

**CITY OF OKANOGAN
COUNCIL AGENDA
December 5, 2023 7:00 P.M.
Council Chambers, also available via Zoom**

Meeting ID: 830 0208 9303

One tap mobile: 1-253-215-8782

1. **CALL TO ORDER and PLEDGE OF ALLEGIANCE**
2. **APPROVAL OF AGENDA and CONSENT AGENDA**
(Approval of Consent Agenda passes all routine items indicated by an asterisk (*) on the agenda. Consent agenda items are not considered separately unless a Councilmember so requests. In the event of such a request, the item is returned to the general agenda and taken up in the order that it appears.)
3. * **EXCUSE COUNCILMEMBERS**
4. * **APPROVAL OF MINUTES**
November 21, 2023 – Council Meeting Minutes
5. * **APPROVAL OF VOUCHERS**
6. **PUBLIC COMMENT**
This is an opportunity for the public to express their concerns, opinions, or suggestions to the Mayor and Council on any matter concerning the city. Please state your name, street address, and briefly voice your comments.
7. **DEPARTMENT HEAD REPORTS**
8. **COMMITTEE REPORTS**
9. **UNFINISHED BUSINESS**
10. **NEW BUSINESS**
Executive Session - RCW 42.30.110 1(i)

Abatement Action

Annexation Request – Okanogan County/Okanogan Senior Citizens Center

CIAW Insurance Renewal

Resolution 2023-06 – Hotel Motel

Oroville/Okanogan Interlocal Agreement Amendment – Building Official Services

11. * **CORRESPONDENCE**

12. **PUBLIC COMMENT**

This is an opportunity for the public to express their concerns, opinions, or suggestions to the Mayor and Council on any matter concerning the city. Please state your name, street address, and briefly voice your concerns.

13. **COUNCILMEMBER'S COMMENTS**

14. **MAYOR'S REPORT**

15. **ADJOURNMENT**

**Staff Memorandum
Action Requested**

DATE: November 02, 2022

TO: Honorable Mayor and City Council

FROM: Chris Johnson, Contract Planner 

REF: Meeting to initiate Annexation Process

* * * * *

BACKGROUND

The City of Okanogan has received Notice of Intent from Okanogan County and the Okanogan Senior Citizens to initiate annexation proceedings for two properties at the southern extent of the current city boundaries.

Staff has reviewed the proposal and has deemed the materials to be adequate pursuant to RCW 35A. 14 (Annexation by code cities).

The Notice has been reviewed by the Planning Commission (October 09, 2023) and by the Planning and Development Committee of the Council (November 02, 2023).

Pursuant to RCW 35A.14.120, the next step in the process is for the Council to schedule a public meeting to determine whether to accept the petition. The City is required to review the following four questions and ensure that the Petitioners understand and required actions. Staff recommendations are indicated by blue text below each of the four required determinations.

1. *Whether the City will accept, reject, or geographically modify the proposed annexation;*

Staff finds the boundaries to be appropriate and recommends approval

2. *Whether it will require the simultaneous adoption of a comprehensive plan update, if such a plan has been prepared and filed as provided for in RCW 35.13.177 and 35.13.178;*

The area is adequately described in the current Comprehensive Plan and given the lack of needed improvements or any proposed change in land use does not recommend a comprehensive plan update

3. *Whether it will require the assumption of all or any portion of existing City indebtedness by the area to be annexed; and*

While this sounds onerous, the assumption of debt simply means that the newly annexed properties are required to accept the pro rata share of the annexing city's then outstanding indebtedness that had been approved by the voters, contracted, or incurred prior to, or existing at, the date of annexation – the same as all other properties in the city.

4. *Whether any specific infrastructure or improvements will be required as a condition of annexation to the City of Okanogan.*

Staff has reviewed the proposal with the Public Works and Fire Department directors and does not recommend any specific infrastructure or improvements will be required as a condition of annexation.

ACTION NEEDED

Staff has reviewed Annexation Notice of Intent and believes it to be consistent with the City Comprehensive Plan objectives for this area.

In order to move the annexation process forward as requested by Petitioners, Staff recommends acceptance of the Annexation Petition and for the council to schedule a public hearing to allow public input, establish any conditions that should be applied and establish the appropriate Zoning and Comprehensive Plan designations.

SUGGESTED MOTION

“I move to accept Petitioner’s Notice of Intent to initiate Annexation of the subject properties, subject to assumption of their pro rata share of existing City indebtedness, and application of the City’s existing Comprehensive Plan and Zoning Designations for the area. The city directs the Planning and Clerk’s offices to complete required advertisements and Notices to the public and set the date for a Public Hearing for the City Council to accept, reject or modify the Annexation petition.”

MEMORANDUM

To: Okanogan City Council and Mayor Turner

From: Jessica Blake, City Clerk Treasurer

Date: November 28, 2023

Subject: 2023-2024 General Liability Renewal: CIAW and VIP

Attached is the 2023-2024 General Liability Insurance Program renewal through Cities Insurance Association of Washington (CIAW). The premium for this coverage is \$176,567.07 an increase of \$30,147.27, from the current policy.

Also included is the invoice from VIP Insurance Agencies for \$6,000.00, which is a \$1000 increase from last year.

The increases reflect an overall increase to all pool members of 17.49% and our individualized increase of 3.1% based on our loss experience, deductibles and specific exposures.

Suggested Motion: I move to approve the 2023-2024 General Liability Policy through CIAW and authorize the premium payment to CIAW and broker fee to VIP Insurance Agencies be paid.

MEMORANDUM

To: Okanogan City Council and Mayor Turner

From: Business and Tourism Committee
Jessica Blake, City Clerk Treasurer

Date: November 28th, 2023

Subject: Resolution No. 2023-06: Hotel/Motel Allocations

The attached Resolution No. 2023-06, A Resolution of the City of Okanogan, Washington, Allocating Expenditure from the City's Tourism Promotion Fund (No. 101) as recommended to City Council for 2024.

The committee met on October 8, 2023 and gave the following recommendations:

The Omak/Okanogan Chronicle	\$ 2,666
The Okanogan Chamber of Commerce	\$ 15,000
<u>City of Okanogan</u>	<u>\$ 6,000</u>
Total Request	\$ 23,666

The Resolution contains the proposed amount of \$23,666

Suggested Motion: **I move to approve Resolution No. 2023-06.**

MEMORANDUM

TO: Okanogan City Council and Mayor Turner

FROM: Jessica Blake, City Clerk/Treasurer

DATE: November 30, 2023

SUBJECT: Interlocal Agreement Amendment Between City of Okanogan and City of Oroville for salary, benefits, training and travel costs associated with Building Official/Permit Administration services

Attached is an amendment to the interlocal agreement between City of Okanogan and City of Oroville for salary, benefits, training and travel costs. The current agreement will expire on December 31, 2023.

The amendment will extend the term of the agreement and continue on a year to year basis until cancelled.

Recommended Motion: I move to approve the Interlocal Agreement Amendment Between the City of Okanogan and City of Oroville for Building Official/Permit Administration Services and authorize Mayor Pro Tem Bauer to sign the amendment.

DEPARTMENT HEAD REPORT

Clerk's Office

December 5th, 2023

Since the last Department Head Report to the Okanogan City Council, the Clerk's Office has:

1. Budget

- Posted Vouchers for 1st Council of December 2023
- Paid Vouchers 2nd Council of November 2023

2. Clerk Duties

- Distributed Correspondence and Agenda Items

3. Other

- Receipted in Various Funds (Building Permits, Taxes etc.)
- Made Daily Bank Deposits
- Responded to Public Records Request
- Decorated City Hall

4. Payroll

- Completed 2nd Payroll for November 2023

5. Planning/Building

- Assisted Building Official with various issues
- Assisted Planner with various issues

6. Utilities

- Updated Utility Accounts
- Printed & Mailed November Billings
- Updated Website

7. Sports Complex

- No events

8. Wellness

- Scheduled December Wellness Event for December 14th

9. Clerk Treasurer

- Met with DOR Re Business Licensing
- Attended Public Works Board Reimbursement Training
- Scheduled Records Retention Day for December 21st

Department Head Report

Fire Department

December 5, 2023

Fire Department

- Updated information in the reporting system- Reported Monthly calls to the State.
- Performed minor repair and maintenance to apparatus and station.
 - Engine # 41 windshield seal repaired at Discount Glass
- Performed minor repair and maintenance to small tools and equipment and station
- Updated Department Stats- 231 calls currently
- Worked on Department inventory

Training

- Truck checks
- Officers Meeting
- Fire Behavior
- Walk Through at 12 Tribes Casino (Alarm System, Elevator, Sprinkler System)

Fire Calls

- Activated Alarm-3
- Motor vehicle Accident-1
- Motor vehicle fire- 0
- Brush Fire- 3
- Structure Fire- 1
- EMS Assist- 0
- Other- 1
- Haz-Mat- 0
- Alarm Fire-1

Events

- Okanogan County Chief's Meeting over the 800 MHz system, and Dispatching.
- Fire District # 3 Commissioner's Meeting

