoices and checks, substantiating business transactions and process vouchers for City Clerk/Treasurer's review for council meetings.

- Evaluates time cards, posts all monthly payroll, vouchers and payroll reports (FICA, W/H, Employment Security, Medical Insurance, Accident Insurance, Retirement etc.) to computer and run all applicable reports.
- Prepares and updates the vacation and sick time report and distributes monthly to the City Administrator and Department Heads.
- Posts all Interfund Transfers and investments purchased and sold after the approval of the City Clerk/Treasurer.
- Responsible for issuance of city credit cards and fuel cards.
- Responsible for updating and maintaining the Small Works Roster ~~and~~, Vendor List and Professional Services and Engineering roster, making sure the city is in compliance.
- Maintains the Newport Records Management Program. Scanning documents, creating back-ups of essential records for disaster recovery, handles state retention requirements, destruction and periodic transfer to the State Archives. ~~Acts as the City Public Records Officer.~~
- Acts as the City Public Records Officer for the City. Handles requests for public record requests and reports. Works with Police Clerk (CRO) who will primarily process Law Enforcement public record requests for police reports.
- Processes monthly excise tax report and submits it in a timely manner on-line to the State of Washington ~~for~~ Department of Revenue.
- Downloads Department of Revenue sales tax reports for review and compliance.
- ~~Secretary of volunteer firefighter's relief and pension boards. Prepares minutes for the fire department meetings. Inputs fire reports into Fire RMS software. Uploads to FEMA quarterly.~~
- ~~Prepares monthly cash and expenditure reports and balances these funds with checkbook. Provides reports and records to City Clerk for end of month balancing of cash. Provides month-end reports to other Department Heads as required.~~
- Serves as the primary purchasing agent for the City with all capital purchases being administered through them.
- ~~Serves as the Police Clerk for the Newport Police Department. Provides clerical, customer service and record keeping duties for the Police Department. Assist in case and ticket filings with the Prosecutor and the Courts. Process required Uniform Crime Reporting for the Department and other duties as necessary and assigned by the Police Chief.~~
- Responsible for processing and recording of all claims filed against the City as well as any accidents involving City property damage. Coordinates with Department Heads for

investigative and incidence reports, prepares necessary documents, sets up files, forwards all pertinent information to the insurance company. Follows up to ensure the claims are solved in appropriate, timely manner.

~~➤ Serves as Secretary/Chief Examiner for Civil Service Commission. Responsible for preparing agendas, minutes, reports, and records of meetings to the City Administrator, Chief of Police, and Civil Service Commission. Attends all regular and special Civil Service Meetings, ensures an accurate recording of the proceedings. Preparation of the minutes using proper legislative terminology, recording, indexing and filing for the public record; copies and distributes information as required and/or requested. Ensures that the original copy of any documentation and lists which require signatures are signed by the relevant signing authority, published in the paper if required, and that the original copy is properly organized and filed. Responsible for preparing job descriptions, position requirements, and scheduling and conducting application reviews, oral interviews and physical exams for candidates testing for police officer lists. Prepares and updates current lists for current civil service related police department positions.~~

➤ Provides Payment Card Industry (PCI) Data Security Standard (PCI DSS) for the City. compliance responsibilities include annual reports for banking services and credit card companies. Provides quarterly scans of the City's computer systems to the necessary vendors for PCI compliance.

➤ Maintains the City's annual SAMS.gov federal registration for DUNS, UEI, and compliance for Excluded Parties List System (EPLS).

➤ Works closely with City Administrator and City Clerk/Treasurer on grants and other funding sources for the City. Performs grant writing, clerical support and administrative duties as required.

~~Administrator grants and prepare spreadsheets to monitor grant funds received and spent as well as ensure grant compliance.~~

➤ Responsible for compiling, processing and tracking business registrations.

➤ Assist with emergency management

➤ Responsible for maintaining the city vault files, preparing folders and cross reference system for all documents including ordinances, minutes, agreements, resolutions, deeds, vehicle licenses and bonds. Upon requests by City Departments, researches documents for required information and/or furnishes copies of agreements or other documents.

➤ Responsible for maintenance of the Newport Municipal Code Book, coordinating with Code Publishing Company for annual codification of ordinances adopted by the City Council. Maintains distribution list for additional supplements to Mayor, Council, City Administrator, Department Heads and other staff.

➤ Properly advertise and record appropriate records, ordinances and resolutions along with the City Clerk/Treasurer.



~~—Maintains all contracts and board and commission memberships entered into by or with the City, notifies the City Clerk when a contract or membership expiration date approaches so it can be reviewed, renewed or canceled.~~

~~—Works with City Clerk/Treasurer on the issuance and processing of the temporarily business licenses.~~

~~—Keeps records and prepares annual reminder letters for the Backflow Prevention Devices as directed by Washington State Law.~~

~~—Prepares monthly well reports to send to Department of Health using the daily reports provided by the Water Operator.~~



~~➤ Downloads Department of Revenue sales tax reports for review and compliance.~~

➤ Performs all other duties as assigned.

#### SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities.

#### QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### EDUCATION and/or EXPERIENCE:

Required: High school diploma and 2 years related experience

Desired: Associate's degree or Bachelor's degree in related field and 2 years experience.

Bachelor's degree (B.A.) from a four-year college or university in business or accounting and two years related experience ~~or~~ Associate's degree (A.A.) or equivalent from a two-year college and four years related experience and/or training preferred; or high school diploma and two years related experience. equivalent combination of education and experience to satisfy a total of six years.

#### LANGUAGE SKILLS:

Ability to read and interpret documents such as accounting, policy and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Proficiency in computerized bookkeeping programs (i.e. BARS, etc.) and Chart of Accounts.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand, walk, climb, or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

## City of Newport Job Description

Job Title: Accounting Clerk  
Department: ~~Finance~~Accounts Receivable  
Reports To: Clerk / Treasurer  
FLSA Status: Non-Exempt  
Revised Date: ~~February 9, 2018~~ September 18, 2023

### SUMMARY:

This position is responsible for utility billing, ~~the a~~accounts receivable, receptionist and utility billing ~~f~~permitting functions. The Accounting Clerk keeps accounting records and compiles information requested by customers and/or others by performing the following duties:

- Primarily responsible for all duties related to utility accounts including establishing new accounts, billing, processing payments, collection, preparing for meter reading, auditing meter readings, researching accounts, creating service orders and door notices for disconnects, maintaining accurate account, property, and meter data in utility billing software.
- Greet customers and visitors to City Hall, and respond to questions, receive payments, provide forms and applications, and direct to other departments and City staff as necessary.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints on the phone or in person.
- Verifies the daily deposit and ~~responsible for t~~aking es deposits to the bank.
- Prepare, process and follow up on accounts receivable invoices for all departments of the City.
- Serves as the primary accounts receivable clerk, receipting in all payments made to the City.
- 
- ~~Promptly wait on and/or collect money from customers for water and sewer payments, dog licenses, traffic tickets, selling of city maps and answer questions in a friendly, professional manner.~~
- ~~Responsible for answering phone in administrative area in absence of Deputy Clerk/Treasurer and City Clerk/Treasurer.~~
- 
- ~~Interviews customers and others in person or by telephone to answer inquiries and complaints pertaining to bills and accounts.~~

