

**City of Tekoa**  
**COUNCIL MEETING AGENDA**  
***Monday – December 2, 2024***  
*Meeting time –6:00 p.m.*  
*Tekoa City Hall*

- I. CALL TO ORDER:**
- II. PLEDGE OF ALLEGIENCE:**
- III. ROLL CALL:**
  - MAYOR SCHULZ:**
  - CM MANDI PRINCE:**
  - CM MARGIE JAEGER:**
  - CM PETE MARTIN:**
  - CM MIKE HALE:**
  - CM SHELLY AUSMUS:**
  - CM DAVE TYSZ:**
  - CM CHERI CURRIER:**
- IV. AGENDA MODIFICATIONS:**
- V. NOVEMBER 18, 2024, COUNCIL MEETING MINUTES:**
- V. PUBLIC COMMENTS, PUBLIC HEARINGS AND CORRESPONDENCE:**
  - A. PUBLIC COMMENTS FROM THE AUDIENCE:**
  - B. COMMUNITY GROUP UPDATES:**
- VI. UNFINISHED BUSINESS:**
  - A. ETHICS POLICY:**
  - B. HARASSMENT POLICY:**
  - C. TINY HOMES:**
- VII. NEW BUSINESS:**
  - A. FINAL BUDGET HEARING:**
  - B. CEMETERY COMMITTEE REQUEST APPROVALS:**
  - C. STEVE HAXTON:**

**VIII. ANNOUNCEMENTS AND REPORTS:**

**A. MAYOR'S REPORT:**

**B. STAFF REPORT:**

**A. COUNCIL REPORTS & COMMENTS:**

**X. APPROVAL OF VOUCHERS AND CLAIMS:**

**XI. EXECUTIVE SESSION:**

**XII. CONTINUED PUBLIC COMMENTS:**

**XIII. ADJOURNMENT:**

**Next meeting – Monday, December 16, 2024 – 6:00 P.M.**

Agenda

**City of Tekoa**  
**COUNCIL MEETING MINUTES**  
***Monday – November 18, 2024, 6 P.M.***  
**Tekoa City Hall**

- I. CALL TO ORDER:** Mayor Schulz called the meeting to order at 6:00 P.M.
- II. PLEDGE OF ALLEGIANCE:** Mayor Schulz led in the Pledge of Allegiance.
- III. ROLL CALL:**
- MAYOR SCHULZ:** Present.  
**CM MANDI PRINCE:** Present.  
**CM MARGIE JAEGER:** Present.  
**CM PETE MARTIN:** Present.  
**CM MIKE HALE:** Present.  
**CM SHELLY AUSMUS:** Present.  
**CM DAVE TYSZ:** Present.  
**CM CHERI CURRIER:** Present.  
Also present was Atty. Eric Hanson.
- IV. AGENDA MODIFICATIONS:** CM Martin wanted to add “Goldenrod Perpetual Care Endowment Reimbursement” to the agenda.
- V. NOVEMBER 4, 2024, COUNCIL MEETING MINUTES:** CM Martin added “AWC didn’t have any findings” to the public comment re: the council investigation. CM Ausmus moved to accept the minutes as amended. CM Tysz seconded the motion. The motion passed unanimously.
- VI. PUBLIC COMMENTS, PUBLIC HEARINGS AND CORRESPONDENCE:**
- A. PRELIMINARY BUDGET HEARING:** Mayor Schulz opened the Preliminary Budget Hearing at 6:05 P.M. Clerk Evans-Teague entertained questions. An additional workshop was discussed. Mayor Schulz closed the hearing at 6:15 P.M.
- B. PUBLIC COMMENTS FROM THE AUDIENCE:**
- C. COMMUNITY GROUP UPDATES:** Turkey Trot at the Trestle is Nov. 28, 2024, at 9:30am.
- VII. UNFINISHED BUSINESS:**
- A. ETHICS POLICY:** Atty. Hanson explained that he has not been able to finish an ethics policy yet. CM Martin asked about timeframes, and Atty. Hanson said he thought he could have it ready before the next meeting. There was discussion. It will be on the next agenda.
- B. TINY HOMES:** Mayor asked if anyone had any more information. CM Ausmus asked if Atty. Hanson could pull out the pertinent information from the packet from the last meeting. Atty. Hanson suggested that the council designate a particular area. Mayor Schulz explained how some

other states have guidelines re: tiny homes. There was discussion, including discussion about calling a public meeting.

- C. **DOG TAGS:** CM Ausmus moved to enact a \$25 lifetime fee for altered dogs, current annual fees for unaltered dogs, \$10 senior dog fees (altered), and for those with an existing altered dog, one more \$10 fee would suffice for a lifetime tag. CM Martin seconded the motion. The motion passed unanimously.
- D. **HARASSMENT POLICY:** Atty. Hanson sent a letter to the mayor and council and they can talk about it once they have read the letter. He suggested not discussing it in an open public meeting.
- E. **SEWER/WATER RATES:** There was discussion about how much to increase the sewer rates and about water rates. CM Tysz moved to raise rates \$5 for sewer and \$1 for water (in January 2025). CM Hale seconded the motion. The motion passed unanimously.

#### VIII. NEW BUSINESS:

- A. **PAY ESTIMATE, JUB ENGINEERS, WSDOT AIRPORT GRANT:** CM Ausmus moved to pay the pay estimate for JUB Engineers. CM Currier seconded the motion, and the motion passed unanimously.
- B. **EXECUTIVE SESSION:** Mayor Schulz called an Executive Session to discuss the Hood lawsuit proposals and evaluation of a potential hire for 20 minutes until 7:00 P.M. The mayor closed the Executive Session at 7:00 P.M.
- C. **CONFIRM DEPUTY CLERK HIRE:** The deputy clerk hire is Carleen Sams. CM Hale moved to approve Carleen Sams as deputy clerk at \$23.50/hr. CM Hale, Jaeger, Prince, Ausmus, Currier and Tysz voted yes. Not present: CM Martin.
- D. **GOLDENROD PERPETUAL CARE ENDOWMENT REIMBURSEMENT:** This matter was presented during council reports and comments.