DEPARTMENT HEAD REPORT

Public Works

December 5, 2023

Since the last Department Head Report to the Okanogan City Council, the Public Works Department has:

Water Department

- Performed customer service as needed
- Performed weekly inspections of wells, reservoirs, and booster stations
- Performed routine maintenance as needed
- Performed monthly meter reading
- Performed monthly water sampling

Wastewater Department

- Performed daily testing and record keeping
- Performed vegetation management
- Performed customer service as needed
- Performed routine maintenance
- Performed utility locates as needed
- Monitoring the reroofing project
- Performed submitting the discharge monitoring report to Department of Ecology
- Performed installing a windbreak for the vertical fine screen
- Chukar Ridge Phase 2 sewer main & side services have been installed

Street Department

- Performed street cleaning operations
- Performed vegetation management
- Performed decorating downtown trees with lights
- Performed road closure & detours for the Okanogan Chamber of Commerce

Parks/Cemetery/Pool/City Hall/Airport

- Performed vegetation management
- Performed hauling leaves to the Okanogan County Landfill
- Performed exterior decorating at City Hall
- Performed replacing windsocks at the Okanogan Legion Airport
- Performed funeral services as needed

Shop

- Performed vehicle & equipment maintenance
- Performed snow blower repairs & maintenance
- Performed motor grader repairs & maintenance
- Performed repairs to snowplows

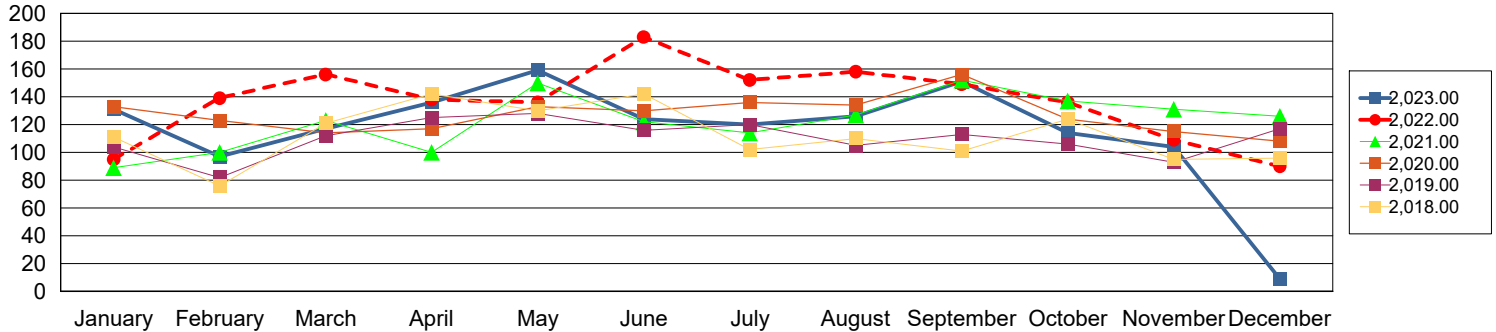
Other

- Completed 2023 Tree City USA tracking



Okanogan County Sheriff's Office

Okanogan - Monthly Activity Law Incidents



- Total City Incidents in last 30 days: **103**
- Thefts in last 30 days: **4**
- Burglary / Trespass in last 30 days: **7**
- Assaults / Disputes in last 30 days: **5**
- Traffic incidents in last 30 days: **7**
- Total City Incidents YTD: **1,499**

Traffic Stops: **19**

Law Incidents - Last 30 Days OCSO

102

SUSPICIOUS	3RD	OKANOGAN	S23-07361
MAL MISCHIEF	5TH	OKANOGAN	S23-07975
JUVENILE PROB	5TH	OKANOGAN	S23-07787
CITIZEN ASSIST	ELMWAY	OKANOGAN	S23-07742
WELFARE CHECK	5TH	OKANOGAN	S23-07370
THEFT OTHER	1ST	OKANOGAN	S23-07438
ANIMAL PROBLEM	3RD	OKANOGAN	S23-07877
THREATENING	CONCONULLY	OKANOGAN	S23-07372
THREATENING	2ND	OKANOGAN	S23-07564
ALARM BURGLARY	PINE	OKANOGAN	S23-07503
JUVENILE PROB	5TH	OKANOGAN	S23-07979
BREATHING	4TH	OKANOGAN	S23-07617
THEFT OTHER	2ND	OKANOGAN	S23-07805
WELFARE CHECK	3RD	OKANOGAN	S23-07759
AGENCY REFERRAL	3RD	OKANOGAN	S23-07887
LOST PROPERTY	1ST	OKANOGAN	S23-07796
SUSPICIOUS	ELMWAY	OKANOGAN	S23-07888
DUI	2ND	OKANOGAN	S23-07670
DOMESTIC DISPUT	2ND	OKANOGAN	S23-07690
CIVIL	2ND	OKANOGAN	S23-07701
ANIMAL ABUSE	2ND	OKANOGAN	S23-07751

DOMESTIC DISPUT	2ND	OKANOGAN	S23-07456
DOMESTIC DISPUT	2ND	OKANOGAN	S23-07539
CITIZEN ASSIST	2ND	OKANOGAN	S23-07592
NOISE COMPLAINT	4TH	OKANOGAN	S23-07791
SUSPICIOUS	1ST	OKANOGAN	S23-07508
BURGLARY	1ST	OKANOGAN	S23-07692
MHP CONTACT	2ND	OKANOGAN	S23-07655
SUSPICIOUS	2ND	OKANOGAN	S23-07435
TRESPASSING	2ND	OKANOGAN	S23-07986
WARRANT ARREST	2ND	OKANOGAN	S23-07426
WELFARE CHECK	5TH	OKANOGAN	S23-07612
SUSPICIOUS	5TH	OKANOGAN	S23-07631
ACCIDENT NONINJ	CONCONULLY	OKANOGAN	S23-07977
911 ABUSE	LINDEN	OKANOGAN	S23-07412
FOUND PROPERTY	5TH	OKANOGAN	S23-07465
AGENCY ASSIST	5TH	OKANOGAN	S23-07719
AGENCY ASSIST	5TH	OKANOGAN	S23-07720
SEX OFF REGISTR	5TH	OKANOGAN	S23-07989
CITIZEN ASSIST	MONROE	OKANOGAN	S23-07506
WELFARE CHECK	MONROE	OKANOGAN	S23-07551
EXTRA PATROL	MONROE	OKANOGAN	S23-07666
TRESPASSING	MONROE	OKANOGAN	S23-07703
DOMESTIC DISPUT	MONROE	OKANOGAN	S23-07450
WEAPON OFFENSE	PINE	OKANOGAN	S23-07558
SUSPICIOUS	PINE	OKANOGAN	S23-07968
WARRANT ARREST	ELMWAY	OKANOGAN	S23-07766
HARASSMENT	5TH	OKANOGAN	S23-07512
MAL MISCHIEF	4TH	OKANOGAN	S23-07699
SUSPICIOUS	3RD	OKANOGAN	S23-07741
CITIZEN ASSIST	8TH	OKANOGAN	S23-07702
DELIVER MESSAGE	MILL	OKANOGAN	S23-07840
WELFARE CHECK	RODEO TRAIL	OKANOGAN	S23-07883
SUSPICIOUS	RODEO TRAIL	OKANOGAN	S23-07600
WELFARE CHECK	RAILROAD	OKANOGAN	S23-07756
VIN INSPECTION	ELMWAY	OKANOGAN	S23-07632
VIN INSPECTION	ELMWAY	OKANOGAN	S23-07843
ACCIDENT NONINJ	ELMWAY	OKANOGAN	S23-07518
CITIZEN ASSIST	5TH	OKANOGAN	S23-07633
911 ABUSE	3RD	OKANOGAN	S23-07363
THEFT AUTOMOBIL	5TH	OKANOGAN	S23-07777
WELFARE CHECK	2ND	OKANOGAN	S23-07696
DELIVER MESSAGE	GORDON	OKANOGAN	S23-07501
CIVIL	4TH	OKANOGAN	S23-07880
CITIZEN ASSIST	4TH	OKANOGAN	S23-07603
SUSPICIOUS	KING	OKANOGAN	S23-07520
ACCIDENT HITRUN	2ND	OKANOGAN	S23-07643
UNSECURE PREMIS	ELMWAY	OKANOGAN	S23-07671
ACCIDENT NONINJ	5TH	OKANOGAN	S23-07445
SUSPICIOUS	ROSE	OKANOGAN	S23-07505
SEX OFFENSE	5TH	OKANOGAN	S23-07659
CITIZEN ASSIST	3RD	OKANOGAN	S23-07663
MAL MISCHIEF	5TH	OKANOGAN	S23-07687
JUVENILE PROB	5TH	OKANOGAN	S23-07824
THREATENING	2ND	OKANOGAN	S23-07900
INTOXICATION	2ND	OKANOGAN	S23-07920

