

City of Tenino

149 Hodgen Street South
Tenino, WA 98589

City Council Meeting
Tuesday, April 23, 2024 at 6:30 PM

Agenda

WORK SESSION

1. 6:30 pm Review of 4/23/2024 Council Agenda
2. Council Priorities
B&O Penalties
3. Discussion of 5/14/2024 Council Draft Agenda

CALL TO ORDER

4. Flag Salute

AGENDA APPROVAL

5. Agenda for the Regular Meeting of the 4/23/24.

Recommended Action: Motion to approve the agenda as presented.

APPROVAL OF MINUTES

- [6.](#) Meeting Minutes for 4/9/2024

Recommended Action: Motion to approve 4/09/2024 meeting minutes as presented.

CONSENT CALENDAR

- [7.](#) Consent Calendar April 10, 2024 through April 23, 2024 consisting of

Payroll EFT's in the amount of \$49,622.88

Claims checks #32298 through #32340 in the amount of \$292,620.04

for a grand total of \$342,242.92

Liquor Cannabis License: None

Recommended Action: Move to approve the consent calendar as presented.

EXECUTIVE SESSION

PRESENTATIONS

- 8. VFW Officer of the Year

Recommended Action: Motion to accept VFW officer of the year recognition.

PUBLIC COMMENTS

PUBLIC HEARING

PROCLAMATIONS

OLD BUSINESS

- 9. Quarry Pool Update

Recommended Action: None, Information only

NEW BUSINESS

- 10. Fee waiver request from the Quarrymen Car club

Recommended Action: Motion to approve or deny request.

- 11. Change order for Ag Park North Bldg. HVAC & Plumbing

Recommended Action: Motion to approve Change order as presented.

RESOLUTIONS

ORDINANCES

REPORTS

12. Outside Agency

- 1) Chamber of Commerce
- 2) Economic Development Council (EDC)
- 3) South Thurston Economic Development Initiative (STEDI)
- 4) ARCH Commission
- 5) Experience Olympia & Beyond (VCB)
- 6) South Thurston Fire
- 7) Library
- 8) Museum
- 9) Tenino Community Service Center

13. Committees/Commissions

- 1) Civil Service Commission

2) Façade Improvement Grant Review Committee

3) Finance Committee

4) Planning Commission

5) Public Safety Committee

6) Public Works Committee

14. Staff

1) Chief of Police

2) Director of Public Works

3) City Planner

4) Code Enforcement/Building Inspector

5) PARC Specialist

6) City Attorney

7) Clerk/Treasurer

8) Mayor

15. Liaisons

1) Bucoda/Tenino Healthy Action Team (BTHAT)

2) Solid Waste Advisory Board

3) TCOMM/911

4) Tenino School Board

5) Thurston Regional Planning Council (TRPC)

6) Transportation Policy Board

7) Thurston County Commissioner's Office

8) Legislature

PUBLIC COMMENTS 2

ANNOUNCEMENTS

ADJOURNMENT

File Attachments for Item:

6. Meeting Minutes for 4/9/2024

Recommended Action: Motion to approve 4/09/2024 meeting minutes as presented.

City Council Meeting Tuesday, April 09, 2024

Minutes

WORK SESSION

Mayor Watterson convened the work session at 6:30pm

PRESENT

Councilmember Linda Gotovac

Councilmember Elaine Klamn

Councilmember John O'Callahan

Councilmember Jason Lawton

Councilmember Jeff Eisel

1. 6:30 pm Review of 4/09/2024 Council Agenda

Mayor and Council Members reviewed the agenda for tonight's meeting.

2. Council Priorities

Mayor Watterson began working on reviewing our financials along with viewing other financials on MRSC to compare. One thing he notices was that ours is very specific i.e: the utility clerk is supposed to do the payroll. He feels these roles should be more general.

Mayor Watterson would also like to look at the 1st quarter spending and financials at the next meeting.

3. Discussion of 4/23/2024 Council Draft Agenda

Council member Gotovac thinks the most important thing would be to review the quarterly report for spending and financials.