#### IX. ANNOUNCEMENTS AND REPORTS:

- A. **MAYOR'S REPORT:** Mayor Schulz reported on some different housing strategies, and there is a meeting tomorrow where he hopes to get some good information on this subject.
- B. **STAFF REPORT:** Annette Clausen has left the city some funds for the cemetery, and two CDs mature this November.
- C. **COUNCIL REPORTS & COMMENTS:** CM Martin reported the process for requesting funds through the Goldenrod Perpetual Care Endowment Committee has changed. He let the council know there is an endowment meeting on December 3, 2024, to familiarize everyone with this process. He explained the future of expansion for the cemetery. CM Martin would like to be the first to be notified if there are issues that need to be explained. The mayor explained his request to the committee to schedule a meeting. That meeting did not happen. The mayor explained the process as it stands now. He explained how the changes in policy are affecting the city and the office. There was discussion. CM Martin explained he would like to be part of the process. CM Ausmus will update the council on Parks and Rec. next meeting. She suggested looking at the

library budget for furnace replacement. She would also like to have more regular Public Works updates and Enforcement Officer reports. CM Tysz asked about the water, as it has been smelling more lately. He would like to know how many gallons/minute the old well produces when it is pumping. CM Martin also made a point that the staff is there to support the city council, as the council can't do it by themselves. CM Martin made the point that he thinks CM Tysz should be involved more in water and sewer issues at the city, as he is employed at other municipalities in this capacity.

- X. APPROVAL OF VOUCHERS AND CLAIMS:** CM Ausmus moved to approve EFT payroll and claims #17481-17503 in the amount of \$65,288.42 and EFT payroll and claims #17504-17547 in the amount of \$157,218.02. CM Hale seconded the motion. The motion passed unanimously.
- XI. CONTINUED PUBLIC COMMENTS:** Brad Chandler commented that the city council meetings are all available on Facebook so all the minutes changes are unnecessary, as people can go online and see exactly what was said.
- XII. ADJOURNMENT:** CM Tysz moved to adjourn the meeting. CM Hale seconded the motion. The motion passed unanimously. Mayor Schulz adjourned the meeting at 7:25 P.M.

**APPROVED:**

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Roy Schulz - Mayor

**ATTEST:**

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Eliza M. Evans-Teague- Clerk/Treasurer

## Final Budget for 2025, City of Tekoa

Fund	Account	Title	Budget Amount	Proposed Ending	2025 Budget
		<b>Current Expense Fund Revenues</b>			
1	1308 91 00 01	General Fund Beg Balance	257473.11	204852.87	198730.90
1	1311 10 00 00	Real & Personal Property Tax	80000.00	80000.00	80000.00
1	1313 11 00 00	Real Sales & Use Tax	75000.00	85000.00	80000.00
1	1317 20 00 02	Leasehold Excise Tax-Old City Shop	0.00	0.00	400.00
1	1317 20 00 03	Leasehold Excise Tax-Lower	0.00	64.20	192.60
1	1317 20 00 04	Leasehold Excise Tax-Upper	0.00	48.15	0.00
1	1317 20 00 05	Leasehold Excise Tax Golf Course	0.00	77.04	77.04
1	1318 34 00 00	Real Estate Excise Tax	0.00	2822.13	0.00
1	1316 43 00 00	Telephone Utility Tax Rev	5500.00	8000.00	7200.00
1	1316 46 00 01	Garbage Tax	30000.00	30261.00	29000.00
1	1321 99 00 00	Peddlers Permits	0.00	145.00	0.00
1	1322 10 00 00	Building Permits	2500.00	11250.00	2750.00
1	1322 90 00 00	Fire Permits	0.00	75.00	0.00
1	1334 00 30 24	WA State Archives (SOS) Grant-Records Room	12288.00	10000.00	12288.00
1	1336 00 98 00	City-County Assistance	53000.00	56000.00	53000.00
1	1336 06 42 00	Marijuana Excise Tax Dist.	1000.00	1250.00	1000.00
1	1336 06 94 00	Liquor Excise	5820.00	5200.00	5300.00
1	1336 06 95 00	Liquor Board Profits	6078.00	6078.00	6000.00
1	1337 00 00 01	Whitman Co. .09 Grant	0.00	17802.00	
1	1337 00 00 23	Whitman Co. .09 ED Grant-2023	0.00	21121.00	0.00
1	1337 00 00 24	Whitman Co. .09 ED Grant-2024	0.00	0.00	4000.00
1	1337 00 19 01	AWC Loss Control Grant	2500.00	0.00	2500.00
1	1341 70 00 01	Old City Shop Lease	5400.00	5589.00	5600.00
1	1343 71 00 00	Empire Disposal Serv.billing	180000.00	190000.00	190000.00
1	1343 72 00 00	Administrative Fee Garbage	5500.00	5500.00	5500.00
1	1343 72 00 01	Burn Pile Fee	0.00	0.00	4500.00
1	1361 11 00 00	Interest	2000.00	5000.00	2000.00
1	1361 40 00 00	Sales Tax Interest	50.00	325.00	50.00
1	1361 40 00 01	Interfund Loan Repayment-Interest	0.00	636.07	0.00
1	1362 40 00 01	Community Center Rental	750.00	2000.00	800.00
1	1362 50 00 03	Old City Hall Lease - Lower	1500.00	1500.00	1250.00