- ~~Primarily responsible for all duties related to water/sewer accounts including assisting customers with their bills, posting payments, processing final bills, refunding overpayments, arranging payment plans, preparing door notices, creating and finalizing service orders, and preparing and processing lien notices on unpaid accounts.~~
- ~~Prepares and submits monthly well reports to send to Department of Health as well as assists with annual reports sent to state agencies as required, using the daily reports provided by the Water Operator.~~
- ~~Prepare and process monthly invoices for services for all departments of the City.~~
- Keeps records and prepares annual reminder letters for the Backflow Prevention Devices as directed by Washington State Law.
- Performs monthly reconciliation of the City treasurer's checking account.
- ~~Prepares necessary schedule worksheets for the review of the City Clerk/Treasurer for annual report.~~
- ~~Prepares yearly billings for amusement licenses and ot~~Receives and processes temporary business permits, her special permits and licenses as needed.
- ~~Works with City Clerk/Treasurer on the issuance and processing of the temporarily business licenses.~~
- Responsible for City Park rental reservations including receiving and processing rental applications, collecting payment and deposits, maintains reservation calendar, processes refunds. Gathers information regarding rental of city parks or other facilities. Collects payment for rental and finalizes reservation applications. Reserves days and events ensuring that double booking does not occur.
- Oversees the City RV Park operations including acting as liaison between the camp host and the City public works and parks department, maintaining the online reservation and payment system.
- ~~Responsible for maintaining the city vault files, preparing folders and cross reference system for all documents including ordinances, minutes, agreements, resolutions, deeds, vehicle licenses and bonds. Upon requests by City Departments, researches documents for required information and/or furnishes copies of agreements or other documents.~~
- ~~Responsible for maintenance of the Newport Municipal Code Book, coordinating with Code Publishing Company for annual codification of ordinances adopted by the City Council. Maintains distribution list for additional supplements to Mayor, Council, City Administrator, Department Heads and other staff.~~
- ~~Properly advertise and record appropriate records, ordinances and resolutions along with the City Clerk/Treasurer.~~

- ~~Maintains all contracts and board and commission memberships entered into by or with the City, notifies the City Clerk when a contract or membership expiration date approaches so it can be reviewed, renewed or canceled.~~
- ~~Acts as the secretary for the Planning Commission and Board of Adjustment. Prepares and advertises meeting agendas, minutes, legal notices, and public hearings as directed by the Building Department Official.~~
- Receives, reviews and processes building permit applications in conjunction with the City Building Inspector.
  - ~~\_\_\_\_\_~~
- ~~Coordinates with Building Inspector on new construction for water and sewer connection fees.~~
- ~~Provides clerical support and filing for the Building Inspector, Code Enforcement Officer and any other staff members needing assistance.~~
- Maintains dog licensing data and ensures owners complete annual renewals by sending reminders and past due notices. Prepares log of all dog licenses per year and distributes a current copy to the Animal Control Officer, the front office and Pend Oreille County Dispatch.
- ~~Reviews parking infractions for payments. If payment is not made, sends letter to citizen then to collection agency if needed.~~
- Processes daily incoming and outgoing mail by opening, stamping, and distributing appropriately and taking mail to the post office. Weighs, certifies, processes and delivers mail. Opens, separates, and distributes mail to proper individuals daily.
- ~~Posts all Interfund Transfers and investments purchased and sold after the approval of the City Clerk/Treasurer.~~
- ~~Responsible for issuance of city credit cards and fuel cards.~~
- ~~Responsible for updating and maintaining the Small Works Roster and Vendor List, making sure the city is in compliance.~~
- Maintains office equipment and ensures equipment supplies are stocked.
- ~~Keeps copy machine and postage machine in working order. Promptly notifies service representative to schedule repairs when machine fails to work properly. Fills copy machine with paper as needed. Monitors prepaid postage account.~~
- Orders office supplies and keeps supply cupboards neat and organized.
- Sets up and maintains ~~accurate~~an accurate system for logging keys to ensure security for City property. Issues City keys and tracks keys. Ensures keys are collected from employees terminating employment.

- ~~Maintains Inventory records Sets up all new equipment with inventory tags and keeps records updated on all inventory~~ for all departments. Provides updated lists of ~~inventoryinventories~~ to each department once a year for annual check. Provides finalized lists of ~~inventoryinventories~~ to the City Council once a year for review.
- ~~Maintains service records on all city equipment and vehicles. Informs the Public Works Director when a piece of equipment or vehicle needs servicing.~~
- Processes and prepares documents reference the Housing Rehabilitation program and maintaining the files.
- ~~Downloads Department of Revenue sales tax reports for review by the City Clerk/Treasurer.~~
- ~~Prepare invoices for monthly false alarms which are provided by the Newport Police Department and/or the Pend Oreille County Sheriff's Office.~~
- Works closely with City Administration on grant writing and other duties.
- Perform other duties as assigned.

#### QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### EDUCATION and/or EXPERIENCE:

Required: High school diploma and 2 years related experience

Desired: Associate degree in related field and 2 years experience.

~~Associate's Associate degree (A.A.) or equivalent from a two-year college or technical school; or two to three years related experience and/or training; or equivalent combination of education and experience.~~

#### LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

#### MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

## STIPULATION TO ADVANCE FUND

**This agreement is entered into on the 18th day of September by the City of Newport (“City”) and CHM Properties Inc. (“Applicant”) concerning short plat 301 West 8<sup>th</sup> Street (“Short Plat”).**

Whereas, a Short Plat application has been filed with the City by Applicant, the sole owner the property included within the short plat; and

Whereas, the City, after review of this application, has identified specific improvements that are necessary to mitigate a direct impact caused by the proposed development on both street access and the sewer collection and treatment system; and

Whereas, the parties agree that the Applicant will advance a sum in lieu of these improvements to the City;

NOW THEREFORE THE City of Newport and Daniel Pontius stipulate and agree to the following:

1. That the improvements have been identified as necessary to mitigate a direct impact or consequence of the future development with respect to street access and the City’s sewer collection and treatment system. The specific improvements are set forth in the attached Exhibit A. These improvements are not within an area covered by an adopted transportation program authorized by chapter 39.92 RCW.
2. In lieu of making these improvements the Applicant will advance to the City, the sum of \$75,000.00 for the identified street improvements and the sum of \$8000.00 for the sewer system improvements for not more than 13 housing units.
3. Payment of these sums shall be included as a condition of approval of Short-Plat 301 West 8<sup>th</sup> Street.
4. These funds shall be held in a reserve account and be used by the City for purposes set forth in Exhibit A and shall not be forfeit or returned to the Applicant after final approval of the Short Plat within five years from date of collection or refunded pursuant to RCW 82.02.02.
5. All other conditions required for approval of this Short Plat shall not be mitigated or waived in any way because of this agreement.

