

**CITY OF OKANOGAN
COUNCIL AGENDA
March 04, 2025 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**
February 18, 2025 – 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 and street address. Comments are limited to 3 minutes.
7. **DEPARTMENT HEAD REPORTS**
8. **COMMITTEE REPORTS**
9. **UNFINISHED BUSINESS**
10. **NEW BUSINESS**

Ordinance 1242 – Business Taxes, Licenses, and Regulations

Public Works Board Pre-Construction Loan Award Acceptance

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 and street address. Comments are limited to 3 minutes.

13. **COUNCILMEMBER'S COMMENTS**

14. **MAYOR'S REPORT**

15. **ADJOURNMENT**

MEMORANDUM

To: Okanogan City Council and Mayor Turner

From: Jessica Blake, City Clerk Treasurer

Date: February 28, 2025

Subject: Ordinance 1242 – Business Taxes, Licenses, and Regulations

Attached for Council consideration Ordinance 1242 – Business Taxes, Licenses, and Regulations. This will amend the Okanogan Municipal Code to continue and add licensing requirements within the City.

The City signed an agreement in November 2023 with the Department of Revenue (DOR) to partner with them for licensing services. DOR will collect the monies associated with licensing, which were approved with our 2025 fee schedule, and remit the total amount to us.

Language for the ordinance was provided by DOR and has been reviewed by Scott DeTro. Also included in the revision is the repeal of special licenses required for taxicab and private investigation firms, as these will be covered by the general business license.

Suggested Motion: I move to adopt Ordinance 1242.

MEMORANDUM

To: Okanogan City Council and Mayor Turner

From: Jessica Blake, City Clerk Treasurer

Date: February 24, 2025

Subject: Public Works Board Pre-Construction Loan Award Acceptance – Wastewater Treatment Facility Improvements

Attached for Council consideration is the Public Works Board Pre-Construction Loan Award letter for Wastewater Treatment Facility Improvements. The City applied for a \$1,000,000 loan with a possible grant component of up to 50% in January of this year. We have been awarded the loan in the amount of \$500,000 (50%) with a term of .43% interest over 5 years. The other 50% of our application (\$500,000), has been awarded as a grant.

This is the first step in the process of updates to the Wastewater Treatment Facility and will prepare the City to apply for Department of Ecology funding in the future.

Suggested Motion: I move to approve the Public Works Board Pre Construction Loan award for Wastewater Treatment Facility Improvements and authorize Mayor Turner to sign the necessary contract documents.

BUILDING DEPARTMENT REPORT

CITY COUNCIL MEETING

MARCH 4, 2025.

Okanogan office:

- Working on updating to new 2021 building codes.
- Re organizing office for room for new Code enforcement officer- *almost complete*

Permitting Activity:

- New Permit #RM-25-2099 New Wood stove install @ 2236 4th North
- New Permit #RB-25-2100 Remodel and Reroof @ 417 River Ave.

Inspections:

- Framing inspection for Permit RB-24-2083
- Mechanical inspection for Permit RB-24-2083
- Plumbing inspection for Permit RB-24-2083

Enforcement:

- Todd Place Enforcement – on going

Other:

Zoning Short plat:

- New Application for Short Plat “AL Morgan Family Trust Short Plat” – under review

DEPARTMENT HEAD REPORT

Clerk's Office

March 4, 2025

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

1. Budget

- Posted Vouchers for 1st Council March 2025
- Paid Vouchers for 2nd Council February 2025

2. Clerk Duties

- Distributed Correspondence and Agenda Items

3. Other

- Receipted in Various Funds (Building Permits, Taxes etc.)
- Made Daily Bank Deposits
- Performed Records Retention

4. Payroll

- Completed 2nd Payroll for February 2025
- Updated employee information in Vision

5. Planning/Building

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

6. Utilities

- Updated Utility Accounts
- Printed & Mailed February statements
- Updated Website