## Final Budget for 2025, City of Tekoa

1 362 50 00 04	Old City Hall Lease - Upper	1500.00	1500.00	1250.00
1 362 50 00 05	Tekoa Golf Course Lease	600.00	600.00	600.00
1 367 58 00 01	Contributions and Non-Governmental Donations	0.00	99.00	0.00
1 369 10 00 00	Sale Of Scrap And Junk	0.00	0.00	0.00
1 369 30 00 01	Confiscated And Forfeited Property	0.00	0.00	0.00
1 369 90 00 01	Misc Property Sale	0.00	0.00	0.00
1 369 91 13 00	Misc. Revenue	0.00	175.00	0.00
1 369 91 15 00	Mosquito Control	2500.00	0.00	0.00
1 381 20 00 00	Interfund Loan Repayment	0.00	0.00	0.00
1 381 20 78 01	Interfund Loan Payment Rec'd	0.00	0.00	0.00
1 382 10 00 00	Community Center Deposit	0.00	0.00	0.00
1 395 10 00 01	Sale Of Capital Assets	0.00	0.00	0.00
1 395 10 00 22	Sale of Capital Assets	0.00	0.00	0.00
1 397 00 00 01	Cemetery To Current Exp	14500.00	29000.00	0.00
1 397 34 44 01	Water Utility Tax To CE Fund	14000.00	14000.00	14000.00
1 397 34 44 02	Sewer Utility Tax To CE Fund	20000.00	20000.00	20000.00
1 398 18 00 01	Insurance Recovery	0.00	0.00	0.00
	<b>Total:</b>	779459.11	815970.46	727988.54
	<b>Current Expense Fund-Expenditures</b>			
1 511 30 49 00	Official Publication Service	1200.00	1650.00	1650.00
1 511 60 10 00	Salary & Wages (City Council)	3600.00	3600.00	3600.00
1 511 60 20 00	Benefits (City Council)	380.00	348.00	360.00
1 513 10 10 00	Salary & Wages (Mayor)	5400.00	5400.00	5400.00
1 513 10 20 00	Benefits (Mayor)	500.00	500.00	540.00
1 514 20 48 00	Operations	22000.00	23000.00	23000.00
1 514 23 10 00	Salary & Wages (Clerk/Treas)	21500.00	22500.00	19393.00
1 514 23 10 01	Salary & Wages (Deputy Clerk)	14670.00	22000.00	19552.00
1 514 23 10 02	Financial & Record Services - Salaries & Wages	250.00	250.00	250.00
1 514 23 20 00	Benefits (Clerk)	6562.00	4000.00	6606.00
1 514 23 20 01	Benefits (Deputy Clerk)	5169.00	4000.00	6646.00
1 514 23 20 02	Financial & Record Services - Personnel Benefits	25.00	25.00	30.00
1 514 23 25 00	Education & Training/employe	1500.00	1850.00	1550.00
1 514 23 31 00	Office Supplies	7000.00	9000.00	7000.00

## Final Budget for 2025, City of Tekoa

1 514 23 41 00	Audit Examinations (State)	5000.00	5000.00	2200.00
1 514 40 41 00	Election Services	4000.00	6205.13	6000.00
1 515 41 41 00	Legal Services (City Attorney)	6800.00	6800.00	8400.00
1 518 20 42 00	Telephone	5000.00	4400.00	4400.00
1 518 30 10 00	Maintenance Services	33695.00	45300.00	23712.00
1 518 30 20 00	Maintenance Serv Benefits	11338.00	9750.00	8500.00
1 518 30 46 00	Liability Insurance (City Hall)	12138.00	12138.00	12445.00
1 518 30 47 03	Public Utilities-Heating Oil, City Hall	1250.00	1250.00	1250.00
1 518 90 49 00	AWC	600.00	487.00	650.00
1 518 30 47 01	Public Utilities/City	13000.00	13000.00	14500.00
1 518 30 47 02	City Hall Wat/Sew/Garb	8500.00	6000.00	6500.00
1 518 30 49 00	Misc Expenditures	1000.00	500.00	1000.00
1 554 20 30 01	Mosquito Control	6000.00	127.97	5000.00
1 524 10 10 00	Building Inspector	6000.00	6000.00	6000.00
1 524 10 20 00	Building Insp Benefits (FICA)	675.00	752.00	750.00
1 524 10 31 01	Building Inspector Supplies	100.00	100.00	100.00
1 524 10 41 01	Building Inspector Training	1000.00	1000.00	1000.00
1 524 10 41 02	Building Code Fees (Annual)	400.00	400.00	400.00
1 524 60 10 00	Code Enforcement Officers	6000.00	6000.00	6000.00
1 524 60 10 01	Summer Code Services	7000.00	10300.00	8000.00
1 524 60 20 00	Code Enforcement Benefits	700.00	860.00	860.00
1 524 60 20 01	Summer Code Service Benefits	1150.00	1725.00	1500.00
1 524 60 48 01	Repair & Demolition Building	1500.00	1500.00	1500.00
1 537 00 30 00	Burn Pile Repair and Maintenance/Supplies	0.00	5890.86	5000.00
1 537 10 41 00	Garbage Contractors	169000.00	169000.00	170000.00
1 554 30 20 00	Animal Control Services - Benefits	0.00	0.00	0.00
1 554 30 30 00	Animal Control Supplies	200.00	200.00	200.00
1 544 40 41 01	Survey	6500.00	6500.00	6500.00
1 554 90 40 00	Burn Pile Expenses	0.00	2600.00	2500.00
1 566 00 41 00	Palouse River Council	450.00	450.00	450.00
1 571 50 47 03	Education - Utility Services	300.00	300.00	350.00
1 571 50 48 00	Education - Repairs & Maintenance	300.00	300.00	350.00
1 572 50 10 00	Library Cleaning Wages	920.00	920.00	1000.00