CALL TO ORDER

Mayor Watterson convened the regular Council Meeting at 7:30pm.

PRESENT

Councilmember Linda Gotovac

Councilmember Elaine Klamn

Councilmember John O'Callahan

Councilmember Jason Lawton

Councilmember Jeff Eisel

AGENDA APPROVAL

4. Agenda for the Regular Meeting of the 4/9/24.

Recommended Action: Motion to approve the agenda as presented.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Gotovac.

Voting Yea: Councilmember Gotovac, Councilmember Klamn, Councilmember O'Callahan, Councilmember Lawton, Councilmember Eisel

Motion passes 5-0

APPROVAL OF MINUTES

5. Meeting Minutes for 3/26/2024

Recommended Action: Motion to approve 3/13/2024 meeting minutes as presented

Motion made by Councilmember O'Callahan, Seconded by Councilmember Lawton.

Voting Yea: Councilmember Gotovac, Councilmember Klamn, Councilmember O'Callahan, Councilmember Lawton, Councilmember Eisel

Motion passes 5-0

CONSENT CALENDAR

6. Consent Calendar March 27, 2024 through April 9, 2024 consisting of

Payroll EFT's in the amount of \$57,837.88

Claims checks #32271 through #32292 in the amount of \$46,798.92 with claims checks 32269 and 32270 voided due to printer error.

for a grant total of \$104,636.80

Liquor Cannabis License: None

Recommended Action: Move to approve the consent calendar as presented.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Gotovac.

Voting Yea: Councilmember Gotovac, Councilmember Klamn, Councilmember O'Callahan, Councilmember Lawton, Councilmember Eisel

Motion passes 5-0

EXECUTIVE SESSION

PRESENTATIONS

PUBLIC COMMENTS

PUBLIC HEARING

PROCLAMATIONS

7. Proclamation- Volunteer Appreciation Month

Recommended Action: Motion to approve Proclamation for Volunteer Appreciation Month.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Gotovac.

Voting Yea: Councilmember Gotovac, Councilmember Klamn, Councilmember O'Callahan, Councilmember Lawton, Councilmember Eisel

Motion passes 5-0

At this time, Mayor Watterson invited the following volunteers to introduce themselves and say a little about what they do.

Jason Bippert with UMF.

Pam Lyte with Splash Bash

Bobbie Bates with Tenino Youth Soccer

Hailey Tresenriter with Tenino Fastpitch

Forrest Bergin with Tenino Eagles

Joyce Worrell with Tenino Area Chamber of Commerce

Deb Reichelderfer with BTHAT along with many other organizations.

Jenny Hall with Tenino Arts

Jennifer Johnson with Tenino Fire Dept.

OLD BUSINESS

8. Reappointment of Civil Service Commissioner Jody Stoltz.

Recommended Action: Motion to approve Reappointment of Civil Service Commissioner Jody Stoltz.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Lawton.

Voting Yea: Councilmember Gotovac, Councilmember Klamn, Councilmember O'Callahan, Councilmember Lawton, Councilmember Eisel

Motion passes 5-0

NEW BUSINESS

9. Change order for Quarry Pool.

Increase contract time and decrease contract amount to reconcile final values including a higher sales tax rate.

Recommended Action: Motion to approve Change order for Quarry Pool.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Lawton.

Voting Yea: Councilmember Gotovac, Councilmember Klamn, Councilmember O'Callahan, Councilmember Lawton, Councilmember Eisel

Motion passes 5-0

RESOLUTIONS

ORDINANCES

REPORTS

10. Outside Agency

1) Chamber of Commerce

2) Economic Development Council (EDC)

3) South Thurston Economic Development Initiative (STEDI)

4) ARCH Commission

5) Experience Olympia & Beyond (VCB)

6) South Thurston Fire

7) Library

8) Museum

9) Tenino Community Service Center

Chamber of Commerce: C/T Scharber reported on behalf of George Sharp the next Tenino Chamber lunch forum is Wednesday, April 17th at noon at Sandstone Cafe, featuring guest speaker Aslan Meade.