7. Sports Complex

- Attended Plex users meeting

8. Wellness

- Just for Laughs event in progress

9. Clerk Treasurer

- Attended demonstration for new website
- Met with Department of Ecology regarding Air Quality Grant
- Completed grant billing for 3rd Ave – PWB and TIB
- Completed County ARPA grant billing
- Completed FEMA generator grant billing
- Attended meeting to discuss Airport Hangar/Pilots Lounge
- Attended meeting with residents to discuss 3rd Ave project
- Participated in DOC Corrections Officer Interviews

Code Enforcement/Animal Control/Assistant Permit Admin Report

City Council Meeting

March 4th , 2025

Patrolled the city

Animal Complaints

2 closed 1 open

Public Nuisance

2 closed

6 open including the following-

1701 2nd Avenue North (on going)

410 8th Street (on going)

708 Monroe Street (on going)

Vehicles and Traffic

2 closed 2 open

Scheduled to attend Animal Control Officer Academy March 10th through March 21st.

Department Head Report

Fire Department

March 4, 2025

Fire Department

- Updated information in the reporting system.
- Performed minor repair and maintenance to apparatus and station.
- Performed minor repair and maintenance to small tools and equipment and station.
- Updated Department Stats- 39 calls
- Continued working with First Due on the new software system
- Started entering Pre-Fire Plans into the new software on commercial structures within the city.
- Installed the new ladder on Engine # 42
- Submitted monthly city stipends
- Submitted monthly reports to the State Fire Marshals office.

Training

- Truck checks
- Business Meeting
- Officers Meeting
- Asbestos
- Wildland Refresher

Fire Calls to Date

- Activated Alarm- 19
- Motor vehicle Accident- 7
- Motor vehicle fire- 4
- Brush Fire- 1
- Structure Fire- 1
- EMS Assist- 1
- Fire Other/Good Intent- 6
- Haz-Mat-

Hours Spent on Calls and Training to Date

- District: 5.6 Man Hours to Date: 85.67
- City: 4.17 Man Hours to Date: 34.38
- Training: 42 Man Hours to Date: 425.00

Totals Calls to Date:

- District: 20
- City: 19

Events

Attended the Okanogan County Chief's Meeting- 02/25/2025

Had a meeting with Commissioner Neal about the potential future County Fire Marshal Position

DEPARTMENT HEAD REPORT

Public Works

March 4, 2025

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 utility locates as needed
- Performed a water meter service relocation
- Performed submitting the water use efficiency report to WA DOH
- Performed replacing a pump & motor at the Murray Street Booster Pump Station
- Monitoring the backup generator project
- Barry Featherly attended RCAC training

Wastewater Department

- Performed daily testing and record keeping
- Performed customer service as needed
- Performed routine maintenance
- Performed utility locates as needed

Street Department

- Performed snow & ice control operations as needed
- Performed street sweeping operations
- Performed cleaning City maintained sidewalks
- Performed tree trimming

Parks/Cemetery/Pool/City Hall/Airport

- Performed snow & ice control operations as needed
- Attended an airport meeting

Shop

- Performed vehicle & equipment maintenance
- Performed Water Department vehicle repairs & maintenance
- Performed street sweeper repairs & maintenance
- Performed shop lighting upgrades