FOUND PERSONS	2ND	OKANOGAN	S23-07593
ACCIDENT NONINJ	2ND	OKANOGAN	S23-07665
ACCIDENT HITRUN	ROSE	OKANOGAN	S23-07736
MISSING PERSON	3RD	OKANOGAN	S23-07547
RUNAWAY JUVNILE	3RD	OKANOGAN	S23-07542
NOISE COMPLAINT	MAPLE	OKANOGAN	S23-07691
SUSPICIOUS	3RD	OKANOGAN	S23-07745
DOMESTIC DISPUT	5TH	OKANOGAN	S23-07497
NOISE COMPLAINT	5TH	OKANOGAN	S23-07828
SUSPICIOUS	MAPLE	OKANOGAN	S23-07913
SUSPICIOUS	ELMWAY	OKANOGAN	S23-07596
DISORDERLY	PINE	OKANOGAN	S23-07917
BURGLARY	2ND	OKANOGAN	S23-07689
CIVIL	5TH	OKANOGAN	S23-07838
ANIMAL NOISE	1ST	OKANOGAN	S23-07379
CITIZEN ASSIST	3RD	OKANOGAN	S23-07734
SEIZURE	ELMWAY	OKANOGAN	S23-07804
CITIZEN ASSIST	ELMWAY	OKANOGAN	S23-07439
TRESPASSING	ELMWAY	OKANOGAN	S23-07378
JUVENILE PROB	1ST	OKANOGAN	S23-07526
WELFARE CHECK	2ND	OKANOGAN	S23-07481
TRESPASSING	2ND	OKANOGAN	S23-07925
CITIZEN ASSIST	2ND	OKANOGAN	S23-07966
SUSPICIOUS	CONCONULLY	OKANOGAN	S23-07906
THEFT OTHER	CONCONULLY	OKANOGAN	S23-07401
MAL MISCHIEF	2ND	OKANOGAN	S23-07970

EMS Calls - Last 30 Days

LIFELINE EMS	21	
	SICKNESS	E23-04943
	MEDICAL	E23-04944
	FALL	E23-04953
	DOMESTIC DISPUT	E23-05001
	MEDICAL	E23-05071
	MEDICAL	E23-05091
	SICKNESS	E23-05103
	FALL	E23-05109
	BREATHING	E23-05132
	HEMORRHAGE	E23-05164
	MEDICAL	E23-05187
	SICKNESS	E23-05189
	BREATHING	E23-05201
	MEDICAL	E23-05209
	BREATHING	E23-05211
	FALL	E23-05219
	STROKE	E23-05250
	BREATHING	E23-05294
	SEIZURE	E23-05295
	ALARM FIRE	E23-05363
	ABDOMINAL	E23-05393
OKANOGAN COUN	1	
	TEST MEDICAL	E23-05226
OMAK POLICE DEI	1	
	TEST MEDICAL	E23-05233

Fire Calls - Last 30 Days

OKANOGAN FIRE DEPARTMENT FD03	3
FIRE OTHER	F23-02052
UTILITY PROBLEM	F23-02113
ALARM FIRE	F23-02182



OKANOGAN COUNTY

Board of Commissioners

Chris Branch
Commissioner District 1
Andy Hover
Commissioner District 2
Jon Neal
Commissioner District 3
Laleña Johns
Clerk of the Board

NOTICE OF INTENTION TO COMMENCE ANNEXATION PROCEEDINGS

TO: Honorable Mayor and City Council of the City of Okanogan
PO Box 752
Okanogan, WA 98840

Honorable Mayor and City Council Members:

The undersigned hereby advises the Okanogan City Council that it is their desire to annex the generally described area identified as follows into the City of Okanogan:

- Assessor's Parcel Number: 3326170182
- Abbreviated Legal: TAX 182 PT NE SW Section 17, Township 33N., Range 26 EWM
- Surveyed Acres 1.57 Acres in size.
- Current Use: Government Services

The property is also depicted on Exhibit A, attached.

The undersigned who are owners of property within the considered territory comprise ownership of not less than 10% (100% in fact for the real property identified) in acreage of the real property described above for which annexation is sought; and

It is requested that the Okanogan City Council set a date, not later than 60 days following the filing of this Notice for a meeting with the undersigned owner to determine:

- (1) Whether the City Council will accept the proposed annexation; and
- (2) Whether conditions will be required of the petitioner(s) for approval of the annexation; and
- (3) Whether the City Council will require the adoption of zoning for the proposed area in substantial compliance of the City of Okanogan Comprehensive Plan; and
- (4) Whether the City Council will require the assumption of existing city indebtedness by the area to be annexed.

OWNER'S PRINTED NAME AND SIGNATURE

X

Owner's Printed Name

X

Owner's Signature

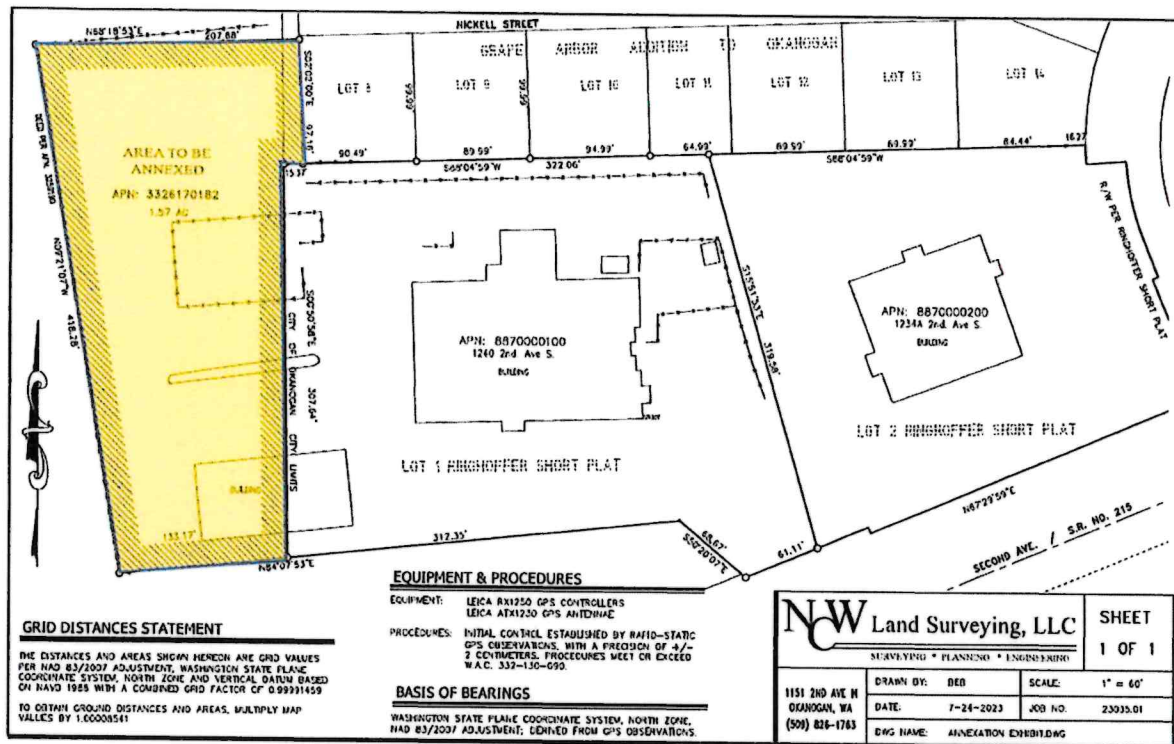
Date

Telephone
509.422.7100

123 Fifth Avenue N. * Room 150 * Okanogan * Washington * 98840
TTY/Voice use 800.833.6388

Fax
509.422.7106

EXHIBIT A Vicinity Map



Telephone
509.422.7100

123 Fifth Avenue N. * Room 150 * Okanogan * Washington * 98840
TTY/Voice use 800.833.6388

Fax
509.422.7106

EXHIBIT B
Assessor's Information



OKANOGAN COUNTY

WASHINGTON



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[PAYMENT CART\(0\)](#)

Larry D. Gilman
Okanogan County Assessor 149 3rd North Avenue, Room 202 Okanogan, WA 98840

[Assessor](#)
[Treasurer](#)
[Appraisal](#)
[MapSifter](#)

Parcel

Parcel#:	3326170182	Owner Name:	OKANOGAN COUNTY
DOR Code:	67 - Services - Governmental	Address1:	
Status:		Address2:	123 5TH AVE N RM 150
Map Number:	33-26-17	City, State:	OKANOGAN WA
Status:	EXEMPT FULL YEAR	Zip:	98840
Description:	TAX 182 PT NE SW		
Comment:	NAC AVERAGE MAINT AVERAGE PARKING GARAGE		

2024 Market Value		2024 Taxable Value		2024 Assessment Data	
Land:	\$49,300	Land:	\$0	District:	514 - District 514
Improvements:	\$92,300	Improvements:	\$0	Current Use/DFL:	No
Permanent Crop:	\$0	Permanent Crop:	\$0		
Total	\$141,600	Total	\$0	Total Acres:	2.00000

Ownership

Owner's Name	Ownership %	Owner Type
OKANOGAN COUNTY	100%	Owner

Sales History

Sale Date	Sales Document	# Parcels	Excise #	Grantor	Grantee	Price
10/28/21	3259190	2	128373	STRUCTURES NORTH CORP	OKANOGAN COUNTY	\$1,625,000
10/29/76	58-2083	2	12707	SCHALLOW	STRUCTURES NORTH CORP	\$50,000