South Thurston Economic Development Initiative (STEDI): C/T Scharber reported on behalf of George Sharp the next meeting is Friday, April 19th at 8am at the Yelm Community Center, featuring guest speaker Alan Smith.

ARCH Commission: Council Member Gotovac reported April 16th at 4pm there will be a meeting held at the library about a new mural.

South Thurston Fire: Fire Chief Schafran reported the fire dept did their "Push In" event, and it went well. Their newly refurbished ambulance should be here in the next week and that will fulfil that side of the bond. We are still working on areas of land for the new fire station. We have two new full-timers will be done with state fire academy next week and they will start their shifts right away. We also have 4-6 new volunteers going through volunteer academy in August and 4 new EMTs. Some areas of concern are that we are going into wildland season. We are working with the school district and emerging management for emergency management.

Library: Linda the Librarian reported that she has compared some numbers from February 2023 to February 2024 and they show an increase in unique individual cardholders. On April 12th Mr. Twister will be doing a workshop for elementary kids at the library.

Museum: April 18th: Thurston County and World War 1

11. Committees/Commissions

- 1) Civil Service Commission
- 2) Façade Improvement Grant Review Committee
- 3) Finance Committee
- 4) Planning Commission
- 5) Public Safety Committee
- 6) Public Works Committee

Planning Commission: Commission Carney provided report on behalf of the Planning Commission. He briefed the Council Members on the March meeting and the TRPC housing requirement that was introduced. He also announced the Planning Commission meeting has been cancelled for April.

12. Staff

- 1) Chief of Police
- 2) Director of Public Works
- 3) City Planner

4) Code Enforcement/Building Inspector**5) PARC Specialist****6) City Attorney****7) Clerk/Treasurer****8) Mayor**

Chief of Police: C/T Scharber reported Sgt. Lee and Ofc. McClelland staffed the Tenino Police Department booth at the Tenino High School career fair that had numerous students with an interest in a career in law enforcement. There is an ongoing rape investigation, all evidence sent to WSP lab for processing. Once we receive the findings the investigation will continue. Ofc. McClelland successfully processed two DUI cases. One was suspected alcohol, and the other was suspected alcohol and drugs. A civil hearing regarding the police department and a citizen's dog was dismissed by a Thurston County Judge. Ofc. Johnson received positive feedback from a citizen with assisting elderly stranded motorist.

Director of Public Works: Mayor Watterson stated they are still working on the pool and that is currently their main focus.

City Planner: Mayor Watterson stated they are continuing on the update of the Comprehensive plan.

Code Enforcement/Building Inspector: Mayor Watterson stated they spoke about needing to get a Fire Marshall, we have received a citizen complaint about not having one.

PARC Specialist: C/T Scharber reported there is a public input meeting at 5pm April 10th at City Hall for the park master plan.

Clerk/Treasurer: C/T Scharber reported we had a pool walk through with an architect about the restrooms. Park master plan proposal tomorrow night. Meeting about organ trail days and possibly moving parade staging area. We had a big purchase and sale agreement signing last week with the PARC foundation and Norseman Timber company, that has all been sent to escrow and is in the process of being signed over to the city. Working on grant reimbursements and quarterly reports.

Mayor: Mayor Watterson reported he attended the fire department "push in" event. As mentioned in previous meetings, the state is working on a bio-digester grant for the wastewater treatment plant. We will hear probably this summer if we are chosen to get funding for that. The food bank solar system to extend the use of the generator was submitted on Tuesday. We had a staff meeting. They are looking for volunteers to complete the cement fill in by the farmer's market.

13. Liaisons**1) Bucoda/Tenino Healthy Action Team (BTHAT)****2) Solid Waste Advisory Board**

3) TCOMM/911**4) Tenino School Board****5) Thurston Regional Planning Council (TRPC)****6) Transportation Policy Board****7) Thurston County Commissioner's Office****8) Legislature**

Bucoda/Tenino Healthy Action Team (BTHAT): Mayor Watterson reported there is a drug take back event at Tenino Police Department on April 27th.