## Final Budget for 2025, City of Tekoa

1 572 50 20 00	Library Cleaning Benefits		125.00	140.00	200.00
1 572 50 30 02	Library Maint/Operations		900.00	900.00	900.00
1 572 50 32 00	Library Heating Fuel		2000.00	2200.00	2500.00
1 572 50 46 00	Library Liability Ins		3000.00	2500.00	1321.00
1 572 50 47 00	Library Electricity		1350.00	1350.00	1500.00
1 572 50 48 00	Library Bldg Repairs		2500.00	1500.00	0.00
1 572 50 48 21	Library Services - Repairs & Maintenance		2500.00	2500.00	2500.00
1 575 50 10 00	Comm Ctr Wages		2000.00	550.00	2000.00
1 575 50 20 00	Comm Center Benefits		400.00	125.00	200.00
1 575 50 30 00	Com Center Supplies		300.00	300.00	300.00
1 575 50 47 01	Comm Ctr. Utilities		4600.00	4600.00	5000.00
1 575 50 48 01	Comm Ctr Rep & Main		1000.00	1000.00	1000.00
1 582 10 00 00	Com Center Return Deposit		0.00	0.00	0.00
1 576 65 10 01	Reststop Salaries		3500.00	3500.00	3500.00
1 576 65 20 01	Reststop - Benefits		550.00	550.00	550.00
1 576 90 30 00	Reststop Supplies				1200.00
1 582 10 40 00	Comm Center Dep. Return		0.00	0.00	0.00
1 589 90 00 02	Payroll Clearing		0.00	0.00	0.00
1 591 18 70 00	Copier Lease		1000.00	1000.00	1200.00
1 594 18 10 24	WA State Archives Grant-Salaries		3060.00	3060.00	0.00
1 594 18 20 24	WA State Archives Grant-benefits/taxes		540.00	540.00	0.00
1 594 18 30 24	WA State Archives-Supplies/Equipment		8688.00	7045.60	0.00
1 594 18 62 22	.09 Grant		0.00	0.00	0.00
1 594 18 62 23	.09 Grant Project-2023		0.00	0.00	0.00
1 595 61 60 22	AWC Risk Prev. Grant-Sidewalk Proj.		0.00	0.00	0.00
1 597 00 01 01	CE To Cemetary		25000.00	25000.00	25000.00
1 597 00 01 04	CE To Street Fund		50000.00	50000.00	50000.00
1 597 00 01 05	CE To Airport Fund		15000.00	15000.00	15000.00
1 597 00 01 08	CE To Fire Dept Fund		20000.00	20000.00	20000.00
1 597 00 01 09	CE To Criminal Justice Fund		50000.00	50000.00	40000.00
1 597 00 11 00	Investment/general Fund		0.00	0.00	0.00
	<b>Total:</b>		598285.00	617239.56	576465.00
1 508 91 00 01	<b>Current Expense End Cash</b>		181974.11	198730.90	151523.54

## Final Budget for 2025, City of Tekoa

		<b>Cemetery Fund-Revenues</b>				
101	308 51 00 01	Cemetery Beg Balance	11834.99		-1469.51	20532.26
101	317 20 00 06	Leasehold Excise Tax for Cemetery Lease	0.00		0.00	30.00
101	343 60 01 01	Sales for Cem. Ser.	3000.00		8325.00	5000.00
101	361 11 01 01	Investment Interest	0.00		61.00	50.00
101	362 50 01 01	Hay Cemetery Lease	250.00		250.00	250.00
101	367 20 01 01	Contributions And Donations From Nongovernmental Se	37000.00		79626.63	36250.00
101	397 00 01 01	CE To Cemetery Fund	25000.00		25000.00	25000.00
101	397 00 01 02	Cemetery Endowment to Cemetery Fund			7977.89	800.00
		<b>Total:</b>	77084.99		119771.01	87912.26
		<b>Cemetery Fund-Expenditures</b>				
101	536 00 40 00	Cemetery Plot Buy-Back	0.00		1000.00	600.00
101	536 00 40 01	Cemetery Memorial Purchase	450.00		1102.68	450.00
101	536 00 47 01	Cemetery - Utility Services	6500.00		6500.00	7000.00
101	536 50 10 00	Cemetery Salary	29000.00		40000.00	40000.00
101	536 50 10 01	Cemetery Addt Labor	0.00		0.00	0.00
101	536 50 20 00	Cemetery Benefits	6500.00		6500.00	6500.00
101	536 50 31 01	Cemetery Landscaping	1400.00		1500.00	1500.00
101	536 50 31 02	Cemetery Repairs & Maint	6000.00		8000.00	6000.00
101	536 50 41 00	Cemetery Audit	0.00		0.00	0.00
101	536 50 46 00	Cemetery Insurance	5000.00		5000.00	3000.00
101	581 20 00 01	Interfund Loan Repayment	0.00		636.07	0.00
101	592 00 80 01	Interfund Loan Repayment-Interest	0.00		0.00	0.00
101	594 36 60 00	Cemetery Cap Expenditure	0.00		0.00	0.00
101	597 00 00 00	Operating Transfer Out	0.00		0.00	0.00
101	597 00 00 01	Cemetery To Current Exp	15500.00		29000.00	0.00
		<b>Total:</b>	70350.00		99238.75	65050.00
101	508 51 00 01	<b>Cemetery Ending Cash</b>	6734.99		20532.26	22862.26

## Final Budget for 2025, City of Tekoa

		<b>Street Fund-Revenue</b>				
104 308 51 00 04	Street Beg Balance		53965.46		46836.38	24041.52
104 316 41 01 04	Electricity Utility Tax Rev		55000.00		65470.00	60000.00
104 336 00 71 00	Multimodel Transport City		1030.00		1030.00	1040.00
104 336 00 87 00	Motor Vehicle Fuel Tax - City Streets		14684.00		14052.00	14907.00
104 337 00 48 00	AWC Loss Control Grant		0.00		0.00	0.00
104 361 10 20 00	Miscellaneous Revenue		0.00		0.00	0.00
104 361 11 01 04	Street Investment Interest		250.00		1000.00	300.00
104 362 10 00 04	Equipment And Vehicles Rentals (Short-term)		0.00		0.00	0.00
104 367 00 00 00	Street-Non Gov. Contributions and Donations		0.00		0.00	0.00
104 395 10 01 04	Sale Of Capital Assets		0.00		0.00	0.00
104 397 00 01 04	CE To Street Fund		80000.00		80000.00	50000.00
		<b>Total:</b>	204929.46		208388.38	150288.52
		<b>Street Fund-Expenditures</b>				
104 542 30 48 00	Pave City Street		0.00		0.00	0.00
104 542 63 47 00	Street Lighting		22500.00		24158.00	26000.00
104 542 64 31 00	Traffic Control(signs,paint)		1500.00		2300.00	1500.00
104 542 66 31 00	Snow And Ice Control		2750.00		2750.00	2750.00
104 542 90 10 00	Street Wages		37163.00		31000.00	26840.00
104 542 90 20 00	Street Benefits		12396.00		9920.00	9300.00
104 542 90 31 01	Street Adm Office Supplies		3000.00		3000.00	2500.00
104 542 90 31 02	Phone & Heating (city Shop)		1200.00		1200.00	1250.00
104 542 90 31 03	Fuel, Gas, Oil,		7000.00		7000.00	7500.00
104 542 90 40 01	Street Liability Ins		11138.00		11000.00	11445.00
104 542 90 40 03	Street Repairs And Maint		30000.00		75000.00	35000.00
104 542 90 40 04	Repairs To City Shop Buildin		500.00		518.86	700.00
104 542 90 41 01	Audit (Street)		3000.00		3000.00	1500.00
104 542 90 47 05	Electricity - Old City Shop		0.00		0.00	0.00
104 594 42 64 00	Street Equipment Rplcment		27500.00		13000.00	19500.00
104 597 00 11 04	St Fund To Water Fund - Hydrant		500.00		500.00	500.00
		<b>Total:</b>	160147.00		184346.86	146285.00
104 508 51 00 04	<b>Street Ending Cash</b>		14782.46		24041.52	4003.52