Telephone
509.422.7100

123 Fifth Avenue N, * Room 150 * Okanogan * Washington * 98840
TTY/Voice use 800.833.6388

Fax
509.422.7106

EXHIBIT C
Legal Description

NW Land Surveying, LLC
Land Use Planning

**LEGAL DESCRIPTION
FOR
ANNEXATION AREA**

That part of the Northeast quarter of the Southwest quarter of Section 17, Township 33 North, Range 26 East, W. M., Okanogan County, Washington, lying North of Primary State Highway and described as follows:

Beginning at the Southwest corner of Lot 8, Grape Arbor Addition to Okanogan, as recorded in Book "H-2" of Plats, Page 14;
Thence South 88°04'59" West a distance of 15.37 feet to the Northwest corner of Lot 1, Ringhoffer Short Plat, as recorded in Book A-2 of Short Plats, Page 117;
Thence South 00°50'58" East along the West line of said Lot 1 a distance of 307.64 feet to the Southwest corner of said Lot 1, Ringhoffer Short Plat;
Thence South 84°07'53" West a distance of 133.17 feet;
Thence North 09°21'07" West a distance of 418.28 feet;
Thence North 88°18'53" East a distance of 207.88 feet to a point on the West line of said Lot 8, Grape Arbor Addition;
Thence South 02°02'00" East along said West line a distance of 97.16 feet to the True Point of Beginning.

Containing an area of 1.57 acres, more or less.

Subject To, and Together With, any and all Covenants, Easements or Restrictions of Record.

Prepared by: Gary W. Erickson, PLS
Checked by: Bryan E. Boesel
Date: 07-24-2023

1151 2nd Ave. N., Suite A
Okanogan, WA 98840
509.826.1763 / Fax: 509.826.1827

Telephone
509.422.7100

123 Fifth Avenue N. * Room 150 * Okanogan * Washington * 98840
TTY/Voice use 800.833.6388

Fax
509.422.7106

Letter of Transmittal

DATE: October 09, 2023

TO: Okanogan Planning Commission

FROM: Chris Johnson, Planning Administrator

REF: Notice of Intent – Annexation Parcel 3326170182

Attached please find the Notice of Intention to Commence Annexation Proceedings regarding the proposed annexation of a developed parcel adjacent to SR-215 in the vicinity of the Okanogan County Public Works Complex (see attached detailed exhibits).

The Subject Property is owned by the Okanogan Senior Citizens Center and is identified as Parcel 3326170209 – no 911 address has been assigned.

The Subject Property is being added to the annexation proposal presented to the Planning Commission at their September 18, 2023 regular meeting. Staff recommends amending the County's annexation request as a courtesy to help unify the subject property with two adjacent parcels owned by the Okanogan Senior Citizens Center that are already in the city municipal boundaries.

To facilitate the process, I have completing the attached NOI for the property, which will be signed later this week.

Please let me know if you have any questions,

Chris

NOTICE OF INTENTION TO COMMENCE ANNEXATION PROCEEDINGS

TO: Honorable Mayor and City Council of the City of Okanogan
PO Box 752
Okanogan, WA 98840

Honorable Mayor and City Council Members:

The undersigned hereby advises the Okanogan City Council that it is their desire to annex the generally described area identified as follows into the City of Okanogan:

Assessor's Parcel Number: 3326170209
Abbreviated Legal: TAX 209 PT NE SW Section 17, Township 33N., Range 26 EWM
Stated Acres 1.57 Acres in size.
Current Use: Parking Lot

The property is depicted on Exhibit A, attached.

The undersigned are owners of property within the considered territory comprise ownership of not less than 10% (100% in fact for the real property identified) in acreage of the real property described above for which annexation is sought; and

It is requested that the Okanogan City Council set a date, not later than 60 days following the filing of this Notice for a meeting with the undersigned owner to determine:

- (1) Whether the City Council will accept the proposed annexation; and
- (2) Whether conditions will be required of the petitioner(s) for approval of the annexation; and
- (3) Whether the City Council will require the adoption of zoning for the proposed area in substantial compliance of the City of Okanogan Comprehensive Plan; and
- (4) Whether the City Council will require the assumption of existing city indebtedness by the area to be annexed.

OWNER'S PRINTED NAME AND SIGNATURE

X John Brandt
Owner's Printed Name

X John Brandt 10-12-2023
Owner's Signature Date

EXHIBIT A
Vicinity Map



Yellow Parcel = Subject Property, parcel 3326170209

Light Grey = Adjacent parcels under common ownership that are currently within the City of Okanogan Municipal Boundaries, 3326170206, 3326170172

Blue Property + County parcel to be annexed, 3326170182

EXHIBIT B
Assessor's Information

**OKANOGAN COUNTY**
WASHINGTON

**TAXSIFTER**

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Larry D. Gilman
Okanogan County Assessor 149 3rd North Avenue, Room 202 Okanogan, WA 98840

Assessor **Treasurer** **Appraisal** **MapSifter**

Parcel

Parcel#:	3326170209	Owner Name:	OKANOGAN SENIOR CITIZENS CENTER
DOR Code:	79 - Recreational - Other Recreational	Address1:	
Situs:		Address2:	PO BOX 1216
Map Number:	33-26-17	City, State:	OKANOGAN WA
Status:	EXEMPT FULL YEAR	Zip:	98840
Description:	TAX 209 PT NE SW N/HWY		
Comment:	SAME		

2024 Market Value		2024 Taxable Value		2024 Assessment Data	
Land:	\$15,400	Land:	\$0	District:	514 - District 514
Improvements:	\$8,200	Improvements:	\$0	Current Use/DFL:	No
Permanent Crop:	\$0	Permanent Crop:	\$0		
Total	\$23,600	Total	\$0	Total Acres:	0.30000

Ownership

Owner's Name	Ownership %	Owner Type
OKANOGAN SENIOR CITIZENS CENTER	100%	Owner

Sales History

Sale Date	Sales Document	# Parcels	Excise #	Grantor	Grantee	Price
02/13/85	75-3527	2	30123	CARLSON	OKANOGAN SENIOR CITIZENS CENTER	\$8,000

EXHIBIT C
Legal Description

To be added



451 Diamond Drive | Ephrata, WA 98823

2023-2024 RENEWAL PREMIUM BREAKDOWN

The below breakdown reflects the change in annualized premiums resulting from exposure changes and annual rate changes applied for the 23-24 Renewal term.

Member: City of Okanogan

2022-2023 Renewal Premium:	\$146,419.80
Premium change resulting from 22-23 exposure changes, inflationary property value increases, and 23-24 renewal changes reported:	\$4,545.73
Premium change due to 23-24 rate changes:	\$25,601.54
Total 2023-2024 Renewal Premium:	\$176,567.07



451 Diamond Drive | Ephrata, WA 98823

Cities Insurance Association of Washington
451 Diamond Drive
Ephrata, WA 98823

Invoice Number: 2023-34546-0870-1
Invoice Date: 11/8/2023

City of Okanogan
PO Box 752
Okanogan, WA 98840

Coverage Information	
Covered Member:	City of Okanogan
Coverage Number:	CIAW232434546
Coverage Period:	12/01/2023 - 12/01/2024
Transaction Description:	2023-2024 CIAW Renewal
Transaction Effective Date:	12/01/2023
Premium Information	
Line of Coverage:	Premium:
Property	\$55,749.14
Equipment Breakdown	\$10,736.97
Auto Physical Damage	\$14,361.94
General Liability	\$31,718.89
Law Enforcement Liability	\$551.10
Cyber Liability	\$10,000.00
Wrongful Acts	\$15,648.22
Auto Liability	\$34,476.09
Crime	\$3,324.72
Total Premium:	\$176,567.07

Premium is due and payable 30 days from receipt. Please note that if payment is not received, CIAW shall have the right to cancel coverage. Notice of cancellation shall be no less than 60 days. Overdue invoices are subject to a 2% late charge. CIAW is direct bill.

CIAW Underwriter:
Stacy Lyon
800.407.2027 ext. 4077
slyon@choosclear.com



451 Diamond Drive | Ephrata, WA 98823

Date: November 3, 2023

Dear CIAW Brokers / Agents and Members:

On behalf of the Cities Insurance Association of Washington (CIAW) Board of Directors, we want to thank you for your continued support and shared vision of our mission to ensure the availability of stable and affordable insurance protection for our members. We recognize the budgetary constraints you are facing and are committed to providing excellent value to our membership.

As the CIAW begins its 35th year, we are pleased to highlight the following benefits to the members for the renewal term:

- The flexibility of a Memorandum of Coverage that meets the unique needs of public entities and is continuously improved upon with input from both our membership and brokers.
- A fully funded Aggregate Stop Loss Policy is purchased to protect your program's assets and secure future unreserved equity.
- High quality risk management services and new educational trainings are available to all members at no additional cost. New services and trainings are developed each year. We encourage you to learn more about these services by visiting www.ciaw.us for details.
- Competitive premium financing options are available through Imperial PFS. Please contact our office for information on how to obtain a quote. Multiple payment structures are available including options for 12 equal monthly installments or quarterly payments.