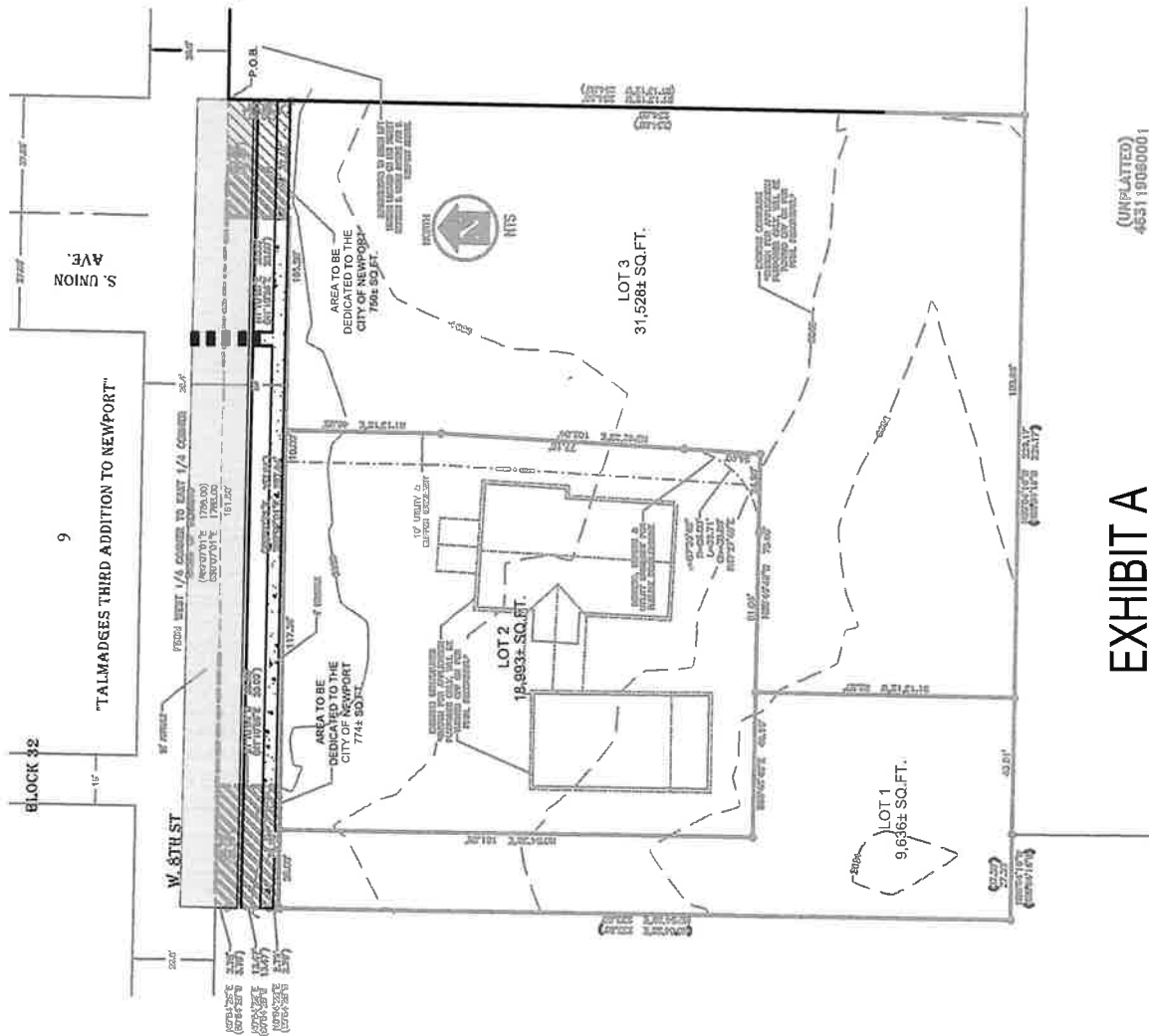
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City of Newport

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CHM Properties Inc  
Daniel Pontius -President





**SUMMARY OF REQUIRED IMPROVEMENTS:**

1. 258 LINEAR FEET OF FRONTAGE IMPROVEMENTS
  - 18' OF ASPHALT (3" CLASS B ACP OVER 3" CSTC OVER 6" CSBC). (BASED ON PEND OREILLE COUNTY STANDARDS WITH 1" ACP ADDED DUE TO HIGHER ADT WITHIN THE CITY LIMITS).
  - PCC CURB AND GUTTER (NOT ROLLED CURB).
  - 6" PLANTING STRIP GRASS (SOD) SWALE. (CODE REQUIRES 4' BUT ROAD STANDARDS REQUIRE A SWALE AS SHOWN IN DRIVEWAY DETAIL TO ACCOMMODATE SWALE GRADING USE 6" WIDTH).
  - 4" CONCRETE SIDEWALK (4" PCC OVER 4" CSTC).
  - CONCRETE DRIVEWAYS AS NEEDED FOR EACH LOT PER CITY STANDARDS (6" PCC OVER 4" CSTC).
  - 1 ADA PARALLEL CURB RAMP PER WSDOT STANDARDS (FOR CROSSING 8TH STREET AT UNION).
2. SEWAGE LIFT STATION UPGRADES.

**EXHIBIT A**  
NTS

(UNPLATTED)  
465119060001

RESOLUTION NO. 20230918

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NEWPORT, PEND OREILLE COUNTY, WASHINGTON, DECLARING CERTAIN PROPERTY OWNED BY THE CITY OF NEWPORT TO BE EXCESS AND SURPLUS PROPERTY AND AUTHORIZING THE MEANS OF DISPOSAL.

WHEREAS, the CITY ACCOUNTING CLERK has been appointed as the Fixed Asset Manager for the City of Newport; and,

WHEREAS, the CITY ADMINISTRATOR determined this vehicle is obsolete and,

WHEREAS, the CITY ACCOUNTING CLERK following City Resolution NO. 50712 has listed out property owned by the City of Newport (the "City"), identified Chevy Astro Van with Vin number listed in the attachment under 'serial numbers' hereafter being referred to as the "Equipment", that is no longer needed for City purposes; and,

WHEREAS, the CITY ACCOUNTING CLERK intends that the City shall receive fair market value for the Equipment; and,

WHEREAS, the CITY COUNCIL believes it to be in the best interests of the City to dispose of the Equipment.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NEWPORT, WASHINGTON, as follows:

Section 1. The Equipment is declared excess and surplus to the current and future needs of the City of Newport.

Section 2. The appropriate City staff are authorized to dispose of the Equipment by direct sale to the public, via public auction.

PASSED AND APPROVED this 18<sup>th</sup> day of September, 2023.

CITY OF NEWPORT, WASHINGTON

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Mayor Keith Campbell

ATTEST:

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City Clerk/Treasurer Nickole North



CITY OF NEWPORT  
VOUCHER REPORT

DATE: September 18, 2023

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City, and that I am authorized to authenticate and certify to said claim.