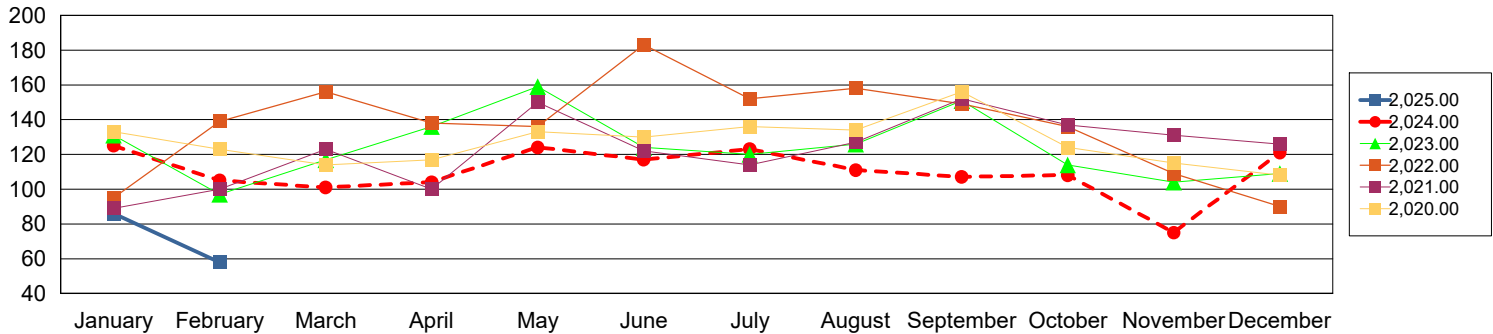
Other

- Attended Evergreen Rural Water of Washington's Annual Conference
- Performed advertising for seasonal employees for 2025



Okanogan County Sheriff's Office

Okanogan - Monthly Activity Law Incidents



- Total City Incidents in last 30 days: **75**
- Thefts in last 30 days: **3**
- Burglary / Trespass in last 30 days: **8**
- Assaults / Disputes in last 30 days: **8**
- Traffic incidents in last 30 days: **7**
- Total City Incidents YTD: **158**

Traffic Stops: **47**

Law Incidents - Last 30 Days

OCSO

69

01/28/2025 11:59	RUNAWAY JUVNILE	HENNEPIN	OKANOGAN	S25-00453
01/28/2025 20:18	CIVIL	5TH	OKANOGAN	S25-00461
01/29/2025 08:40	CITIZEN ASSIST	2ND	OKANOGAN	S25-00470
01/29/2025 09:13	SUSPICIOUS	MONROE	OKANOGAN	S25-00471
01/29/2025 11:09	THEFT OTHER	VAN DUYN	OKANOGAN	S25-00476
01/29/2025 16:28	CITIZEN DISPUTE	2ND	OKANOGAN	S25-00483
01/30/2025 07:53	WELFARE CHECK	2ND	OKANOGAN	S25-00494
01/30/2025 12:02	SUSPICIOUS	2ND	OKANOGAN	S25-00500
01/30/2025 13:27	WELFARE CHECK	CONCONULLY	OKANOGAN	S25-00505
01/30/2025 20:09	TRESPASSING	4TH	OKANOGAN	S25-00513
01/30/2025 20:35	WARRANT ARREST	4TH	OKANOGAN	S25-00514
01/31/2025 05:38	DOMESTIC DISPUT	5TH	OKANOGAN	S25-00518
01/31/2025 19:30	CITIZEN ASSIST	3RD	OKANOGAN	S25-00536
01/31/2025 23:38	DOMESTIC DISPUT	3RD	OKANOGAN	S25-00540
02/02/2025 15:31	CITIZEN DISPUTE	CONCONULLY	OKANOGAN	S25-00556
02/02/2025 22:06	CITIZEN DISPUTE	5TH	OKANOGAN	S25-00561
02/03/2025 12:22	CITIZEN DISPUTE	3RD	OKANOGAN	S25-00564
02/03/2025 17:36	OVERDOSE	TYEE	OKANOGAN	S25-00568
02/04/2025 03:19	911 ABUSE	2ND	OKANOGAN	S25-00573
02/05/2025 02:57	TRESPASSING	4TH	OKANOGAN	S25-00588
02/05/2025 12:23	TRESPASSING	PINE	OKANOGAN	S25-00594