## Final Budget for 2025, City of Tekoa

		<b>Airport Fund-Revenues</b>					
105	308 51 00 05	Airport Beg Balance	19237.46		29975.95		20013.85
105	317 20 00 01	Leasehold Excise Tax	0.00		108.15		358.68
105	344 50 00 01	Airport Fuel Sales	19000.00		17500.00		16000.00
105	337 00 00 25	.09 Grant for Matching Funds					20000.00
105	362 46 00 00	Airport Lease Late Fee	0.00		0.00		0.00
105	362 50 00 00	Airport Leases	4000.00		4800.00		4800.00
105	367 00 00 05	Cont/Donations From Nongov Serv	0.00				0.00
105	367 19 01 01	Port Of Whitman Fuel Station Assistance	0.00		0.00		0.00
105	369 00 00 00	Airport Lease-Past Due Fees	0.00		0.00		0.00
105	397 00 01 05	Airport Int Trans From CE	15000.00		15000.00		15000.00
		<b>Total:</b>	57237.46		67384.10		76172.53
		<b>Airport Fund-Expenditures</b>					
105	546 00 33 00	Airports And Ports - Power/Water/Gas Purchased For Re	21000.00		33493.10		21000.00
105	546 46 31 00	Airports And Ports - Other Improvements	0.00		0.00		0.00
105	546 46 46 00	Airport Liability Insurance	2000.00		1969.00		2362.00
105	546 46 47 00	Airports Utility Services	1600.00		1600.00		1750.00
105	546 46 48 00	Airport Repairs & Maintenance	2000.00		1000.00		2000.00
105	589 30 00 00	Airport Leasehold Excise Tax to WA State	0.00		108.15		358.68
105	591 46 70 00	Airports And Ports - Intergovernmental Loans	0.00		0.00		0.00
105	594 46 48 01	Aviation Grant Expenses	0.00				0.00
105	594 46 48 02	Aviation Grant Match	30000.00		9200.00		35800.00
		<b>Total:</b>	56600.00		47370.25		63270.68
105	508 51 00 05	<b>Airport Ending Balance</b>	637.46		20013.85		12901.85
		<b>Fire Dept. Fund-Revenue</b>					
108	308 51 00 08	FD Beginning Cash	25142.25		33177.24		32447.24
108	361 11 01 08	Inv Int Fire Department	100.00		550.00		100.00
108	367 00 01 20	Contributions And Donations From Nongovernmental Se	0.00		0.00		0.00
108	369 91 00 01	Rural Fire District #1	8000.00		8000.00		8000.00

## Final Budget for 2025, City of Tekoa

108	397 00 01 08	Fire Trans In From CE		20000.00	20000.00	20000.00
108	372 00 01 08	Insurance Recoveries		0.00	0.00	0.00
			<b>Total:</b>	53242.25	61727.24	60547.24
		<b>Fire Dept. Fund-Expenditures</b>				
108	522 10 42 00	Fire Communications (Phone)		1600.00	1600.00	1750.00
108	522 10 42 01	Phone/Int -FD Reimb		1600.00	1600.00	1750.00
108	522 20 10 00	Firemen Salaries/Wages		3350.00	3350.00	3350.00
108	522 20 20 00	Firemen Benefits (FICA)		350.00	350.00	350.00
108	522 20 20 01	Fire Oper Medical/Benefits		1200.00	1080.00	1200.00
108	522 20 30 00	Fire Dept. Supplies		0.00	800.00	1000.00
108	522 20 30 01	Fire Dept. Supplies Reimbursement		0.00	800.00	1000.00
108	522 20 35 00	Fire Equipment		2500.00	2500.00	2500.00
108	522 20 35 01	Fire Suppression And Emergency Medical Services - Sma		0.00	2500.00	2500.00
108	522 20 46 00	Firemen Liability Insurance		1800.00	1800.00	1300.00
108	522 20 48 00	Fire Repairs And Maint		7000.00	2500.00	5000.00
108	522 20 48 01	Fire Rprs/Maint-Dist Reimb		7000.00	2500.00	5000.00
108	522 45 49 00	Fire Training		0.00	300.00	500.00
108	522 45 49 01	Fire Training-Reimbursement		0.00	300.00	500.00
108	522 50 47 00	Fire Public Utilities		2750.00	3300.00	3600.00
108	522 50 47 01	Fire Pub Util - FD Reimb		2750.00	3300.00	3600.00
108	597 00 09 00	Fire Hydrant Rental To Water		700.00	700.00	700.00
			<b>Total:</b>	32600.00	29280.00	35600.00
108	508 51 00 08	<b>Fire Ending Cash</b>		20642.25	32447.24	24947.24
		<b>Criminal Justice-Revenues</b>				
109	308 51 00 09	CJ Beginning Cash		22780.90	25137.04	30886.04
109	322 30 00 00	Animal Licenses		1000.00	1562.00	1000.00
109	313 71 00 00	Local Criminal Justice		13000.00	15500.00	13500.00
109	335 04 01 00	LE & CJ Leg One Time		0.00	0.00	0.00
109	336 06 21 00	Cj-population		1000.00	1000.00	1000.00