The CIAW Board approved an overall budget increase this year of 17.4%; however, individual member increases may vary based on each member's specific exposures, deductibles selected, and loss experience. The health of the pool is what ensures long-term stability for our members that rely on us for risk management and coverage solutions. Securing coverage and rate stability have been the primary focus for the Board of Directors during this renewal cycle due to hard market conditions and the many unknowns in the insurance marketplace. Thank you for your confidence in our efforts during such an uncertain time.

The CIAW Board of Directors is proud to be working with qualified partners who share the philosophy of risk management, responsibility, and community within a member-owned and directed program. Please review the enclosed memo from our Underwriting Department, which highlights anticipated coverage changes for the 2023-2024 coverage term.

If you have any questions or concerns, please feel free to contact our program administrator, Clear Risk Solutions, at 800-407-2027.

For additional CIAW information, please visit our website at www.ciaw.us.

Thank you for your continued participation. We look forward to providing quality service to your entity in the future.

Sincerely,



Randy Hinchliffe, CIAW Board Chair
City Administrator, City of Waitsburg



451 Diamond Drive | Ephrata, WA 98823

TO: CIAW Members and Brokers
FROM: CIAW Underwriting Department, Clear Risk Solutions
DATE: November 6, 2023
SUBJECT: 2023-2024 Renewal

The Cities Insurance Association of Washington (CIAW) renewal is fast approaching on December 1, 2023. We are pleased to provide you the attached expected renewal terms for our members. In response to broker and member requests, and in an effort to provide more timely renewal terms, our renewal packet contains a Renewal Summary reflecting the anticipated coverage, limits, and carriers along with a renewal invoice. **Please review the attachments for accuracy.**

Process Change:

Please be reminded the premium indicated on the renewal invoice will reflect any exposure changes that have been made throughout the expiring coverage term, as well as inflationary property value increases, if applicable, and changes reported on the renewal application.

Should you wish to discuss coverage changes or update exposure information not already reported, we request that you do so prior to November 15, 2023.

Prior to December 1, 2023, the coverage confirmation and renewal certificates will be issued for each member. In addition, the renewal invoice, updated to include any additional changes, if necessary, will be provided to each member.

Payment Due Date & Premium Financing:

Renewal payments are due prior to January 1, 2024. Please mail premiums directly to the Administration Office, made payable to CIAW. Any unpaid premium after January 1, 2024, will be subject to a 2% per month late fee. The renewal invoice is being held five (5) days before being sent to members to allow brokers time to contact members prior to receiving their renewal email.

While CIAW does not offer payment plans or premium financing, competitive premium financing options are available through Imperial PFS. Please contact us for information on how to obtain a quote.

Renewal Coverage Changes:

In addition to general cleanup items currently being discussed, the following changes will be made as of December 1, 2023. The specific details of the cleanup items and language changes are being finalized.

1. Language will be amended in the Claims-made form to allow 60 days reporting on claims after the end of the coverage period.
2. The Sexual Abuse Liability coverage part will be amended to include language addressing the inclusion of attorney fees for any claim arising out of Sexual Abuse alleging Washington Law Against Discrimination (WLAD) violation.
3. Language will be added to the Property Coverage Part and Declarations to clarify that if no sublimit is shown for Flood in the declarations, Flood is an excluded cause of

loss. However, this exclusion does not apply to scheduled Automobiles with APD coverage on file with us.

4. Law Enforcement Liability will include the following coverage changes:
 - a. Law Enforcement Liability will be excluded for Special District and Fire District members, as they do not have law enforcement exposure.
 - b. The annual aggregate limit for Law Enforcement Liability will be reduced from \$20,000,000 to \$10,000,000. The per occurrence limit of \$10,000,000 will remain unchanged for those Cities and Towns with reported law enforcement FTE.
 - c. The Law Enforcement Liability sublimit will be reduced from \$10,000,000 to \$5,000,000 for member Cities and Towns with no law enforcement FTE reported to us.
 - d. Law Enforcement Liability deductible will be increased to a minimum of \$10,000 for each occurrence / each accident.

The 2023-2024 renewal SOV includes a 5.3% inflationary increase to all buildings and contents. This is a result of national inflation, significant losses nationwide affecting the insurance market, and the pool's overall loss performance. The values will be maintained unless an exception has been approved by the Underwriting Department on an individual basis or functional building valuation is selected. Please remember that CIAW's property coverage has a 115% margin clause, and some property coverages such as Ordinance or Law are limited to a percentage of the scheduled building value. Accurate valuation is important to ensure adequate coverage is available in the event of a loss.

Please note, invoices for Cities and Towns now include a separate premium line item for Law Enforcement Liability. Law Enforcement Liability premium was previously incorporated in the General Liability premium line.

Please contact Stacy Lyon at: slyon@chooseclear.com or 800-407-2027, with any questions regarding your enclosed renewal documents. Any corrections or changes to exposures should be reported to our office by November 15, 2023, to allow sufficient time to finalize coverage and issue renewal certificates prior to December 1, 2023. We will be unable to process any changes in the 2022-2023 coverage term after this date.

Thank you for your continued participation. We look forward to providing quality service to your entity in the coming year.



INSURANCE AGENCIES

Auto ▪ Home ▪ Business ▪ Farm ▪ Crop ▪ Life

November 16, 2023

City Of Okanogan
Attn: Jessica Blake
Po Box 752
Okanogan, WA 98840-0752

RE: Commercial Package Policy
Clear Risk Solutions / CIAW Insurance Pool
Effective 12/01/23 - 12/01/24

Dear Jessica, Mayor Turner & Council Members,

We are pleased to present the renewal of the City's insurance program for the next term of 12/01/23 to 12/01/24 through the Cities Insurance Association of Washington. Your program has been renewed per the expiring policy, with the exception of changes in the statement of values, vehicles schedule amendments and inland marine inventory adjustments during the prior term. A current statement of values and coverage summary is included for your review.

Attached is a copy of an invoice from Clear Risk Solutions, administrator of the insurance group, in the amount of \$176,567.07. This amount is for insurance premiums, pool assessment, and their amount for service fees. This compares to annualized premium of \$147,690 after requested changes during the previous policy term.

Included in this packet is our agency invoice for the service agent/broker fee in the amount of \$6,000. Also included is a disclosure form required by the insurance commissioner since the fee is charged separately from the CIAW premium. Our service includes, but is not limited to, the completion of renewal applications, reviewing coverages, answering coverage questions and concerns, policy changes, facilitating claims, assisting in risk management, and acting as broker with the group administrator and insurance company as required by the Washington State Insurance Commissioner.

(cont...)

This would bring the total cost for your insurance program for the 2023- 2024 term to \$182,567.07, which compares to \$152,690 last year. The total cost difference this year for your program is an increase of \$29,877. The larger rate impacts for this renewal term were in the property line due and cyber liability due to general concerns affecting markets. By comparison the CIAW pool continues to perform well and the rate impacts are much less than what we are seeing in the traditional markets.

If you have any questions, please do not hesitate to contact our office.

We have appreciated your business and the opportunity to be of service, and look forward to working with you this upcoming year.

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Sincerely,

Wilson Wooschlager
The VIP Agency Group LLC



CITIES INSURANCE ASSOCIATION OF WASHINGTON RENEWAL SUMMARY

*The terms, conditions, and exclusions shown here are brief overviews of the anticipated limits and coverages included in, but not limited to, the coverages provided by the Cities Insurance Association of Washington. The terms and conditions offered may differ from your prior policy and from what you requested in your submission. This document is not intended to be used as a direct reflection of all coverages or to replace or alter the Memorandum of Coverage (MOC) in any way. **Information represented in this Renewal Summary is subject to change prior to December 1.** Information represented in this Renewal Summary is subject to the exclusions, terms, limitations, and conditions of the Memorandum of Coverage. All specific coverage, exclusion, and limitation questions should be referred directly to the Memorandum of Coverage and all attached endorsements. In the event of differences, the Memorandum of Coverage will prevail. Participating companies are non-admitted, unless otherwise stated. Non-admitted companies are not regulated by the Washington State Insurance Commissioner and are not protected by the Washington State Guaranty Fund. All surplus lines filings on any excess and surplus lines policies, if applicable, will be filed on behalf of CIAW by Apex Insurance Agency, Inc. or Peachtree Special Risk Brokers, LLC. The Memorandum of Coverage is subject to audit. Defense costs are outside the limits, unless excess limits are purchased. Defense costs are inside the limits for members with excess liability limits scheduled on file with the company. For claims made coverages, a copy of the Extended Reporting Period MOC language is available upon request.*

Please note the limits shown here represent the combined full limits provided by multiple policies from various carriers. It is the responsibility of the broker to review this document to confirm its accuracy. All carriers listed herein are those anticipated to participate in the designated portions of the MOC. All carriers are subject to change prior to December 1, 2023.