02/06/2025 19:15	RUNAWAY JUVNILE	1ST	OKANOGAN	S25-00614
02/07/2025 08:36	MAL MISCHIEF	3RD	OKANOGAN	S25-00616
02/07/2025 11:25	MHP TRANSPORT	3RD	OKANOGAN	S25-00619
02/07/2025 13:02	VEHICLE PROWL	2ND	OKANOGAN	S25-00622
02/07/2025 13:21	SUSPICIOUS	1ST	OKANOGAN	S25-00623
02/07/2025 16:28	TRESPASSING	2ND	OKANOGAN	S25-00626
02/07/2025 18:53	VIOLATE ORDER	CONCONULLY	OKANOGAN	S25-00629
02/08/2025 01:17	OVERDOSE	PINE	OKANOGAN	S25-00633
02/08/2025 16:00	CIVIL	HIGHWAY 20	OKANOGAN	S25-00644
02/10/2025 11:19	HARASSMENT	CONCONULLY	OKANOGAN	S25-00669
02/11/2025 11:51	CIVIL	5TH	OKANOGAN	S25-00680
02/12/2025 13:15	VIOLATE ORDER	3RD	OKANOGAN	S25-00700
02/12/2025 15:18	SUSPICIOUS	ELMWAY	OKANOGAN	S25-00704
02/13/2025 08:03	TRESPASSING	CONCONULLY	OKANOGAN	S25-00712
02/13/2025 08:49	SUSPICIOUS	PINE	OKANOGAN	S25-00714
02/13/2025 16:38	SEX OFFENDER	5TH	OKANOGAN	S25-00722
02/14/2025 11:20	VEHICLE PROWL	TYEE	OKANOGAN	S25-00732
02/14/2025 11:29	AGENCY ASSIST	3RD	OKANOGAN	S25-00734
02/14/2025 15:10	AGENCY REFERRAL	4TH	OKANOGAN	S25-00742
02/14/2025 17:46	UTILITY PROBLEM	2ND	OKANOGAN	S25-00745
02/15/2025 00:24	JUVENILE PROB	ROSE	OKANOGAN	S25-00751
02/15/2025 06:45	DOMESTIC DISPUT	5TH	OKANOGAN	S25-00753
02/16/2025 16:09	CUSTODIAL INT.	CONCONULLY	OKANOGAN	S25-00773
02/16/2025 19:11	DISABLED VEHICL	ELMWAY	OKANOGAN	S25-00777
02/17/2025 08:15	SEX OFF REGISTR	5TH	OKANOGAN	S25-00781
02/17/2025 14:40	TRESPASSING	1ST	OKANOGAN	S25-00788
02/18/2025 09:20	JUVENILE PROB	CONCONULLY	OKANOGAN	S25-00802
02/18/2025 20:03	CITIZEN ASSIST	3RD	OKANOGAN	S25-00811
02/18/2025 21:42	SUSPICIOUS	OAK	OKANOGAN	S25-00813
02/19/2025 11:06	CIVIL	8TH	OKANOGAN	S25-00820
02/20/2025 06:16	TRESPASSING	2ND	OKANOGAN	S25-00831
02/20/2025 12:03	TRAFFIC STOP	2ND	OKANOGAN	S25-00837
02/20/2025 14:42	ACCIDENT HITRUN	2ND	OKANOGAN	S25-00847
02/20/2025 15:25	CITIZEN ASSIST	5TH	OKANOGAN	S25-00848
02/20/2025 18:50	NOISE COMPLAINT	8TH	OKANOGAN	S25-00851
02/21/2025 11:01	SUSPICIOUS	4TH	OKANOGAN	S25-00858
02/21/2025 11:06	AGENCY ASSIST	3RD	OKANOGAN	S25-00859
02/21/2025 21:31	FOUND PROPERTY	3RD	OKANOGAN	S25-00877
02/22/2025 17:52	HARASSMENT	PINE	OKANOGAN	S25-00887
02/22/2025 20:57	HARASSMENT	CONCONULLY	OKANOGAN	S25-00889
02/24/2025 09:49	JUVENILE PROB	5TH	OKANOGAN	S25-00906
02/24/2025 10:19	CIVIL	2ND	OKANOGAN	S25-00908
02/24/2025 14:28	LOST PROPERTY	ELMWAY	OKANOGAN	S25-00914
02/25/2025 10:34	RECOVERED VEH	5TH	OKANOGAN	S25-00925
02/25/2025 11:03	CITIZEN DISPUTE	3RD	OKANOGAN	S25-00926
02/25/2025 15:38	JUVENILE PROB	7TH	OKANOGAN	S25-00937
02/25/2025 17:20	TRESPASSING	4TH	OKANOGAN	S25-00940
02/26/2025 16:18	AGENCY REFERRAL	5TH	OKANOGAN	S25-00951