## Final Budget for 2025, City of Tekoa

109 336 06 26 00	Cj Special Programs	1087.00	1087.00	1087.00	1148.00
109 336 06 51 00	Dui-cities	0.00	0.00	0.00	0.00
109 359 00 00 00	Non-court Fines & Penalties	0.00	0.00	0.00	0.00
109 397 00 01 09	Trans In From Cur Expense	50000.00	50000.00	50000.00	40000.00
	<b>Total:</b>	88867.90	94286.04		87534.04
	<b>Criminal Justice-Expenditures</b>				
109 521 10 29 00	Health Ins/Retired Officer	11000.00	11400.00	12600.00	
109 521 20 41 00	Whitman County Sheriff Contract	55000.00	52000.00	53000.00	
109 523 10 51 00	County Incarceration Fees	0.00	0.00	0.00	0.00
	<b>Total:</b>	66000.00	63400.00	65600.00	
109 508 51 00 09	<b>CJ Ending Cash</b>	22867.90	30886.04	21934.04	
	<b>Street Levy-Revenues &amp; Expenditures</b>				
114 308 51 00 14	Street Levy Beginning Cash	0.00	0.00	0.00	0.00
114 311 10 10 18	Street Levy Tax	50000.00	50000.00	50000.00	50000.00
114 369 91 10 19	From Street Fund	0.00	0.00	0.00	0.00
	<b>Total:</b>	50000.00	50000.00	50000.00	50000.00
114 542 30 41 18	Chip Seal Street Project	0.00	0.00	0.00	0.00
114 542 30 48 18	Major Street Repairs	50000.00	50000.00	50000.00	50000.00
	<b>Total:</b>	50000.00	50000.00	50000.00	50000.00
114 508 51 00 14	Street Levy Ending Balance	0.00	0.00	0.00	0.00
	<b>TIB-Seal Coat Project Fund-Revenues &amp; Expenditures</b>				
366 308 31 00 23	TIB-Seal Coat Project- Beginning Balance	0.00	0.00	0.00	0.00
366 344 03 80 23	TIB-Seal Coat Project-Grant Monies Rec'd	176826.24	161532.65	161532.65	0.00
	<b>Total:</b>	176826.24	161532.65		
366 595 10 60 02	TIB-Seal Coat Project-Engineering	6126.24	26265.09	0.00	0.00
366 595 30 60 01	TIB-Seal Coat Project-Construction	170700.00	135267.56	0.00	0.00
366 595 90 60 03	TIB-Seal Coat Project-Construction Management	0.00	0.00	0.00	0.00
	<b>Total:</b>	176826.24	161532.65	0.00	0.00

## Final Budget for 2025, City of Tekoa

366	508 61 00 23	<b>TIB-Seal Coat Project-Ending Balance</b>	0.00	0.00	0.00	0.00
		<b>TIB-Maintenance Fund-Revenue &amp; Expenditures</b>				
367	308 31 00 00	TIB-Maintenance Project-Estimated Beginning Balance	0.00	0.00	0.00	0.00
367	334 03 80 00	TIB-Maintenance Project-Grant Money Rec'd	5031.52	0.00	0.00	0.00
367	595 30 60 02	TIB-Maintenance Project-Construction	5031.52	0.00	0.00	0.00
367	508 60 00 00	<b>TIB-Maintenance Project-Ending Balance</b>	0.00	0.00	0.00	0.00
		<b>WSDOT Airport Grant Fund-Revenues</b>				
368	308 31 00 01	WSDOT-Airport Grant Fund- Beginning Balance	0.00	0.00	0.00	0.00
368	334 03 60 00	WSDOT- Airport Grant Fund-Monies Rec'd	766744.04	73508.91	693235.13	693235.13
		<b>Total:</b>		73508.91	693235.13	
		<b>WSDOT Airport Grant Fund-Expenditures</b>				
368	595 46 40 00	WSDOT-Airport Grant Fund-Engineering	121922.85	72508.91	48413.94	48413.94
368	595 46 40 02	WSDOT-Airport Grant Fund-Construction	644821.19	0.00	644821.19	644821.19
368	595 46 40 03	WSDOT-Airport Grant Fund-Construction Management	0.00	0.00	0.00	0.00
		<b>Total:</b>				
368	508 31 00 00	<b>Ending Balance</b>	693235.13	0.00	693235.13	
		<b>Water Fund-Revenue</b>				
401	308 51 00 41	Water Beg Balance	116758.48	121970.13	69231.48	69231.48
401	343 40 00 34	Water Utility Tax Revenue	14000.00	14000.00	14000.00	14000.00
401	343 40 00 00	Water Revenue	265000.00	265000.00	265000.00	265000.00
401	343 40 00 01	Misc. Water Revenue	0.00	0.00	0.00	0.00
401	343 40 40 01	Water Installation Fee	0.00	9000.00	0.00	0.00
401	343 41 00 01	Disconnect Water Charge	0.00	0.00	0.00	0.00
401	369 91 40 00	Water Past Due Chgs	1000.00	8265.00	2500.00	2500.00
401	361 11 04 01	Inv Interest - Water	500.00	3500.00	500.00	500.00
401	362 10 00 01	Equipment And Vehicles Rentals (Short-term)	0.00	0.00	0.00	0.00