<b>Claims Checks 65852-65888</b>	<b>\$68,207.82</b>
<b>EFT 09/14/2023: 1-11</b>	<b>\$27,347.00</b>
<b>Direct Pay 09/14/2023: 1-5</b>	<b><u>\$4,350.00</u></b>
<b>Grand Total of all Claims</b>	<b>\$99,904.82</b>

City Clerk/Treasurer: \_\_\_\_\_



# Register

Fiscal: 2023  
 Deposit Period: 2023 - September  
 Check Period: 2023 - September - 2nd Council Meeting

Number	Name	Print Date	Clearing Date	Amount
<b>Mountain West</b>				
<b>Check</b>	<b>51040005632</b>			
65852	Action Auto Supply, Inc.	9/18/2023		\$186.67
65853	Albani Falls Building Supply	9/18/2023		\$844.32
65854	Aramark	9/18/2023		\$206.30
65855	Barr Tech LLC	9/18/2023		\$2,385.83
65856	Conifer Electric Inc.	9/18/2023		\$4,798.04
65857	Copper State Bolt & Nut	9/18/2023		\$1,191.50
65858	Dr. Locksmith LLC	9/18/2023		\$892.85
65859	E & L Service	9/18/2023		\$669.80
65860	Ergon Asphalt	9/18/2023		\$7,322.60
65861	Excess Inc	9/18/2023		\$597.87
65862	Galls, LLC	9/18/2023		\$787.36
65863	Greater Spokane Inc.	9/18/2023		\$775.00
65864	Interstate Concrete & Asphalt	9/18/2023		\$3,658.61
65865	J.A. Sewell & Assoc., LLC	9/18/2023		\$434.84
65866	Minuteman Press	9/18/2023		\$634.96
65867	Newport Miner	9/18/2023		\$239.80
65868	Newport Towing	9/18/2023		\$336.56
65869	O'Reilly Auto Parts	9/18/2023		\$271.31
65870	Johnson, Lisa	9/18/2023		\$250.00
65871	Peak Sand & Gravel	9/18/2023		\$3,990.73
65872	Pend Oreille Fire Dist. #4	9/18/2023		\$3,000.00
65873	Perfection Tire Co.	9/18/2023		\$2,041.47
65874	PO CO Corrections	9/18/2023		\$5,496.50
65875	PO CO Dispatch Center	9/18/2023		\$4,823.75
65876	PO CO District Court	9/18/2023		\$131.44
65877	Public Utility District - EFT	9/18/2023		\$14,289.52
65878	Red Rose Carpet Cleaning	9/18/2023		\$700.00
65879	Salesky Service Center	9/18/2023		\$57.03
65880	Selkirk Ace Hardware	9/18/2023		\$1,519.59
65881	SiteOne Landscape Supply	9/18/2023		\$594.36
65882	State Treasurer	9/18/2023		\$768.05
65883	Stericycle	9/18/2023		\$36.03
65884	Uline	9/18/2023		\$3,535.32
65885	USA Bluebook	9/18/2023		\$209.42
65886	Utilities Underground Location Center	9/18/2023		\$16.77
65887	Carter, Zoe	9/18/2023		\$123.25

Number	Name	Print Date	Clearing Date	Amount
65888	Zenner USA	9/18/2023		\$390.37
Direct Pay Payment 9/14/2023 11:32:04 AM	Law Offices of Joshua Maurer, PLLC - EFT	9/18/2023		\$3,000.00
-1				
Direct Pay Payment 9/14/2023 11:32:04 AM	North, David - EFT	9/18/2023		\$50.00
-2				
Direct Pay Payment 9/14/2023 11:32:04 AM	North, Nickole - EFT	9/18/2023		\$50.00
-3				
Direct Pay Payment 9/14/2023 11:32:04 AM	Paul VanEtten	9/18/2023		\$50.00
-4				
Direct Pay Payment 9/14/2023 11:32:04 AM	Van Valkenburg Law PS - EFT	9/18/2023		\$1,200.00
-5				
EFT Payment 9/14/2023 11:31:05 AM - 1	AT&T Mobility - EFT	9/18/2023		\$939.20
EFT Payment 9/14/2023 11:31:05 AM - 10	US Bank (EFT)	9/18/2023		\$2,823.78
EFT Payment 9/14/2023 11:31:05 AM - 11	Ziply Fiber - EFT	9/18/2023		\$840.02
EFT Payment 9/14/2023 11:31:05 AM - 2	Avista Utilities - EFT	9/18/2023		\$15.78
EFT Payment 9/14/2023 11:31:05 AM - 3	City Of Newport Water & Sewer (EFT)	9/18/2023		\$3,543.99
EFT Payment 9/14/2023 11:31:05 AM - 4	City Service (EFT)	9/18/2023		\$3,680.32
EFT Payment 9/14/2023 11:31:05 AM - 5	Consolidated Supply Co - EFT	9/18/2023		\$259.59
EFT Payment 9/14/2023 11:31:05 AM - 6	Etter, McMahon, Lamberson, Van Wert, Oreskovich PC - EFT	9/18/2023		\$5,814.00
EFT Payment 9/14/2023 11:31:05 AM - 7	Pitney-Bowes - EFT	9/18/2023		\$58.09
EFT Payment 9/14/2023 11:31:05 AM - 8	State of WA - DOR EFT	9/18/2023		\$9,087.61
EFT Payment 9/14/2023 11:31:05 AM - 9	Transamerica Life Insurance	9/18/2023		\$284.62
	<b>Total</b>		<b>Check</b>	<b>\$99,904.82</b>
	<b>Total</b>		<b>51040005632</b>	<b>\$99,904.82</b>
	<b>Grand Total</b>			<b>\$99,904.82</b>

# Voucher Directory

Fiscal : 2023 - September  
 Council Date : 2023 - September - 2nd Council Meeting

Vendor	Account Number	Reference	Description	Amount
Action Auto Supply, Inc. 65852	101-000-000-543-30-48-00	Invoice - 68711	Equipment Maintenance	\$93.33
	410-000-000-534-34-48-00		Repair & Maintenance	\$93.34
			Vac Truck	
		<b>Total Invoice - 68711</b>		<b>\$186.67</b>
<b>Total Action Auto Supply, Inc.</b>				<b>\$186.67</b>
Albeni Falls Building Supply 65853		08/25/2023 Albeni Statement	Operating Supplies	\$710.34
			RV Park	
			Operating Supplies	\$77.37
			Office & Operating Supplies	\$43.26
			Office & Operating Supplies	\$13.35
		<b>Total 08/25/2023 Albeni Statement</b>		<b>\$844.32</b>
<b>Total Albeni Falls Building Supply</b>				<b>\$844.32</b>
Aramark 65854		08/31/2023 Statement	Miscellaneous	\$41.90
			Miscellaneous Expenditures	\$80.30
			Miscellaneous Expenditures	\$41.40
			Miscellaneous Expenditures	\$42.70
		<b>Total 08/31/2023 Statement</b>		<b>\$206.30</b>
<b>Total Aramark</b>				<b>\$206.30</b>
AT&T Mobility - EFT EFT Payment 9/14/2023 11:31:05 AM - 1		August 2023 Cell Phone Statement	Communications	\$91.26
			Communications	\$523.46