Notice of Cancellation for Non-Payment

We may cancel coverage within 60 days in the event of non-payment of premium. Notice of cancellation will be mailed to the Covered Member's last known address and will indicate the date on which coverage is terminated. If applicable, a copy will be mailed to the broker of record on file.

Covered Member:

City of Okanogan
PO Box 752
Okanogan, WA 98840

Broker:

VIP Agency Group

Coverage Period: 12/01/2023 to 12/01/2024

Member Since: 11/01/1988

Authorized Signature:

Administered by Clear Risk Solutions

RENEWAL SUMMARY

PROPERTY COVERAGE PART

Item 1. CIAW Program Retention:

Real and Personal Property Each Occurrence \$750,000

Item 2. Limit of Coverage:

Real and Personal Property Each Occurrence and Group Aggregate \$100,000,000
(excluding Earthquake and Flood)

Item 3. Sublimits of Coverage:

The Sublimits of Coverage shown below do not increase the overall Limits listed above.

- 1a. \$15,000,000 Sublimit for Earthquake per Occurrence and in the annual aggregate.
- 1b. \$15,000,000 Annual Group Aggregate for Earthquake.
- 2a. \$15,000,000 Sublimit for Flood per Occurrence and in the Annual Aggregate except that covered Property located at the time of loss in any flood zone identified by FEMA as Zones A, AO, AH, A1 through 30, AE, A99, AR, AR/A1 through 30, AR/AE, AR/AO, AR/AH, AR/A, VO, V1 through 30, VE, and V; or a similar high risk FEMA rating are subject to the following Flood sublimits:
 - \$ 1,000,000 per Occurrence and Annual Aggregate, and
 - \$15,000,000 Annual Group Aggregate.
- 2b. \$15,000,000 Annual Group Aggregate for Flood.
- 3. \$1,000,000 Sublimit for combined Transit and off Premises Extension per Occurrence.
- 4. \$2,500,000 Sublimit for combined Business Interruption and Extra Expense per Occurrence.
- 5. \$1,000,000 Sublimit for Accounts Receivable per Occurrence.
- 6. \$2,500,000 Sublimit for Rental Income per Occurrence.
- 7. \$1,000,000 Sublimit for Valuable Papers per Occurrence.
- 8. \$1,000,000 Sublimit for Additionally Acquired Property per Occurrence.
- 9. \$250,000 Sublimit for Newly Built or Constructed Property per Occurrence.
- 10. \$2,500,000 Sublimit for Electronic Data Processing per Occurrence.
- 11. \$25,000 Sublimit for Re-keying Expense per Occurrence and annual aggregate.
- 12. \$1,000,000 Sublimit for Fine Arts per Occurrence.
- 13. Lesser of 25% of the amount paid for direct physical loss or \$1,000,000 sublimit for Debris Removal Expense Extension per Occurrence.
- 14. Ordinance or Law Coverage A: The building value of the undamaged portion of the building as reported in the Property Schedule on file with the Company per Occurrence.
- 15. Ordinance or Law Coverage B: Demolition Cost is 25% of the building value as reported in the Property Schedule on file with the Company per Occurrence.
- 16. Ordinance or Law Coverage C: Increased cost of construction is 25% of the building value as reported in the Property Schedule on file with the Company, subject to a combined single limit of \$10,000,000 for coverages B and C combined, per Occurrence
- 17. \$50,000 Sublimit aggregate Temporary Safeguard of Property Extension per Occurrence.
- 18a. \$100,000 Sublimit for Mold or Other Fungi as a result of covered losses.
- 18b. \$300,000 Annual Group Aggregate for Mold or Other Fungi as a result of covered losses.
- 19. \$100,000 Sublimit for walkways, roadways, courts, and other similar paved or artificial surfaces per Occurrence.
- 20. Margin Clause: 115% of the total combined stated values for Real and Personal Property shown for that location on file with the Company per Occurrence

Item 4. **Deductible:**

The CIAW Program Retention listed above is in addition to the deductibles listed below.

Real and Personal Property
(except Earthquake, Flood, and Auto Physical Damage for Scheduled Automobiles)

Property:	Per Schedule on file with Company
Miscellaneous Equipment:	\$250

Automobile Physical Damage for Scheduled Automobiles	Per Schedule on file with Company
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Rental Vehicles Physical Damage	Each Occurrence: • \$250 Fire Districts/Special Districts • \$1,000 Cities
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Earthquake: The greater of 2% of the total value of all Property at the Locations suffering loss or \$50,000 loss per Occurrence. Total value of all Property means the total value of all Property shown in the statement of values on file with the Company at the time of loss. A Location means a single street address or if no street address, single legal description.

Flood: \$25,000 each loss per Occurrence except that covered Property located at the time of loss in a flood zone identified by FEMA as Zones A, AO, AH, A1 through 30, AE, A99, AR, AR/A1 through 30, AR/AE, AR/AO, AR/AH, AR/a, VO, V1 through 30, VE, and V; or a similar high risk FEMA rating are subject to the following Flood Deductibles:

\$500,000 per Occurrence applying to each building damaged, and
\$500,000 per Occurrence applying to Personal Property within a building, and
\$500,000 per Occurrence applying to all other covered Property.

Item 5. **Participating Carriers:**

Limits excess of \$10,000,000 are per Occurrence for the group combined.

Pennsylvania Manufacturers' Association Insurance Company (Old Republic)	(A+ XV) Admitted	\$10,000,000 Per Occurrence, subject to sublimits listed on Declarations Page
Swiss Re Corporate Solutions Elite Insurance Corporation	(A+ XV) Admitted	Part of \$15,000,000 Per Occurrence excess of \$10,000,000
Certain Underwriters at Lloyd's, (London Syndicate HCC, RSA, Hardy)	(A XV) Non-Admitted	Part of \$15,000,000 Per Occurrence excess of \$10,000,000
Aspen Specialty Insurance Company	(A XV) Non-Admitted	Part of \$25,000,000 Per Occurrence excess of \$25,000,000
Evanston Insurance Company	(A XV) Non-Admitted	Part of \$25,000,000 Per Occurrence excess of \$25,000,000
StarStone Specialty Insurance Company	(A- XII) Non-Admitted	Part of \$25,000,000 Per Occurrence excess of \$25,000,000
Certain Underwriters at Lloyd's, (London Syndicate AXIS, QBE)	(A XV) Non-Admitted	Part of \$25,000,000 Per Occurrence excess of \$25,000,000
RSUI Indemnity Company	(A+ XIV) Admitted	Part of \$25,000,000 Per Occurrence excess of \$25,000,000
Arch Specialty Insurance Company	(A+ XV) Non-Admitted	Part of \$25,000,000 Per Occurrence excess of \$25,000,000
Great American Fidelity Insurance Company	(A+ XV) Non-Admitted	\$50,000,000 Per Occurrence excess of \$50,000,000

RENEWAL SUMMARY

LIABILITY COVERAGE PART

Item 1. CIAW Program Retention:

General Liability	Each Occurrence	\$750,000
Wrongful Act Liability	Per Claim	\$750,000
Automobile Liability	Each Accident	\$750,000

Item 2. Deductible:

The CIAW Program Retention listed above is in addition to the deductibles listed below.

a.	General Liability Coverage Part	Each Occurrence	\$250
b.	Wrongful Act Liability Coverage Part	Each Wrongful Act	\$1,000
c.	Miscellaneous Professional Liability	Each Wrongful Act	\$1,000
d.	Automobile Liability Coverage Part	Each Accident	See schedule
e.	Uninsured/Underinsured Motorist Coverage		
	Property Damage	Each Accident	EXCLUDED
	Bodily Injury	Each Accident	EXCLUDED
f.	Employee Benefits Liability Coverage Part	Each Employee Benefits Incident	\$250
g.	Stop Gap Employer's Liability	Each Accident	\$250
h.	Sexual Abuse Liability	Each Sexual Abuse	\$250
i.	Law Enforcement Liability	Each Occurrence	\$10,000
		Each Accident	See Auto Schedule

Item 3. Limit of Coverage:

The Sublimits of Coverage shown below do not increase the overall Limits listed for Liability Coverages. Aggregate limits are subject to shared excess limits, which may be reduced by prior claims.

a.	General Liability Limit	Each Occurrence	\$10,000,000
		Annual Aggregate	\$20,000,000
		Group Aggregate	\$50,000,000
	<u>Sublimits:</u>		
	Products and Completed Liability Sublimit	Each Occurrence	\$10,000,000
		Annual Aggregate	\$20,000,000
	Leased/Rented Premises Liability Sublimit	Each Occurrence	
		and Annual Aggregate	\$1,000,000
	Garage Liability Sublimit	Each Occurrence	
		and Annual Aggregate	\$10,000,000
	Sewer Back-up Sublimit	Each Occurrence	
		and Annual Aggregate	\$2,000,000
	Failure to Supply Sublimit	Each Occurrence	
		and Annual Aggregate	\$2,000,000
	Unmanned Aircraft Liability Sublimit*	Each Occurrence	
		and Annual Aggregate	\$10,000,000
	*Unmanned Aircraft – under 30 lbs. total weight and FAA Compliant		
	Stop Gap Employer's Liability Sublimit	Each Accident	\$10,000,000
		Annual Aggregate	\$20,000,000
	Employee Benefit Liability Sublimit	Each Employee Benefits Incident	\$10,000,000
		Annual Aggregate	\$20,000,000
	Sexual Abuse Liability Sublimit	Each Sexual Abuse	\$10,000,000
		Annual Aggregate	\$10,000,000
		Group Aggregate	\$30,000,000