Solid Waste Advisory Board: Council member Klamn reported they had a presentation from Kevin Jensen about the problem with carcasses and animal waste from slaughterhouses.

Tenino School Board: Council member Lawton reported spring sports are underway, the baseball team is ranked 2nd in the state and the softball team has won a few games too. This Saturday, there is a pulled pork dinner at the Eagles 5pm for Tenino Ban Boosters.

Thurston Regional Planning Council (TRPC): Council member O'Callahan reported that there is a report on buildable lands for industrial that hasn't really changed.

Transportation Policy Board: Council member O'Callahan reported next meeting is April 10th at 7:30am.

PUBLIC COMMENTS 2**ANNOUNCEMENTS**

Council member O'Callahan announced the first responder's potluck will be held at the Tenino Middle School this year.

ADJOURNMENT

Mayor Watterson adjourned the meeting at 8:04pm.

File Attachments for Item:

7. Consent Calendar April 10, 2024 through April 23, 2024 consisting of Payroll EFT's in the amount of \$49,622.88

Claims checks #32298 through #32340 in the amount of \$292,620.04

for a grand total of \$342,242.92

Liquor Cannabis License: None

Recommended Action: Move to approve the consent calendar as presented.

Consent Calendar April 10, 2024 through April 23, 2024 consisting of:

- **Payroll EFT's in the amount of \$49,622.88**
- **Claims Checks #32298 through #32340 in the amount of \$292,620.04.**

for a grand total of \$342,242.92

a) Liquor & Cannabis License:

CHECK REGISTER

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1336	04/23/2024	Claims	5	32326	Benjamin Stadel	173.77	112000.20 - 128 MCCLELLAN ST S
1337	04/23/2024	Claims	5	32327	Tenino Marketfresh	704.95	
1338	04/23/2024	Claims	5	32328	Tenino Telephone Co	1,827.85	
1339	04/23/2024	Claims	5	32329	Thurston Co Env Health	128.00	
1340	04/23/2024	Claims	5	32330	Thurston Co Treasurer	257.23	
1341	04/23/2024	Claims	5	32331	Tyler Rental - Chehalis	302.20	
1342	04/23/2024	Claims	5	32332	Utilities Underground Location	19.80	
1343	04/23/2024	Claims	5	32333	Karen Valensuala	109.20	
1344	04/23/2024	Claims	5	32334	Crystal Van Boven	150.00	
1345	04/23/2024	Claims	5	32335	WA State Dept Of Ecology	600.00	
1346	04/23/2024	Claims	5	32336	WA State Dept of Retirement Systems	25.00	
1347	04/23/2024	Claims	5	32337	Cheyeann S Wade	150.00	
1348	04/23/2024	Claims	5	32338	Wells Fargo Vendor Fin Serv	6.56	
1349	04/23/2024	Claims	5	32339	Bradley Williams	75.00	
1350	04/23/2024	Claims	5	32340	Wilson Parts Corporation	138.41	
						001 General Government Fund #001	52,369.22
						002 Quarry Pool Fund #002	1,966.13
						101 City Street Fund #101	30,798.16
						310 Municipal Capital Imp Fund 310	220,207.01
						401 Water Fund	9,461.70
						402 Water Capital Imp Fund	-3.80
						410 Sewer Fund	23,244.50
						421 Sewer Capital Improvement Fund	4,200.00
						<hr/>	
						* Transaction Has Mixed Revenue And Expense Accounts	342,242.92
						Claims:	292,620.04
						Payroll:	49,622.88