Vendor	Account Number	Reference	Account Number	Description	Amount
	001-000-000-576-80-42-00			Communications	\$62.53
	101-000-000-543-30-42-00			Communications	\$62.53
	410-000-000-534-34-42-00			Communications	\$62.53
	411-000-100-535-35-42-00			Communications	\$136.89
	<b>Total August 2023 Cell Phone Statement</b>				<b>\$939.20</b>
<b>Total AT&amp;T Mobility - EFT</b>	<b>Total EFT Payment 9/14/2023 11:31:05 AM - 1</b>				<b>\$939.20</b>
<b>Avista Utilities - EFT</b>	<b>EFT Payment 9/14/2023 11:31:05 AM - 2</b>				
	<b>August 2023 Statement</b>				
	411-000-100-535-35-47-00			Public Utilities	\$15.78
	<b>Total August 2023 Statement</b>				<b>\$15.78</b>
<b>Total Avista Utilities - EFT</b>	<b>Total EFT Payment 9/14/2023 11:31:05 AM - 2</b>				<b>\$15.78</b>
<b>Barr Tech LLC</b>	<b>65855</b>				
	<b>Invoice 9106</b>				
	411-000-100-535-35-41-03			Prof Services Sludge Hauling	\$2,385.83
	<b>Total Invoice 9106</b>				<b>\$2,385.83</b>
<b>Total Barr Tech LLC</b>	<b>Total 65855</b>				<b>\$2,385.83</b>
<b>City Of Newport Water &amp; Sewer (EFT)</b>	<b>EFT Payment 9/14/2023 11:31:05 AM - 3</b>				
	<b>August 2023 Water/Sewer Bills</b>				
	001-000-000-513-10-47-00			Utilities	\$47.32
	001-000-000-521-20-47-00			Utilities	\$61.62
	001-000-000-522-50-47-10			Utilities	\$61.63
	001-000-000-576-80-47-00			Utilities	\$110.93
	101-000-000-543-30-47-01			Water - Public Works Shop	\$158.27
	410-000-000-534-34-47-01			Public Utilities - Water	\$158.27
	411-000-100-535-35-47-01			Public Utilities - Water	\$2,945.95
	<b>Total August 2023 Water/Sewer Bills</b>				<b>\$3,543.99</b>
<b>Total City Of Newport Water &amp; Sewer (EFT)</b>	<b>Total EFT Payment 9/14/2023 11:31:05 AM - 3</b>				<b>\$3,543.99</b>
<b>City Service (EFT)</b>	<b>EFT Payment 9/14/2023 11:31:05 AM - 4</b>				
	<b>08/31/23 City Service Statement</b>				
	001-000-000-521-20-32-00			Fuel	\$1,098.91
	001-000-000-576-80-32-00			Fuel	\$162.25
	101-000-000-543-30-32-00			Fuel Consumed	\$1,601.12
	410-000-000-534-34-32-00			Fuel Consumed	\$402.39



Vendor	Number	Reference	Account Number	Description	Amount
			411-000-100-535-35-32-00	Fuel Consumed	\$415.65
		<b>Total 08/31/23 City Service Statement</b>			<b>\$3,680.32</b>
		<b>Total EFT Payment 9/14/2023 11:31:05 AM - 4</b>			<b>\$3,680.32</b>
		<b>Total City Service (EFT)</b>			<b>\$3,680.32</b>
Conifer Electric Inc.	65856			<b>2023 - September - 2nd Council Meeting</b>	
		Invoice - 1437		Repair & Maintenance	\$4,798.04
			411-000-100-535-35-48-00	Belt Press Room Elec	
		<b>Total Invoice - 1437</b>			<b>\$4,798.04</b>
		<b>Total 65856</b>			<b>\$4,798.04</b>
		<b>Total Conifer Electric Inc.</b>			<b>\$4,798.04</b>
Consolidated Supply Co - EFT				<b>2023 - September - 2nd Council Meeting</b>	
		EFT Payment 9/14/2023 11:31:05 AM - 5		Office & Operating Supplies	\$259.59
		August 31, 2023 Statement	410-000-000-534-34-31-00	Meter Parts	
		<b>Total August 31, 2023 Statement</b>			<b>\$259.59</b>
		<b>Total EFT Payment 9/14/2023 11:31:05 AM - 5</b>			<b>\$259.59</b>
		<b>Total Consolidated Supply Co - EFT</b>			<b>\$259.59</b>
Copper State Bolt & Nut	65857			<b>2023 - September - 2nd Council Meeting</b>	
		08/31/2023 Copper State Statement		Operating Supplies	\$297.88
			001-000-000-576-80-31-00	Operating Supplies	\$297.86
			101-000-000-543-30-31-00	Office & Operating Supplies	\$297.88
			410-000-000-534-34-31-00	Office & Operating Supplies	\$297.88
			411-000-100-535-35-31-00		\$1,191.50
		<b>Total 08/31/2023 Copper State Statement</b>			<b>\$1,191.50</b>
		<b>Total 65857</b>			<b>\$1,191.50</b>
		<b>Total Copper State Bolt &amp; Nut</b>			<b>\$1,191.50</b>
Dr. Locksmith LLC	65858			<b>2023 - September - 2nd Council Meeting</b>	
		Invoice - 7046 & 7034		Office & Operating Supplies	\$151.45
			001-000-000-514-20-31-00	Lock Pad CH	
			101-000-000-543-30-31-00	Operating Supplies	\$151.45
				Lock Pad CH	

Vendor	Number	Reference	Account Number	Description	Amount			
Total Dr. Locksmith LLC	65859	Total Invoice - 7046 & 7034 Invoice - 7153	101-000-000-543-30-31-00	Operating Supplies	\$241.27			
			410-000-000-534-34-31-00	Shop Keys				
				Office & Operating Supplies	\$151.46			
			411-000-100-535-35-31-00	Lock Pad CH				
				Office & Operating Supplies	\$151.45			
				Lock Pad CH				
				Operating Supplies	\$847.08			
				Keys	\$45.77			
					\$892.85			
					\$892.85			
E & L Service	65859	Invoice - 08/21/2023 & 08/22/2023	001-000-000-576-80-48-00	Repair & Maintenance	\$481.06			
				Parks Ranger R&M				
			101-000-000-543-30-48-00	Equipment Maintenance	\$188.74			
				Street Ranger R&M				
					\$669.80			
					\$669.80			
					\$669.80			
			Total E & L Service	65860	Invoice - 9403011681	101-000-000-542-61-41-07	TIB Seal Coat Project	\$797.82
							TIB Seal Coat	
								\$797.82
		\$4,700.72						
		\$4,700.72						
		\$1,824.06						
		\$1,824.06						
		\$7,322.60						
		\$7,322.60						
Total Ergon Asphalt	65860	Total Invoice -9403021390				101-000-000-542-61-41-07	TIB Seal Coat Project	\$969.00
				TIB Seal Coat				
					\$969.00			
					\$969.00			
					\$969.00			
					\$969.00			
					\$969.00			
					\$969.00			
					\$969.00			
					\$969.00			

Etter, McMahon, Lamberson, Van Wert, Oreskovich PC - EFT  
 EFT Payment 9/14/2023 11:31:05 AM - 6  
 August 2023 Atty Statement  
 001-000-000-513-30-41-00 Professional Services