	Law Enforcement Liability Sublimit	Each Occurrence	\$5,000,000
		Each Accident	\$5,000,000
		Annual Aggregate	\$5,000,000
	Traumatic Event Response Coverage:		
	Crisis Expense Sublimit	Each Traumatic Event	\$100,000
	Crisis Property Improvements Sublimit	Each Traumatic Event	Included
		Group Aggregate	\$300,000
b.	Wrongful Act Liability Limit	Each Wrongful Act	\$10,000,000
		Annual Aggregate	\$10,000,000
		Group Aggregate	\$50,000,000
	<u>Sublimits:</u>		
	Miscellaneous Professional Liability Sublimit	Each Wrongful Act	\$10,000,000
c.	Automobile Liability Limit	Each Accident	\$10,000,000
	<u>Sublimits:</u>		
	Limited Garagekeepers Sublimit	Each Accident	\$1,000,000
	Uninsured/Underinsured Motorist Sublimit	Each Accident	EXCLUDED
d.	Defense Costs (all liabilities)	Each Occurrence/ Each Wrongful Act	\$2,000,000
Item 4.	Retroactive Date:		
	Wrongful Act Liability – Primary	\$10,000,000	09/01/1991
	Miscellaneous Professional Liability – Primary	\$10,000,000	09/01/1991
	Employee Benefit Liability – Primary	\$10,000,000	09/01/1991

Item 5. **Participating Carriers:**Automobile Liability:

Pennsylvania Manufacturers' Association Insurance Company (Old Republic) (A+ XV) Admitted

Wrongful Act Liability:

Pennsylvania Manufacturers' Association Insurance Company (Old Republic) (A+ XV) Admitted

General Liability:

Pennsylvania Manufacturers' Association Insurance Company (Old Republic) (A+ XV) Admitted

RENEWAL SUMMARY CRIME COVERAGE PART

Item 1. **CIAW Program Retention:**

Crime Coverage Part	Each Occurrence	\$25,000
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Item 2. **Deductible:**

The CIAW Program Retention listed above is in addition to the deductibles listed below.

Employee Theft	Each Occurrence	\$1,000
Forgery or Alteration	Each Occurrence	\$1,000
Money and Securities Inside / Outside	Each Occurrence	\$1,000
Computer Fraud	Each Occurrence	\$1,000
Funds Transfer Fraud	Each Occurrence	EXCLUDED
Money Orders Counterfeit Paper Currency Each Occurrence		EXCLUDED

Item 3. **Limit of Coverage:**

Crime Coverage Part	Each Occurrence and Annual Aggregate	\$1,000,000
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The Sublimits of Coverage shown below do not increase the overall Limits listed above.

Coverage Agreements	Sublimits of Coverage
Employee Theft - Per Loss Coverage	\$1,000,000
Employee Theft - Per Employee Coverage	EXCLUDED
Forgery or Alteration	\$1,000,000
Inside the Premises - Money and Securities	\$250,000
Inside the Premises - Robbery or Safe Burglary of Other Property	\$250,000
Outside the Premises - Money and Securities	\$250,000
Computer Fraud	\$250,000
Funds Transfer Fraud	EXCLUDED
Money Orders Counterfeit Paper Currency	EXCLUDED
Faithful Performance	Included in Employee Theft sublimit

Item 4. **Participating Carriers:**

Pennsylvania Manufacturers' Association Insurance Company (Old Republic) (A+ XV) Admitted

RENEWAL SUMMARY

EQUIPMENT BREAKDOWN COVERAGE PART

Item 1. **CIAW Program Retention:**

Equipment Breakdown Coverage Part	“One Accident”	\$0	Combined, All Coverages
All Motors and Pumps		\$25,000	

Item 2. **Deductible:**

The deductibles listed below are part of and not in addition to the CIAW Program Retention listed above.

Equipment Breakdown Coverage Part:

Equipment Breakdown:	“One Accident”	\$2,500	Combined, All Coverages
All Motors and Pumps (All Member Deductible):		\$10,000	

Item 3. **Limit of Coverage:**

Equipment Breakdown Coverage Part	One Accident and Group Aggregate	\$100,000,000	
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Item 4. **Sublimits of Coverage:**

The Sublimits of Coverage shown below do not increase the overall Limits listed above.

Property Damage:	Included
Business Income:	Included
Extra Expense:	Included
Service Interruption:	Included
Perishable Goods:	\$500,000
Data Restoration:	\$100,000
Computer Equipment:	Included
Off Premises Property Damage:	Excluded
Contingent Business Income:	Included
Demolition and ICC:	25% of building or tenant's improvements or betterments value
Ordinance or Law:	25% of building or tenant's improvements or betterments value
Expediting Expenses:	Included
CFC Refrigerants	Included
Hazardous Substances:	\$5,000,000
Extended Period of Restoration:	30 days
Newly Acquired Locations:	Included; 365 days
Interruption of Service Waiting Period:	24 hours

Item 5. **Participating Carriers:**

Hartford Steam Boiler Inspection and Insurance Company of Connecticut	(A++ X) Admitted
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RENEWAL SUMMARY CYBER LIABILITY

Item 1.	CIAW Program Retention: Cyber Insurance	\$50,000 Per Claim / Occurrence
Item 2.	Deductible: The deductibles listed below are part of and not in addition to the CIAW Program Retention listed above.	
	All Coverages	\$10,000 per Claim
	Except:	
	Loss of Business Income	\$10,000 and 10 Hours waiting period
	Reputational Harm Expense	12 Hours waiting period
Item 3.	Limit of Coverage:	
	Member Annual Policy Aggregate	\$5,000,000
	Group Combined Policy Aggregate	\$10,000,000
Item 4.	Sublimits of Coverage: Sublimits of Coverage shown below do not increase the overall Limits listed above. Aggregate limits are subject to shared excess limits, which may be reduced by prior claims.	
a.	Liability Costs	Per Claim and Aggregate \$5,000,000
b.	PCI Costs	Per Claim and Aggregate \$5,000,000
c.	Regulatory Costs	Per Claim and Aggregate \$5,000,000
d.	Media Liability Endorsement	Per Claim and Aggregate \$5,000,000
e.	Business Interruption Loss (Including Extra Expense & Voluntary Shutdown)	Each Occurrence and Aggregate \$5,000,000
f.	System Failure Business Interruption Loss (Including Extra Expense & Voluntary Shutdown)	Each Occurrence and Aggregate \$5,000,000
g.	Contingent Business Interruption Loss (Including Extra Expense)	Each Occurrence and Aggregate \$5,000,000
h.	System Failure Contingent Business Interruption Loss (Including Extra Expense)	Each Occurrence and Aggregate \$5,000,000
i.	Data Restoration	Each Occurrence and Aggregate \$5,000,000
j.	Extortion Costs (with MFA)	Each Occurrence and Aggregate \$5,000,000
	Extortion Costs (no MFA)	Each Occurrence and Aggregate \$500,000
k.	Breach Fund	Each Occurrence and Aggregate \$5,000,000
l.	Cyber Crime Loss (Includes Social Engineering Financial Fraud)	Each Occurrence and Group Aggregate \$250,000
m.	Bricking Costs	Each Occurrence Group Aggregate \$1,000,000 \$5,000,000
n.	Reputational Harm Expense	Each Occurrence Group Aggregate \$1,000,000 \$5,000,000
o.	Business Impersonation Costs	Per Claim and Aggregate \$5,000,000
p.	Criminal Rewards Costs	Per Claim and Group Aggregate \$100,000
q.	Utility Fraud Attack Endorsement	Per Claim and Group Aggregate \$100,000

Item 5. **Retro Active Date:** (Coverages a., b., c., and d. above)

Full Prior Acts

Item 6. **Participating Carriers:**

Obsidian Specialty Insurance Company	(A- VII) Non-Admitted	Primary \$5,000,000
Great American Fidelity Insurance Company	(A+ XV) Non-Admitted	\$5,000,000 excess of \$5,000,000

RESOLUTION NO. 2023-06

A RESOLUTION OF THE CITY OF OKANOGAN ALLOCATING EXPENDITURES FROM THE CITY'S TOURISM PROMOTION FUND (No. 101) TO AUTHORIZED ORGANIZATIONS FOR THE PURPOSE OF PROMOTING TOURISM WITHIN THE CITY OF OKANOGAN

WHEREAS, The Business and Tourism Committee of the Okanogan City Council has recommended the following expenditures to be used for the promotion of tourism:

The Omak/Okanogan Chronicle	\$ 2,666
The Okanogan Chamber of Commerce	\$ 15,000
<u>City of Okanogan</u>	<u>\$ 6,000</u>
Total Request	\$ 23,666

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Okanogan, Washington that the organizations listed above shall be allocated the amounts as indicated from funds to be appropriated for Tourism Promotion as part of the City of Okanogan 2024 Budget.