CHECK REGISTER

City Of Tenino

Time: 10:22:51 Date: 04/23/2024

04/10/2024 To: 04/23/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1268	04/20/2024	Payroll	5	EFT	Robert A Auderer	2,788.09	
1269	04/20/2024	Payroll	5	EFT	Veronica A Barnes	1,930.02	
1270	04/20/2024	Payroll	5	EFT	Troy LK Cannon	2,967.56	
1271	04/20/2024	Payroll	5	EFT	Rene Durand	2,142.49	
1272	04/20/2024	Payroll	5	EFT	Brent L Gibbs	2,326.13	
1273	04/20/2024	Payroll	5	EFT	Drew Johnson	2,588.99	
1274	04/20/2024	Payroll	5	EFT	Aaron Lee	2,559.55	
1275	04/20/2024	Payroll	5	EFT	Patrick H Maguire	1,844.65	
1276	04/20/2024	Payroll	5	EFT	Alec C McClelland	2,527.52	
1277	04/20/2024	Payroll	5	EFT	Cole Plaja	2,247.06	
1278	04/20/2024	Payroll	5	EFT	Jason M Plaja	2,781.18	
1279	04/20/2024	Payroll	5	EFT	Jessica Reeves-Rush	1,515.93	
1280	04/20/2024	Payroll	5	EFT	Maria Rodriguez	1,973.41	
1281	04/20/2024	Payroll	5	EFT	Jennifer N Scharber	2,594.40	
1282	04/20/2024	Payroll	5	EFT	Courtney N Sheldon	1,419.34	
1283	04/17/2024	Payroll	5	EFT	AWC Benefits Trust	15,108.04	Pay Cycle(s) 04/05/2024 To 04/05/2024 - AWC Disability; Pay Cycle(s) 04/05/2024 To 04/05/2024 - AWC; Pay Cycle(s) 04/20/2024 To 04/20/2024 - AWC Disability; Pay Cycle(s) 04/20/2024 To 04/20/2024 - AWC
1262	04/17/2024	Claims	5	32295	Tammy Schroder-Towers	150.00	
1263	04/17/2024	Payroll	5	32296	Ronin Wachter-Parent	71.75	Replacement for #31717 not cashed in time
1264	04/17/2024	Payroll	5	32297	Ronin Wachter-Parent	236.77	Replacement check #31615 payroll, not cashed
1306	04/23/2024	Claims	5	32298	ALS Group USA, Corp	280.00	
1309	04/23/2024	Claims	5	32299	BHC Consultants	1,021.25	
1310	04/23/2024	Claims	5	32300	Blue to Gold, LLC	225.00	
1311	04/23/2024	Claims	5	32301	Chehalis Tribal Jail	605.00	
1312	04/23/2024	Claims	5	32302	Cintas Corporation	136.21	
1313	04/23/2024	Claims	5	32303	Sarah Gaden	277.20	
1314	04/23/2024	Claims	5	32304	Gibbs & Olson Inc	52,467.22	
1315	04/23/2024	Claims	5	32305	H D Fowler Co	1,905.15	
1316	04/23/2024	Claims	5	32306	IDEXX Laboratories	769.86	
1317	04/23/2024	Claims	5	32307	J & I Power Equip	1,121.18	
1318	04/23/2024	Claims	5	32308	J.A. Morris Construction, LLC.	100,962.68	
1319	04/23/2024	Claims	5	32309	JBM Mechanical	1,313.42	
1320	04/23/2024	Claims	5	32310	Steve & Edna Lawton	311.78	207200.00 - 578 HUSTON ST S
1321	04/23/2024	Claims	5	32311	M & L Equipment Repair LLC	305.96	
1322	04/23/2024	Claims	5	32312	Master Meter	1,430.00	
1323	04/23/2024	Claims	5	32313	Mountain Mist Water	30.23	
1324	04/23/2024	Claims	5	32314	N C Machinery	107.29	
1325	04/23/2024	Claims	5	32315	Olympia Copy & Printing	536.55	
1326	04/23/2024	Claims	5	32316	Pitney Bowes Global Financial Svcs	519.31	
1327	04/23/2024	Claims	5	32317	Puget Sound Energy	4,319.01	
1328	04/23/2024	Claims	5	32318	Quill	71.73	
1329	04/23/2024	Claims	5	32319	R Johnson Construction	86,480.00	
1330	04/23/2024	Claims	5	32320	RTS Enviromental LLC	5,500.00	
1331	04/23/2024	Claims	5	32321	Jessica Reeves-Rush	132.00	
1332	04/23/2024	Claims	5	32322	Right Systems Inc	8,664.00	
1333	04/23/2024	Claims	5	32323	Rochester Lumber	207.18	
1334	04/23/2024	Claims	5	32324	SCJ Alliance	13,586.75	
1335	04/23/2024	Claims	5	32325	Southgate Fencing Inc	4,516.11	