Vendor	Number	Reference	Account Number	Description	Amount
			001-000-000-522-30-41-00	Professional Services	\$171.00
			001-000-000-558-50-41-00	Professional Services	\$3,733.50
			410-000-000-534-34-41-00	Professional Services	\$940.50
				<b>Total August 2023 Atty Statement</b>	<b>\$5,814.00</b>
				<b>Total EFT Payment 9/14/2023 11:31:05 AM - 6</b>	<b>\$5,814.00</b>
				<b>Total Etter, McMahon, Lamberson, Van Wert, Oreskovich PC - EFT</b>	<b>\$5,814.00</b>
<b>Excess Inc</b>	<b>65861</b>			<b>2023 - September - 2nd Council Meeting</b>	
			001-000-000-576-80-41-01	Professional Services RV Park	\$597.87
				<b>Invoice -6336</b>	<b>\$597.87</b>
				<b>Total Invoice -6336</b>	<b>\$597.87</b>
<b>Total Excess Inc</b>	<b>65861</b>				
<b>Galls, LLC</b>	<b>65862</b>			<b>2023 - September - 2nd Council Meeting</b>	
			001-000-000-521-20-31-01	Clothing/Uniforms SRO Expenses	\$193.86
			3507		
				<b>Invoice - 25373869</b>	<b>\$193.86</b>
				<b>Total Invoice - 25373869</b>	<b>\$193.86</b>
			001-000-000-521-20-31-01	Clothing/Uniforms	\$361.84
			Swanson		
				<b>Invoice - 25454092</b>	<b>\$361.84</b>
				<b>Total Invoice - 25454092</b>	<b>\$361.84</b>
			001-000-000-521-20-31-01	Clothing/Uniforms SRO Expenses	\$80.76
			3507		
				<b>Invoice - 25521244</b>	<b>\$80.76</b>
				<b>Total Invoice - 25521244</b>	<b>\$80.76</b>
			001-000-000-521-20-31-01	Clothing/Uniforms	\$150.90
			Swanson		
				<b>Invoice -25521246</b>	<b>\$150.90</b>
				<b>Total Invoice -25521246</b>	<b>\$150.90</b>
<b>Total Galls, LLC</b>	<b>65862</b>				
<b>Greater Spokane Inc.</b>	<b>65863</b>			<b>2023 - September - 2nd Council Meeting</b>	
			109-000-000-573-90-49-00	Spectator & Community Events	\$775.00
				<b>Invoice - 138059</b>	<b>\$775.00</b>

Vendor Number	Reference	Account Number	Description	Amount
	Total Invoice - 138059		23-24 membership	\$775.00
Total 65863				\$775.00
Total Greater Spokane Inc.				\$775.00
Interstate Concrete & Asphalt 65864				
	08/26/2023 Statement		2023 - September - 2nd Council Meeting	
		101-000-000-542-61-41-07	TIB Seal Coat Project	\$2,449.40
			TIB Seal Coat	
Total 08/26/2023 Statement Invoice - 895909		101-000-000-542-61-41-07	TIB Seal Coat Project	\$2,449.40
			TIB Seal Coat	\$1,209.21
Total Invoice - 895909				\$3,658.61
Total Interstate Concrete & Asphalt				\$3,658.61
J.A. Sewell & Assoc., LLC 65865				
	Invoice - 23NP08		2023 - September - 2nd Council Meeting	
		001-000-000-558-50-41-00	Professional Services	\$434.84
Total Invoice - 23NP08				\$434.84
Total J.A. Sewell & Assoc., LLC				\$434.84
Law Offices of Joshua Maurer, PLLC - EFT				
	Direct Pay Payment 9/14/2023 11:32:04 AM - 1		2023 - September - 2nd Council Meeting	
	08/2023 PA Services		Pros Atty - Prof Svc	\$3,000.00
		001-000-000-515-41-41-01		\$3,000.00
Total 08/2023 PA Services				\$3,000.00
Total Direct Pay Payment 9/14/2023 11:32:04 AM - 1				\$3,000.00
Total Law Offices of Joshua Maurer, PLLC - EFT				\$3,000.00
Minuteman Press 65866				
	Invoice - 9746		2023 - September - 2nd Council Meeting	
		001-000-000-514-20-31-00	Office & Operating Supplies	\$158.74
			Window Envelopes	
		101-000-000-543-30-31-00	Operating Supplies	\$158.74
		410-000-000-534-34-31-00	Office & Operating Supplies	\$158.74

Vendor	Number	Reference	Account Number	Description	Amount
			411-000-100-535-35-31-00	Office & Operating Supplies	\$158.74
<b>Total Minuteman Press</b>	<b>65866</b>	<b>Total Invoice - 9746</b>			<b>\$634.96</b>
<b>Newport Miner</b>	<b>65867</b>				<b>\$634.96</b>
				<b>2023 - September - 2nd Council Meeting</b>	
		<b>Invoice - 2023223</b>	001-000-000-558-50-41-04	Advertising	\$76.30
				Quail Annex Amend Ord	
		<b>Total Invoice - 2023223</b>			<b>\$76.30</b>
		<b>Invoice - 2023230</b>	001-000-000-558-50-41-04	Advertising	\$163.50
				Comp Plan Hearing	
		<b>Total Invoice - 2023230</b>			<b>\$239.80</b>
<b>Total Newport Miner</b>	<b>65867</b>				<b>\$239.80</b>
<b>Newport Towing</b>	<b>65868</b>				
				<b>2023 - September - 2nd Council Meeting</b>	
		<b>Invoice -13161</b>	101-000-000-543-30-41-02	Professional Services	\$336.56
				23-NP1218	
		<b>Total Invoice -13161</b>			<b>\$336.56</b>
<b>Total Newport Towing</b>	<b>65868</b>				<b>\$336.56</b>
<b>North, David - EFT</b>					
		<b>Direct Pay Payment 9/14/2023 11:32:04 AM - 2</b>		<b>2023 - September - 2nd Council Meeting</b>	
				August 2023 Cell Phone - Dave	
			410-000-000-534-34-42-00	Communications	\$50.00
		<b>Total August 2023 Cell Phone - Dave</b>			<b>\$50.00</b>
		<b>Total Direct Pay Payment 9/14/2023 11:32:04 AM - 2</b>			<b>\$50.00</b>
<b>Total North, David - EFT</b>					<b>\$50.00</b>

<b>North, Nickole - EFT</b>				
Direct Pay Payment 9/14/2023 11:32:04 AM - 3		2023 - September - 2nd Council Meeting		
08/2023 Cell Phone - Nick		001-000-000-514-20-42-00	Communications	\$50.00
Total 08/2023 Cell Phone - Nick				\$50.00
<b>Total North, Nickole - EFT</b>				\$50.00
<b>O'Reilly Auto Parts</b>				
65869				
08/28/2023 Statement		2023 - September - 2nd Council Meeting		
101-000-000-543-30-48-00		Grader	Equipment Maintenance	\$99.39
411-000-100-535-35-48-00		Jet Rodder	Repair & Maintenance	\$171.92
<b>Total 08/28/2023 Statement</b>				\$271.31
<b>Total O'Reilly Auto Parts</b>				\$271.31
<b>Park Deposit Refunds</b>				
65870				
Bobs Car Show Refund		2023 - September - 2nd Council Meeting		
001-000-000-582-10-00-00		Lisa Johnson	Park Deposit Refund	\$250.00
<b>Total Bobs Car Show Refund</b>				\$250.00
<b>Total Park Deposit Refunds</b>				\$250.00
<b>Paul VanEtten</b>				
Direct Pay Payment 9/14/2023 11:32:04 AM - 4		2023 - September - 2nd Council Meeting		
08/2023 Cell Phone - Paul		101-000-000-543-30-42-00	Communications	\$50.00
Total 08/2023 Cell Phone - Paul				\$50.00
<b>Total Direct Pay Payment 9/14/2023 11:32:04 AM - 4</b>				\$50.00
<b>Total Paul VanEtten</b>				\$50.00
<b>Peak Sand &amp; Gravel</b>				
65871				
Invoice - 92468		2023 - September - 2nd Council Meeting		
101-000-000-542-61-41-07		TIB Seal Coat Project	TIB Seal Coat	\$3,633.47
TIB Seal Coat				\$3,633.47
<b>Total Invoice - 92468</b>				\$3,633.47
<b>Invoice - 93125</b>				
101-000-000-542-61-41-07		TIB Seal Coat Project	TIB Seal Coat Project	\$357.26