EMS Calls - Last 30 Days

LIFELINE EMS		29
01/29/25 08:40	MEDICAL	E25-00502
01/29/25 09:00	ABDOMINAL	E25-00503
01/30/25 03:09	INTOXICATION	E25-00522
01/30/25 08:04	FALL	E25-00523
02/01/25 06:04	FALL	E25-00557
02/01/25 07:25	OVERDOSE	E25-00558
02/01/25 15:34	MEDICAL	E25-00567
02/03/25 17:36	OVERDOSE	E25-00594
02/06/25 01:49	BREATHING	E25-00629
02/06/25 14:47	ALARM FIRE	E25-00643
02/06/25 16:00	FIRE STRUCTURE	E25-00645
02/07/25 08:45	SICKNESS	E25-00653
02/07/25 16:25	CHEST PAIN	E25-00661
02/08/25 01:17	OVERDOSE	E25-00667
02/08/25 02:23	FALL	E25-00668
02/08/25 05:02	SICKNESS	E25-00670
02/08/25 13:48	FALL	E25-00680
02/09/25 15:00	UNCONSCIOUSNESS	E25-00701
02/10/25 03:07	ABDOMINAL	E25-00707
02/10/25 16:39	UNCONSCIOUSNESS	E25-00715
02/11/25 16:30	FIRE STRUCTURE	E25-00733
02/13/25 20:54	OVERDOSE	E25-00779
02/16/25 10:52	OVERDOSE	E25-00836
02/18/25 08:14	UNCONSCIOUSNESS	E25-00877
02/20/25 06:42	SICKNESS	E25-00910
02/21/25 19:33	BREATHING	E25-00939
02/23/25 12:39	BREATHING	E25-00965
02/23/25 18:38	FIRE STRUCTURE	E25-00972
02/26/25 11:49	SICKNESS	E25-01030

Fire Calls - Last 30 Days

OKANOGAN FIRE DEPARTMENT FD03	4
02/06/25 14:47	ALARM FIRE F25-00193
02/06/25 16:00	FIRE STRUCTURE F25-00194
02/11/25 16:30	FIRE STRUCTURE F25-00223
02/23/25 18:38	FIRE STRUCTURE F25-00292

OMAK FIRE	2
02/23/25 18:38	FIRE STRUCTURE F25-00293
02/11/25 16:30	FIRE STRUCTURE F25-00224

ORDINANCE NO. 1242

AN ORDINANCE OF THE CITY OF OKANOGAN, WASHINGTON, AMENDING TITLE 5 – BUSINESS TAXES, LICENSES, AND REGULATIONS OF THE OKANOGAN MUNICIPAL CODE TO ADD CHAPTER 5.02 – GENERAL BUSINESS LICENSE AND REPEAL CHAPTERS 5.12 – TAXICABS AND 5.24 PRIVATE INVESTIGATIVE AND PATROL AGENCIES

WHEREAS, the City Council is desirous of continuing and adding business licensing as a requirement of businesses operating within the boundaries of the City; and

WHEREAS, the City Council has partnered with Washington State Department of Revenue to manage licensing within the City; and

WHEREAS, the City Council has found outdated language in the current Business Taxes, Licenses and Regulations chapter and is desirous of updating the Okanogan Municipal Code to reflect current practices.