File Attachments for Item:

9. Quarry Pool Update

Recommended Action: None, Information only





9.













File Attachments for Item:

10. Fee waiver request from the Quarrymen Car club

Recommended Action: Motion to approve or deny request.

April 10, 2024

City Council
City of Tenino
149 Hodgden St
Tenino WA 98589

RECEIVED

APR 17 2024

CITY OF TENINO

Greetings:

My name is Dick Griffin, President of the T-9-O Quarrymen Car Club in Tenino. For many years, we have rented the Quarry House for our monthly meetings, plus one Sunday in December for our annual Christmas dinner.

I have been working with Jessica Bush to set up our use schedule for the remainder of 2024, and she advised me that we may not be able to use the Quarry House at the non-profit rental rate for our Christmas dinner this year on December 8th due to it being on a weekend. Her recommendation was to write the City Council and request that the non-profit rental rate be extended to our organization due to its long-standing charitable contributions to numerous organizations within the City of Tenino, including the Tenino Food Bank, the Boys and Girls Club and the Tenino Historical Society.

We ask your consideration of this request and look forward to hearing from you in the near future so we can secure the date on our Club calendar.

Thank you for your thoughtful consideration of this request. You may contact me with your decision by mail, email, or a phone call.

Very truly yours,



Richard (Dick) Griffin
President,
T-8-O Quarrymen Car Club
PO Box 342
Tenino WA 98589
29roadster@gmail.com
503.887.8921

File Attachments for Item:

11. Change order for Ag Park North Bldg. HVAC & Plumbing

Recommended Action: Motion to approve Change order as presented.



2625 Reinhardt Lane NE Ste F
Lacey, WA 98516
Tel: (360) 489-0717
www.elitemechsvcs.com
License # ELITEMS796R2

City of Tenino
149 Hodgden Street South
Tenino, WA 98589

QUOTE NO. 1604

Quote Name: Kitchen Equipment
Site Contact: Josh Taylor
Site: Tenino AG Park North
Site Address: 16402 Old Hwy 99 SE
Tenino, WA 98589
Quote Expiration:

SCOPE:

Furnish & Install:

- DOAS 2
- SF-1 & DH-1
- HP 5,6,7
- Rout line sets from BC to fan coils
- Pressure test line sets
- Evacuate and charge per DSB HP-5,6,7

Exclusion:

- Any work not listed above
- Washington State Sales Tax
- Any additional repairs found during the above work
- Any off hours work (OT or DT)
- BMS integration
- Fire alarm system integration
- Design/Engineering

Equipment			\$59,454.85
Materials			\$10,850.00
HVAC Standard Labor			\$18,500.00

Kitchen Equipment \$88,804.85
Total ex Tax \$88,804.85

Please contact us if you have any questions regarding this quote.

CHANGE ORDER

(Instructions on reverse side)

No. 1

PROJECT: Tenino Ag Park North Building HVAC and Plumbing

DATE OF ISSUANCE: April 24, 2024

EFFECTIVE DATE: April 25, 2024

OWNER: City of Tenino

OWNER's Contract No.: N/A

CONTRACTOR: Elite Mechanical Services, LLC

ENGINEER: Gibbs & Olson, Inc.

You are directed to make the following changes in the Contract Documents.