## Final Budget for 2025, City of Tekoa

401 397 00 09 00	Fire Hydrant Rent To Water		700.00	700.00	700.00	700.00
401 397 00 11 04	St Fire Hyd Rent To Water		500.00	500.00	500.00	500.00
401 397 01 00 00	Water Res. Transfer to Water		0.00	47760.00	0.00	0.00
	<b>Total:</b>		398458.48	470695.13	352431.48	
401 534 10 10 00	Salary/Wages-Supt Of Utilities		53202.00	53202.00	37440.00	
401 534 10 10 10	Water Wages		37781.00	37781.00	34682.67	
401 534 10 18 00	Dept. Of Revenue		14500.00	15000.00	16000.00	
401 534 10 20 00	Water Utilities (SA) - Personnel Benefits		17901.00	17901.00	12400.00	
401 534 10 20 10	Water Benefits		12266.00	12266.00	11891.00	
401 534 50 10 00	Water Repairs And Maint		12000.00	15000.00	13500.00	
401 534 80 11 00	Water Liability Ins		15848.00	15848.00	16336.00	
401 534 80 12 00	Water Pub Util/Electricity		19000.00	19000.00	21500.00	
401 534 80 13 00	Water Tests		2800.00	2200.00	2800.00	
401 534 80 14 00	Education & Training/W & S		1500.00	1500.00	1500.00	
401 534 80 47 01	Sewer Charges		2000.00	1000.00	1100.00	
401 534 90 18 00	Water Annual Permit Fee		1800.00	2200.00	2500.00	
401 534 90 19 00	Budget And Accounting/audit		5000.00	5000.00	1500.00	
401 534 90 20 00	Water Off Supplies/Operating		3500.00	5000.00	5000.00	
401 534 90 21 00	Water Fuel Vehicle		2500.00	2000.00	2500.00	
401 534 90 22 00	Water Fuel Heat - City Shop		1750.00	2250.00	2500.00	
401 534 90 23 00	Water Chemicals (Chlorine)		1500.00	1500.00	1500.00	
401 534 90 26 00	Customer Refund		0.00	0.00	0.00	
401 534 90 28 00	Major Water Repairs		7000.00	52547.65	7500.00	
401 534 90 40 04	Repairs To City Shop		1000.00	1000.00	1000.00	
401 534 90 49 00	Utility Misc (court Costs Etc)		0.00	10000.00	0.00	
401 591 34 70 00	USDA Loan Principle		52381.31	52381.31	53993.62	
401 592 34 83 40	USDA Loan Interest		62886.69	62886.69	61274.81	
401 594 34 64 00	Capital Exp - Equipment		0.00	0.00	0.00	
401 597 34 44 01	Water Utility Tax To CE Fund		14000.00	14000.00	14000.00	
	<b>Total:</b>		342116.00	401463.65	322418.10	
401 508 51 00 41	<b>Water Ending Balance</b>		56342.48	69231.48	30013.38	





**Final Budget for 2025, City of Tekoa**

402	535 80 49 01	Sewer Education/training		1000.00	1000.00	1500.00
402	535 80 49 02	Sewer Annual Permit Fee		3000.00	2229.01	2750.00
402	535 80 49 04	Sewer Wastewater Testing		23000.00	21000.00	23000.00
402	535 90 40 04	Repairs To City Shop		1000.00	1000.00	1000.00
402	535 90 48 00	Major Sewer Repairs		10000.00	15000.00	15000.00
402	591 35 71 35	Redemption Of Long Term Debt - G.O. Bonds		26516.76	26973.30	58408.12
402	592 35 80 35	DOE Sewer Loan		0.00	0.00	0.00
402	592 35 83 01	Interest And Other Debt Service Costs - Interest On Long		5802.97	5802.97	31075.71
402	594 35 64 00	Capital Exp Equipment Rplcmnt		0.00	0.00	0.00
402	597 00 04 56	Trans To Sew Gr Fund		50000.00	50000.00	30000.00
402	597 34 44 02	Sewer Utility Tax To CE Fund		21000.00	21000.00	21500.00
		<b>Total:</b>		390067.73	395703.00	390018.28
402	508 51 00 42	<b>Sewer Ending Balance</b>		321856.15	347650.74	334132.46
		<b>Sewer Debt Service Fund-Revenue &amp; Expenditures</b>				
406	308 31 00 06	Sew Debt Serv Beg Balance		9990.62	9990.62	9990.62
406	361 11 04 06	Investment Interest Sewer Re		0.00	0.00	0.00
406	508 31 00 06	Ending Balance - Sew Debt Serv		9990.62	9990.62	9990.62
406	597 00 00 46	Transfer Out Debt Serv.sewer		0.00	0.00	0.00
		<b>Total:</b>		9990.62	9990.62	9990.62
		<b>Water Reserve Fund-Revenues</b>				
452	308 31 00 52	Reserved Beginning Balance		115000.00	115000.00	115000.00
452	308 51 00 52	Unreserved Beginning Balance		72027.00	74064.30	29804.30
452	361 11 04 52	Inv Interest - Water Reserve		800.00	3500.00	800.00
452	361 40 04 52	Interest Rev From Int Loan		0.00	0.00	0.00
452	397 00 04 52	Operating Transfer In		0.00	0.00	0.00
452	397 00 13 00	Transfers In From Water		0.00	0.00	0.00
		<b>Total:</b>		187827.00	192564.30	145604.30

## Final Budget for 2025, City of Tekoa

		<b>Water Reserve Fund-Expenditures</b>						
452	535 20 41 00	Reserve Fund For New Reserv	0.00		0.00			0.00
452	594 34 60 01	Capital Expenditures/Expenses	70000.00		0.00			0.00
452	597 34 00 00	Water Reserve Transfer to Water	0.00		47760.00			0.00
		<b>Total:</b>	70000.00		47760.00			25000.00
452	508 51 00 52	Water Reserve End Balance	117827.00		144804.30			120604.30
		<b>Sewer Reserve Fund-Revenues</b>						
456	308 51 00 56	Sewer Reserve Beg Balance	166811.00		167388.26			220888.26
456	361 11 04 56	Inv Interest - Sewer Rsv	1200.00		3500.00			1200.00
456	397 00 04 56	Operating Transfer In	50000.00		50000.00			30000.00
		<b>Total:</b>	218011.00		220888.26			252088.26
		<b>Sewer Reserve Fund-Expenditures</b>						
456	591 35 79 00	Sewer Debt Repayment	0.00		0.00			0.00
456	592 35 83 00	Interest And Other Debt Service Costs - Interest On Long	0.00		0.00			0.00
		<b>Total:</b>	0.00		0.00			0.00
456	508 51 00 56	<b>Sewer Reserve End Balance</b>	218011.00		220888.26			272088.26
		<b>Sewer Lift Station - DOE Fund-Revenues</b>						
457	308 91 00 57	Sew Lift Station Beg Balance	0.00		0.00			0.00
457	391 80 00 22	Sew Lift Station Loan \$ Received	632866.46		632866.46			0.00
457	334 03 10 22	Sewer Lift Station Forgiv. Principle Rec'd	0.00		0.00			0.00
		<b>Total:</b>	632866.46		632866.46			0.00
		<b>Sewer Lift Station - DOE Fund-Expenditures</b>						
457	594 37 40 00	Sewer Lift Station-Engineer	0.00		0.00			0.00
457	594 37 40 03	Sewer Lift Station-Construction Management	94262.05		94262.05			0.00
457	594 37 60 02	Sewer Lift Station-Construction	538604.41		538604.41			0.00
		<b>Total:</b>	632866.46		632866.46			0.00
457	508 31 04 57	<b>Sewer Lift Station End Balance</b>	0.00		0.00			0.00