PASSED AND APPROVED this _____ day of _____ 2023.

APPROVED:

Lisa Bauer, Mayor Pro Tem

ATTEST:

Jessica Blake, Clerk Treasurer

AMENDMENT TO INTERLOCAL AGREEMENT RELATING TO SALARY, BENEFITS, TRAINING AND TRAVEL COSTS ASSOCIATED WITH BUILDING OFFICIAL / PERMIT ADMINISTRATION SERVICES

This Amendment to Interlocal Agreement relating to Salary, Benefits, Training and Travel costs associated with Building Official / Permit Administration Services, hereinafter referred to as "Agreement", is made and entered into to be effective as of January 1, 2024, by and between the City of Okanogan, a municipal corporation of the State of Washington, hereinafter referred to as the "Employer", and the City of Oroville, a municipal corporation of the State of Washington, hereinafter referred to as "Oroville" and collectively referred to as the "Communities".

WHEREAS, The Interlocal Agreement entered into between the above named Communities providing for shared Building Official / Permit Administrator Services has been in effect for the past three years; and

WHEREAS, said agreement by its terms is set to expire on December 31, 2023; and

WHEREAS, it is the desire of the Communities to continue this agreement through calendar year 2024 and continuing on a year-to-year basis thereafter,

NOW, THEREFORE,

The Parties Agree as Follow:

1. The underlying Interlocal Agreement between the Communities is hereby continued through calendar year 2024 and shall be continued thereafter year-by-year unless and until either party provides notice of termination as specified in the original agreement.
2. All other terms and conditions of the Interlocal Agreement shall remain unchanged.

Approved and Signed this _____ day of _____, _____.

Mayor Pro Tem, City of Okanogan

Mayor, City of Oroville

**CITY OF OKANOGAN
COUNCIL MINUTES
November 21, 2023**

CALL TO ORDER

The Regular Meeting of the Okanogan City Council was called to order by Mayor Turner at 7:00 p.m.

OPEN RECORD PUBLIC HEARING: Ordinance No. 1226: 2024 Budget

Mayor Turner opened the 2024 Budget public hearing at 7:00 p.m. by stating the purpose of the hearing is to take relevant testimony on the City's proposed 2024 Budget.

Mayor Turner provided for any challenges to the Council's jurisdiction. There were none stated.

Mayor Turner provided the opportunity for the disclosure of any conflicts of interest or appearance of fairness issues or disclose any pertinent facts. There was none stated.

Mayor Turner provided the opportunity for the disclosure of any ex-parte communication, such that everyone will have the benefit of the information. There were none stated.

Mayor Turner asked if there was anyone present who wished to challenge any of the Council, or himself as the Hearing Chairman, for conflicts of interest or appearance of fairness issues in conducting this hearing. There were none stated.

Mayor Turner opened the testimony portion of the hearing at 7:01 p.m.

Mayor Turner asked for Staff to provide a Staff Report. City Clerk Treasurer Jessica Blake provided the Staff Report. City Clerk Treasurer Jessica Blake reviewed the information provided to council.

Mayor Turner provided for any Petitioners who desire to speak the opportunity, then those who signed in the opportunity to present testimony and then anyone present to present testimony, stating your name and address please. There were none stated.

Mayor Turner provided an opportunity for the Council to ask direct questions. There was none stated.

Mayor Turner provided the opportunity for the Petitioners and Staff the opportunity to rebut. There was no rebuttal offered.

Mayor Turner provided the opportunity for discussion amongst the Council. There was none.

Mayor Turner closed the hearing portion of the meeting at 7:03 p.m. and stated that during the business portion of the meeting the Council may discuss the ordinance.

The following were:

Present: Mayor Turner Councilmembers: Greg Oyler, Eric Lind Sr., Lisa Bauer, Robert Chilcote, Denise Varner, John Lyles and Robert Gillespie.

Also Present: City Clerk Treasurer Jessica Blake, Utilities Clerk Laura Divis, and Fire Chief Brad Armstrong.

Also Present through Zoom: Undersheriff Dave Yarnell from the Sheriff's office.

APPROVAL OF AGENDA AND CONSENT AGENDA

Mayor Turner asked if there were any alterations to the Agenda or Consent Agenda. Bauer moved, seconded by Varner to approve the Agenda and Consent Agenda as presented. Mayor Turner asked if there were any objections to the motion. Seeing no objection raised, the motion passed without objection.

EXCUSE COUNCILMEMBERS

There were no pre-excused Councilmembers on the Agenda and Consent Agenda.

APPROVAL OF MINUTES

The Minutes of the Regularly Scheduled Council Meeting of November 7, 2023 were approved with passage of the Consent Agenda.

APPROVAL OF VOUCHERS

Claims Vouchers numbered 54050 through 54071 dated November 21, 2023 in the amount of \$137,453.14, and a Debit Card Transaction dated October 31, 2023 in the amount of \$200.68.00 were approved with the Consent Agenda.

PUBLIC COMMENT

Mayor Turner opened the floor for Public Comment. Seeing none offered, Public Comment was closed.

DEPARTMENT HEAD REPORTS

Director of Public Works Shawn Davisson submitted a written report but was not present at the meeting.

Fire Chief Brad Armstrong submitted a written report, answered Councilmembers questions and in addition reviewed the fire at the Quality Inn.

Sheriff's Office submitted a written report, reviewed the report and answered councilmembers questions.

Building Official/Permit Administrator Bryan Forbus submitted a written report but was not present at the meeting.

Clerk's Office submitted a written report and in addition announced the following:

- Ecology Grant should be finalized soon.

COMMITTEE REPORTS

There were no Committee Reports on the Agenda.

UNFINISHED BUSINESS

Ordinance No. 1226 2024 Budget – 2nd Reading

Mayor Turner asked City Clerk Treasurer Jessica Blake to introduce Ordinance No. 1226 2024 Budget for a 2nd Reading.

Bauer moved, seconded by Varner to adopt Ordinance No. 1226.

There was a brief discussion.

Ayes: Lind, Bauer, Chilcote, Varner, Gillespie, Lyles and Oyler

Noes: None

Motion carried: 7 Ayes: 0 Noes

Resolution No. 2023-05 – Charter Franchise Resolution – 2nd Reading

Mayor Turner asked City Clerk Treasurer Jessica Blake to introduce Resolution No. 2023-05 Charter Franchise Resolution – 2nd Reading.

Varner moved, seconded by Lind to approve Resolution No. 2023-05.

There was a brief discussion.

Ayes: Gillespie, Lyles, Lind, Varner, Bauer, Oyler, and Chilcote

Noes: None

Motion carried: 7 Ayes: 0 Noes

NEW BUSINESS

Progress Estimate No. 2 Simple Solutions

Mayor Turner asked City Clerk Treasurer Jessica Blake to introduce Progress Estimate No. 2 Simple Solutions Okanogan Omak Pavement Maintenance.

Lind moved, seconded by Lyles that the City issue payment to Simple Solutions for Progress estimate No. 2.

There was a brief discussion.

Ayes: Chilcote, Lind, Bauer, Gillespie, Oyler, Lyles and Varner

Noes: None

Motion carried: 7 Ayes: 0 Noes

Waive minor irregularity Oak Street Improvements

Mayor Turner asked City Clerk Treasurer Jessica Blake to introduce Waive Minor Irregularity Oak Street Improvements.

Varner moved, seconded by Gillespie that the City of Okanogan waive the issue for Rudnick & Sons LLC of a corrected Proposal Bond as a minor irregularity.

There was a brief discussion.

Ayes: Varner, Gillespie, Lyles, Lind, Chilcote, Bauer and Oyler

Noes: None

Motion carried: 7 Ayes: 0 Noes

Contract Award Oak Street Improvements

Mayor Turner asked City Clerk Treasurer Jessica Blake to introduce Contract Award Oak Street Improvements Project.

Gillespie moved, seconded by Lyles that the City of Okanogan award the Oak Street Improvements project to Rudnick & Sons LLC.

There was a brief discussion.

Ayes: Lyles, Bauer, Oyler, Chilcote, Varner, Gillespie and Lind

Noes: None

Motion carried: 7 Ayes: 0 Noes

PUBLIC COMMENT

Mayor Turner opened the floor and invited Public Comment. Seeing none offered, Public Comment was closed.

COUNCILMEMBER'S COMMENT

Councilmember Varner announced that Wednesday, November 29th at 5:30pm is the Tractor Lights parade. Santa Claus will be in the parade.

MAYOR'S REPORT

Mayor Turner announced:

- Asked council members if they are all receiving emails from AWC.
- Election Essentials workshop is coming up in December.
- Collected 600 boxes from our area for Christmas, Good Samaritan.

ADJOURNMENT

There being no further business before the Council, the Meeting was adjourned at 7:38 p.m.

Minutes taken and prepared by Utilities Clerk Laura Divis

APPROVED:

Wayne L. Turner, Mayor

ATTEST:

Jessica Blake, City Clerk Treasurer