Description: **Furnish and install extra HVAC equipment.**

Reason for Change Order: Required to make the building HVAC system functional before the kitchen is finished.

This change order includes all direct and indirect costs for labor, equipment, materials and the time required for completion of the work described delivered to the Owner ready for use.

Attachments: (List documents supporting change): Elite Mechanical Quote 1604.

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price \$ <u>387,049.67 including sales tax</u>	Original Contract Times Substantial Completion: <u>150 Calendar Days</u> Ready for final payment: <u>180 Calendar Days</u> <small>days or dates</small>
Net changes from previous Change Order No. <u> </u> to No. <u> </u> \$ <u>N/A</u>	Net changes from previous Change Order No. <u> </u> to No. <u> </u> <u>N/A</u> <small>days</small>
Contract Price prior to this Change Order \$ <u>387,049.67</u>	Contract Times prior to this Change Order Substantial Completion: <u>150 calendar days</u> Ready for final payment: <u>180 Calendar days</u> <small>days or dates</small>
Net Increase of this Change Order \$ <u>96,175.65 including sales tax</u>	Net Increase (decrease) of this Change Order <u>60 Calendar days</u> <small>days</small>
Contract Price with all approved Change Orders \$ <u>483,225.32 including sales tax</u>	Contract Times with all approved Change Orders Substantial Completion: <u>210 calendar days</u> Ready for final payment: <u>240 calendar days</u> <small>days or dates</small>

RECOMMENDED:

APPROVED:

ACCEPTED:

By: *Mark E. Russell*
Engineer (Authorized Signature)

By: _____
Owner (Authorized Signature)

By: *Cassie Stayton*
Contractor (Authorized Signature)

Date: April 18, 2024

Date: _____

Date: April 18, 2024

CHANGE ORDER

INSTRUCTIONS

A. GENERAL INFORMATION

This document was developed to provide a uniform format for handling contract changes that affect Contract Price or Contract Times. Changes that have been initiated by a Work Change Directive must be incorporated into a subsequent Change Order if they affect Contract Price or Times.

Changes that affect Contract Price or Contract Times should be promptly covered by a Change Order. The practice of accumulating change order items to reduce the administrative burden may lead to unnecessary disputes.

If Milestones have been listed any effect of a Change Order thereon should be addressed.

For supplemental instructions and minor changes not involving a change in the Contract Price or Contract Times, a Field Order may be used.

B. COMPLETING THE CHANGE ORDER FORM

Engineer initiates the form, including a description of the changes involved and attachments based upon documents and proposals submitted by Contractor, or requests from Owner, or both.

Once Engineer has completed and signed the form, all copies should be sent to Contractor for approval. After approval by Contractor, all copies should be sent to Owner for approval. Engineer should make distribution of executed copies after approval by Owner.

If a change only applies to Contract Price or to Contract Times, cross out the part of the tabulation that does not apply.



Elite Mechanical Services, LLC
2625 Reinhardt Lane NE Ste F
Lacey, WA 98516
360-489-0717

Reference: CO-Quote 1604,

The change order represents the cost of the equipment that will need to be strategically set in the mezzanine while the space is available. Once the construction is further along the equipment will be extremely difficult and very costly to remove existing equipment to install the kitchen equipment. Once construction is complete the service access to the mezzanine is through a hatch door that is not sufficient to get large equipment through, therefore sheetrock, wood framing, and other mechanical items would need to be removed to get the large equipment into place. Having the same contractor perform the work would be most beneficial for the City of Tenino so that there is consistency in the workmanship, quality, and reduction of installation errors. The change order includes the cost of the equipment, labor to set equipment and necessary materials needed to complete the refrigeration system for start-up and warranty.

With the delay in getting the catch all GC we are requesting an extension to our contract days as we were not able to start after the NTP was issued. The GC JA Morris was not mobilized until 03/22/2024 and not prepared for us to be on site to perform work until 04/08/2024. We would like to propose that the contract days start when the GC was prepared for us to perform the work on site.

Cassie Stayton
04/16/2024