Vendor Number Reference Account Number Description Amount

Total Invoice - 93125  
 Total 65871  
 Total Peak Sand & Gravel \$357.26  
 \$3,990.73  
 \$3,990.73

Pend Oreille Fire Dist. #4  
 65872  
 2023 - September - 2nd Council Meeting  
 TIB Seal Coat

August 2024 Fire Services  
 001-000-000-522-20-41-00 Prof. Services- Firemen (FD4) \$3,000.00  
 Total August 2024 Fire Services \$3,000.00  
 Total 65872 \$3,000.00  
 Total Pend Oreille Fire Dist. #4 \$3,000.00

Perfection Tire Co.  
 65873  
 2023 - September - 2nd Council Meeting  
 August 2023 Perfection Statement  
 001-000-000-521-20-48-00 Repair & Maintenance Equipment \$2,041.47  
 3508 brakes  
 Total August 2023 Perfection Statement \$2,041.47

Total 65873  
 Total Perfection Tire Co. \$2,041.47  
 \$2,041.47  
 \$2,041.47

Pitney-Bowes - EFT  
 EFT Payment 9/14/2023 11:31:05 AM - 7  
 Invoice 1023785015  
 001-000-000-514-20-31-00 Office & Operating Supplies \$11.62  
 101-000-000-543-30-31-00 Operating Supplies \$11.62  
 410-000-000-534-34-31-00 Office & Operating Supplies \$17.43  
 411-000-100-535-35-31-00 Office & Operating Supplies \$17.42  
 Total Invoice 1023785015 \$58.09  
 Total EFT Payment 9/14/2023 11:31:05 AM - 7 \$58.09  
 Total Pitney-Bowes - EFT \$58.09

PO CO Corrections  
 65874  
 2023 - September - 2nd Council Meeting  
 August 2023 Jail Services  
 001-000-000-523-60-41-00 Prisoner Room & Board \$5,496.50  
 Total August 2023 Jail Services \$5,496.50  
 Total 65874 \$5,496.50  
 Total PO CO Corrections \$5,496.50

Vendor Number Reference Account Number Description Amount

PO CO Dispatch Center 65875  
 08/2023 Dispatch Services 2023 - September - 2nd Council Meeting  
 001-000-000-521-20-41-03 Sheriff Services (Dispatch) \$4,823.75  
 Total 08/2023 Dispatch Services \$4,823.75  
 Total PO CO Dispatch Center \$4,823.75

PO CO District Court 65876  
 August 2023 District Court Fees 2023 - September - 2nd Council Meeting  
 001-000-000-512-52-49-00 District Court Fees \$131.44  
 Total August 2023 District Court Fees \$131.44  
 Total PO CO District Court \$131.44

Public Utility District - EFT 65877  
 08/31/2023 PUD Statement 2023 - September - 2nd Council Meeting  
 001-000-000-513-10-47-00 Utilities \$60.91  
 001-000-000-521-20-47-00 Utilities \$87.49  
 001-000-000-522-50-47-10 Utilities \$87.49  
 001-000-000-576-80-47-00 Utilities \$840.00  
 101-000-000-542-63-47-00 Street Lighting \$1,125.97  
 410-000-000-534-34-47-00 Public Utilities \$9,524.89  
 411-000-100-535-35-47-00 Public Utilities \$2,562.77  
 Total 08/31/2023 PUD Statement \$14,289.52  
 Total Public Utility District - EFT \$14,289.52

Red Rose Carpet Cleaning 65878  
 Invoice - 891814 2023 - September - 2nd Council Meeting  
 001-000-000-514-20-41-00 Professional Services \$125.00  
 001-000-000-521-20-41-00 Professional Services \$200.00  
 101-000-000-543-30-41-02 Professional Services \$125.00  
 410-000-000-534-34-41-00 Professional Services \$125.00  
 411-000-100-535-35-41-04 Professional Services \$125.00  
 Total Invoice - 891814 \$700.00  
 Total Red Rose Carpet Cleaning \$700.00



Vendor Number Reference Account Number Description Amount

Salesky Service Center  
65879  
2023 - September - 2nd Council Meeting  
Invoice - 230824-736  
101-000-000-543-30-48-00 Equipment Maintenance  
PO 3 PU Mntc  
\$57.03  
Total Invoice - 230824-736  
\$57.03  
\$57.03

Total Salesky Service Center  
65880  
Selkirk Ace Hardware  
65880  
2023 - September - 2nd Council Meeting  
08/25/2023 Statement  
001-000-000-514-20-31-00 Office & Operating Supplies \$33.93  
001-000-000-576-80-31-00 Operating Supplies \$141.87  
001-000-000-576-80-31-00 Operating Supplies \$130.49  
RV Park  
101-000-000-543-30-31-00 Operating Supplies \$387.91  
410-000-000-534-34-31-00 Office & Operating Supplies \$419.78  
411-000-100-535-35-31-00 Office & Operating Supplies \$405.61  
Total 08/25/2023 Statement  
\$1,519.59  
\$1,519.59  
\$1,519.59

Total Selkirk Ace Hardware  
65881  
SiteOne Landscape Supply  
65881  
2023 - September - 2nd Council Meeting  
Invoice - 133501862-001  
001-000-000-576-80-48-00 Repair & Maintenance \$594.36  
Sprinkler R&M  
Total Invoice - 133501862-001  
\$594.36  
\$594.36  
\$594.36

Total SiteOne Landscape Supply  
65882  
State of WA - DOR EFT  
EFT Payment 9/14/2023 11:31:05 AM - 8  
August 2023 DOR Remit  
410-000-000-534-34-44-00 B&O Utility Tax \$5,657.37  
411-000-100-535-35-44-00 Utility B&O Tax \$3,430.24  
Total August 2023 DOR Remit \$9,087.61  
Total EFT Payment 9/14/2023 11:31:05 AM - 8 \$9,087.61  
Total State of WA - DOR EFT \$9,087.61

State Treasurer  
65882  
2023 - September - 2nd Council Meeting  
08/2023 State Remit  
633-000-000-586-12-00-01 State Clearing Fund \$730.05