NOW, THEREFORE, the City Council of the City of Okanogan do ordain as follows:

SECTION 1 – AMENDMENT.

There is hereby added to the Okanogan Municipal Code a new Chapter 5.02 to read as follows:

Sections:

5.02.010 – Purpose.

5.02.020 – Definitions.

5.02.030 – Engaging in business.

5.02.040 – Business license required.

5.02.050 – Multiple businesses – multiple locations.

5.02.060 – Exemptions from general business license.

5.02.070 – Business license fee.

5.02.080 – Business license application.

5.02.090 – Business license renewal.

5.02.010 – Purpose.

This chapter is an exercise of the police power of the City of Okanogan and is necessary for the protection of the public health, safety and welfare of the citizens of the City, through the regulation of businesses within the City. The provisions of this chapter are deemed an exercise of the power of the City to license, for revenue, the privilege of engaging in business within city limits.

5.02.020 – Definitions.

Unless the context clearly provides otherwise, the following terms have the indicated meaning:

1. “Business” means a profession, trade, occupation, or activity carried on for a livelihood or engaged in with the object of gain, benefit, or advantage to the participant or to another person or class, directly or indirectly, for profit, but excludes the following:
 - A. Municipal, state, or federal agencies or employees;
 - B. A person employed in the City by a person engaged in business in the City, if the employer is licensed pursuant to this chapter to conduct a business in the City; and
 - C. A person transacting and carrying on a business that is exempt from City licensure under federal or state constitutions, or other law.
2. “Business license” means the license provided by this chapter.
3. “Business Licensing Service” or “BLS” mean the office within the Washington State Department of Revenue providing business licensing services to the City of Okanogan.
4. “City” means the City of Okanogan, Washington.
5. “Commercial Fire Inspection” means a Fire & Life Safety inspection of commercial buildings conducted by the Fire Chief of the City or their designee annually or as determined by the Fire Chief.
6. “Engaging in business” means the same as defined in OMC 5.02.030.

7. "Person" means any person, firm, corporation, association, partnership, venture, society, club, association, organization or group of individuals carrying on business within City limits.

8. "Unified Business Identifier" or "UBI" means the statewide common business identification number issued through the Washington State Department of Revenue and assigned to each unique business entity in the state of Washington.

5.02.030 – Engaging in business.

1. The term "engaging in business" means commencing, conducting, or continuing in business, and also the exercise of corporate or franchise powers, as well as liquidating a business when the liquidators thereof hold themselves out to the public as conducting such business.

2. This section sets forth examples of activities that constitute engaging in business in the City and establishes safe harbors for certain of those activities so that a person who meets the criteria may engage in de minimus business activities in the City without having to pay a business license fee. The activities listed in this section are illustrative only and are not intended to narrow the definition of "engaging in business" in subsection 1 of this section. If an activity is not listed, whether it constitutes engaging in business in the City must be determined by considering all the facts and circumstances and applicable law.

3. Without being all inclusive, any one of the following activities conducted within the City by a person, or its employee, agent, representative, independent contractor, broker or another acting on its behalf constitutes engaging in business and requires a person to register and obtain a business license.

A. Owning, renting, leasing, maintaining, or having the right to use, or using, tangible personal property, intangible personal property, or real property permanently or temporarily located in the City.

B. Owning, renting, leasing, using, or maintaining, an office, place of business, or other establishment in the City.

C. Soliciting sales.

D. Making repairs or providing maintenance or service to real or tangible personal property, including warranty work and property maintenance.

E. Providing technical assistance or service, including quality control, product inspections, warranty work, or similar services on

or in connection with tangible personal property sold by the person or on its behalf.