INCORPORATED MARCH 30, 1889



## CITY OF TEKOA

Box 927  
Tekoa, Washington 99033-0927  
509-284-3861

December 3, 2024

Goldenrod Cemetery Endowment Committee  
PO Box 651  
Tekoa, WA 99033

RE: City of Tekoa Request for Funds

Dear Goldenrod Cemetery Endowment Committee,

The city would like to request funding for the 2024 budget cycle to further the city's commitments toward enhancement, management, operation, maintenance and repair of Goldenrod Cemetery.

Projected totals for costs above and beyond the established support of the city accumulated to the 4<sup>th</sup> quarter of 2024 are as follows:

Wages: 685 hours @20.70 =\$14,180.

Thank you,

Eliza Evans-Teague  
Clerk/Treasurer

INCORPORATED MARCH 30, 1889



## CITY OF TEKOA

Box 927  
Tekoa, Washington 99033-0927  
509-284-3861

December 3, 2024

Goldenrod Cemetery Endowment Committee  
PO Box 651  
Tekoa, WA 99033

RE: City of Tekoa Request for Funds

Dear Goldenrod Cemetery Endowment Committee,

The city would like to request funding for in the 2025 budget cycle to further the city's commitments toward enhancement, management, operation, maintenance and repair:

Proposed expenses over and above the city's normal support for the cemetery are anticipated as follows:

Wages:	1,000
Landscaping (fertilizer, weed chemical)	<u>1,300</u>
	\$ 2300

Landscaping costs are expected to be part of the spring fertilizing, thatching, post-winter clean-up and rodent remediation, along with the accompanying extra wages for Armando Sanchez, Cecilia Sanchez and Jesus Sanchez. First quarter expenses are typically much lower than the remainder of the year.

Thank you,

Eliza Evans-Teague  
Clerk/Treasurer

# TREASURER'S REPORT

## Fund Totals

City Of Tekoa

10/01/2024 To: 10/31/2024

Time: 11:09:38 Date: 12/02/2024  
Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	169,115.15	32,884.25	62,148.32	139,851.08	3,996.95	4,620.47	0.00	148,468.50
101 Cemetery Department	-15,337.26	9,613.10	3,394.15	-9,118.31	1,854.52	2,016.00	0.00	-5,247.79
104 Streets & Roads	20,555.22	42,574.51	6,776.74	56,352.99	4,507.02	207.73	0.00	61,067.74
105 Airport Fund	18,897.00	2,704.45	662.71	20,938.74	545.84	0.00	0.00	21,484.58
108 Fire Department	43,671.54	386.93	406.15	43,652.32	304.17	207.63	0.00	44,164.12
109 Criminal Justice Fund	56,157.38	2,137.16	26,909.84	31,384.70	174.70	775.14	0.00	32,334.54
114 Street Levy Fund	-16,987.42	802.81		-16,184.61	0.00	0.00	0.00	-16,184.61
401 Water Fund	212,452.44	44,600.65	124,931.65	132,121.44	3,124.15	369.59	0.00	135,615.18
402 Sewer Fund	372,582.82	35,563.59	26,395.40	381,751.01	14,894.11	572.63	0.00	397,217.75
406 Sewer Debt Service	9,990.62	0.00		9,990.62	0.00	0.00	0.00	9,990.62
452 Water Reserve	160,530.24	295.31	15,760.00	145,065.55	0.00	0.00	0.00	145,065.55
456 Sewer Reserve Plant Project	220,835.66	314.59		221,150.25	0.00	0.00	0.00	221,150.25
703 Cemetery Endowment	112,868.38	208.78		113,077.16	0.00	0.00	0.00	113,077.16
	<b>1,365,331.77</b>	<b>172,086.13</b>	<b>267,384.96</b>	<b>1,270,032.94</b>	<b>29,401.46</b>	<b>8,769.19</b>	<b>0.00</b>	<b>1,308,203.59</b>

# TREASURER'S REPORT

## Account Totals

City Of Tekoa

10/01/2024 To: 10/31/2024

Time: 11:09:38 Date: 12/02/2024  
Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 Checking	460,993.36	125,066.50	222,767.96	363,291.90	0.00	38,170.65	401,462.55
2 SIP Acct 02280	581,037.80	2,434.63	0.00	583,472.43	0.00	0.00	583,472.43
33 Debt Service Sewer - 680060110	9,990.62	0.00	0.00	9,990.62	0.00	0.00	9,990.62
38 US Bank Safekeeping Invest. **	297,016.40	0.00	0.00	297,016.40	0.00	0.00	297,016.40
39 US Bank-Inv. Checking***4734	16,193.59	0.00	32.00	16,161.59	0.00	0.00	16,161.59
999 Petty Cash	100.00	0.00	0.00	100.00	0.00	0.00	100.00
<b>Total Cash:</b>	<b>1,365,331.77</b>	<b>127,501.13</b>	<b>222,799.96</b>	<b>1,270,032.94</b>	<b>0.00</b>	<b>38,170.65</b>	<b>1,308,203.59</b>
	<b>1,365,331.77</b>	<b>127,501.13</b>	<b>222,799.96</b>	<b>1,270,032.94</b>	<b>0.00</b>	<b>38,170.65</b>	<b>1,308,203.59</b>