Vendor	Number	Reference	Account Number	Description	Amount
Total State Treasurer	Total 65882	Total 08/2023 State Remit	633-000-000-586-58-00-00	State Building Code Remit	\$38.00
					<b>\$768.05</b>
					<b>\$768.05</b>
Stericycle	65883	Invoice - 8004596591	2023 - September - 2nd Council Meeting		
			001-000-000-514-20-41-00	Professional Services	\$9.00
			101-000-000-543-30-41-02	Professional Services	\$9.01
			410-000-000-534-34-41-00	Professional Services	\$9.01
			411-000-100-535-35-41-04	Professional Services	\$9.01
		Total Invoice - 8004596591			<b>\$36.03</b>
					<b>\$36.03</b>
					<b>\$36.03</b>
Transamerica Life Insurance	Total 65883	EFT Payment 9/14/2023 11:31:05 AM - 9	2023 - September - 2nd Council Meeting		
		Invoice - 9/12/2023 1:48:41 PM	001-000-000-521-20-20-04	Leoff I Long Term Care Insur.	\$284.62
			Clark Insur Balance		
		Total Invoice - 9/12/2023 1:48:41 PM			<b>\$284.62</b>
		Total EFT Payment 9/14/2023 11:31:05 AM - 9			<b>\$284.62</b>
		Total Transamerica Life Insurance			<b>\$284.62</b>
Uline	65884	167812629	2023 - September - 2nd Council Meeting		
			411-000-100-535-35-31-00	Office & Operating Supplies	\$3,535.32
			drum liners		
		Total 167812629			<b>\$3,535.32</b>
					<b>\$3,535.32</b>
					<b>\$3,535.32</b>
US Bank (EFT)	EFT Payment 9/14/2023 11:31:05 AM - 10	08/25/2023 CC Statement	2023 - September - 2nd Council Meeting		
			001-000-000-511-60-31-00	Office & Operating Supplies	\$26.31
			001-000-000-514-20-31-00	Office & Operating Supplies	\$228.91
			001-000-000-514-20-49-00	Miscellaneous Expenditure	(\$74.75)
			001-000-000-521-20-31-00	Office & Operating Supplies	\$113.26
			001-000-000-521-20-41-00	Professional Services	\$13.26

Vendor	Number	Reference	Account Number	Description	Amount
			001-000-000-521-20-42-00	Communications	\$39.98
			001-000-000-522-10-42-00	Communications	\$39.97
			001-000-000-576-80-31-00	Operating Supplies	\$81.89
			001-000-000-576-80-41-01	Professional Services	\$219.00
			001-000-000-576-80-42-00	Communications	\$24.98
			101-000-000-543-30-31-00	Operating Supplies	\$221.28
			101-000-000-543-30-42-00	Communications	\$24.99
			101-000-000-534-30-49-00	Miscellaneous Expenditures	(\$74.75)
			410-000-000-534-34-31-00	Office & Operating Supplies	\$197.05
			410-000-000-534-34-42-00	Communications	\$115.93
			410-000-000-534-34-49-00	Miscellaneous Expenditures	(\$74.75)
			411-000-100-535-35-31-00	Office & Operating Supplies	\$740.95
			411-000-100-535-35-42-00	Communications	\$69.95
			411-000-100-535-35-48-00	Repair & Maintenance	\$965.07
			411-000-100-535-35-49-00	Miscellaneous Expenditures	(\$74.75)
			<b>Total 08/25/2023 CC Statement</b>		<b>\$2,823.78</b>
<b>Total US Bank (EFT)</b>			<b>Total EFT Payment 9/14/2023 11:31:05 AM - 10</b>		<b>\$2,823.78</b>
<b>USA Bluebook</b>	65885		<b>Invoice - INV00109703</b>		
			411-000-100-535-35-31-00	Office & Operating Supplies	\$209.42
			<b>Total Invoice - INV00109703</b>		<b>\$209.42</b>
<b>Total USA Bluebook</b>					<b>\$209.42</b>
<b>Utilities Underground Location Center</b>	65886		<b>Invoice - 3080198</b>		
			410-000-000-534-34-41-00	Professional Services	\$8.39
			411-000-100-535-35-41-04	Professional Services	\$8.38
			<b>Total Invoice - 3080198</b>		<b>\$16.77</b>
<b>Total Utilities Underground Location Center</b>					<b>\$16.77</b>
<b>Van Valkenburg Law PS - EFT</b>			<b>Invoice - 3080198</b>		
			410-000-000-534-34-41-00	Professional Services	\$8.39
			411-000-100-535-35-41-04	Professional Services	\$8.38
			<b>Total Invoice - 3080198</b>		<b>\$16.77</b>
<b>Total Van Valkenburg Law PS - EFT</b>					<b>\$16.77</b>
<b>Van Valkenburg Law PS - EFT</b>			<b>Direct Pay Payment 9/14/2023 11:32:04 AM - 5</b>		
			<b>August 2023 PD Services</b>		
			001-000-000-515-93-41-00	Public Defenders	\$1,200.00
			<b>Total August 2023 PD Services</b>		<b>\$1,200.00</b>
<b>Total Direct Pay Payment 9/14/2023 11:32:04 AM - 5</b>					<b>\$1,200.00</b>
<b>Total Van Valkenburg Law PS - EFT</b>					<b>\$1,200.00</b>

Vendor Number	Reference	Account Number	Description	Amount
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<b>Water &amp; Sewer Refunds</b> 65887	<b>2023 - September - 2nd Council Meeting</b>			
	2578.0 W/S Refund		Zoe Carter	
		410-000-000-343-40-10-01	Basic Charges-Water Revenue	\$53.70
		411-000-000-343-50-10-01	Basic Charges - Sewer Revenue	\$69.55
	<b>Total 2578.0 W/S Refund</b>			<b>\$123.25</b>
				<b>\$123.25</b>

<b>Total Water &amp; Sewer Refunds</b>				
<b>Zenner USA</b>	65888			
			<b>2023 - September - 2nd Council Meeting</b>	
	Invoice - 0080255-IN		Office & Operating Supplies	\$390.37
		410-000-000-534-34-31-00	hand held programmer, software	
	<b>Total Invoice - 0080255-IN</b>			<b>\$390.37</b>
<b>Total Zenner USA</b>				<b>\$390.37</b>

<b>ZiPLY Fiber - EFT</b>				
	EFT Payment 9/14/2023 11:31:05 AM - 11		<b>2023 - September - 2nd Council Meeting</b>	
	Sept 2023 Fiber CH		Communications	\$180.43
		001-000-000-514-20-42-00	Communications	\$180.45
		101-000-000-543-30-42-00	Communications	\$180.45
		410-000-000-534-34-42-00	Communications	\$180.45
		411-000-100-535-35-42-00	Communications	\$180.45
	<b>Total Sept 2023 Fiber CH</b>			<b>\$721.78</b>
	Sept 2023 Fiber for WTP		Communications	\$118.24
		410-000-000-534-34-42-00		
	<b>Total Sept 2023 Fiber for WTP</b>			<b>\$118.24</b>
	<b>Total EFT Payment 9/14/2023 11:31:05 AM - 11</b>			<b>\$840.02</b>
<b>Total ZiPLY Fiber - EFT</b>				<b>\$840.02</b>

<b>Grand Total</b>				<b>\$99,904.82</b>
	<b>Vendor Count</b>		53	