F. Installing, constructing, or supervising installation or construction of, real or tangible personal property.

G. Soliciting, negotiating, or approving franchise, license, or other similar agreements.

H. Collecting current or delinquent accounts.

I. Picking up and transporting tangible personal property, solid waste, construction debris, or excavated materials.

J. Providing disinfecting and pest control services, employment and labor pool services, home nursing care, janitorial services, appraising, landscape architectural services, security system services, surveying, and real estate services including the listing of homes and managing real property.

K. Rendering professional services such as those provided by accountants, architects, attorneys, auctioneers, consultants, engineers, professional athletes, barbers, baseball clubs and other sports organizations, chemists, consultants, psychologists, court reporters, dentists, doctors, detectives, laboratory operators, teachers, veterinarians.

L. Meeting with customers or potential customers, even when no sales or orders are solicited at the meetings.

M. Training or recruiting agents, representatives, independent contractors, brokers or others, domiciled or operating on a job in the City, acting on its behalf, or for customers or potential customers.

N. Investigating, resolving, or otherwise assisting in resolving customer complaints.

O. In-store stocking or manipulating products or goods, sold to and owned by a customer, regardless of where sale and delivery of the goods took place.

P. Delivering goods in vehicles owned, rented, leased, used, or maintained by the person or another acting on its behalf.

4. If a person, or its employee, agent, representative, independent contractor, broker or another acting on the person's behalf, engages in no other activities in or with the City but the following, it need not register to obtain a business license.

A. Meeting with suppliers of goods and services as a customer.

B. Meeting with government representatives in their official capacity, other than those performing contracting or purchasing functions.

C. Attending meetings, such as board meetings, retreats, seminars, and conferences, or other meetings wherein the person does not provide training in connection with tangible personal property sold by the person or on its behalf. This provision does not apply to any board of director member or attendee engaging in business such as a member of a board of directors who attends a board meeting.

D. Renting tangible or intangible property as a customer when the property is not used in the City.

E. Attending, but not participating in a "trade show" or "multiple vendor events". Persons participating at a trade show shall review the City's trade show or multiple vendor event ordinances.

F. Conducting advertising through the mail.

G. Soliciting sales by phone from a location outside the City.

5. A seller located outside the City merely delivering goods into the City by means of common carrier is not required to register and obtain a business license, provided that it engages in no other business activities in the City. Such activities do not include those in subsection 4 of this section.

The City expressly intends that engaging in business include any activity sufficient to establish nexus for purposes of applying the license fee under the law and the constitutions of the United States and the State of Washington. Nexus is presumed to continue as long as the person benefits from the activity that constituted the original nexus generating contact or subsequent contacts.

5.02.040 – Business license required – not transferable.

No person may engage in any business within City limits without first obtaining and being the holder of a valid and current business license pursuant to the provisions of this chapter unless otherwise expressly exempted from the license requirement. The license required by this chapter is in addition to any other license, permit, or authorization required by any other chapter in this title.

1. The business license is personal and may not be transferred. No person may engage in business within the City under another person's license, and no person may allow another person to engage in business within the City under their license.

2. If a person wishes to change the physical location of their business inside the City, they must inform the Business Licensing Service (BLS) sufficiently before the intended move to allow BLS to notify the City for their review and approval of the new location. Business may not commence at the new location until approved by the City.
3. If a business is sold to another owner, the new owner must obtain their own business license before engaging in business in the City under the acquired business.

5.02.050 – Multiple businesses – multiple locations.

1. A person operating two or more separate businesses, each under a separate Unified Business Identifier (UBI), must obtain a separate City business license for each such separate business.
2. A person operating multiple physical locations of a business within the City, all under the same UBI, must obtain a separate City business license for each such business location. Additional physical locations under the same UBI do not require an additional license fee.

5.02.060 – Exemptions

The following are exempt from the fee or license requirement of this chapter, as indicated below:

1. For purposes of the license required by this chapter, any person or business whose annual value of products, gross proceeds of sales, or gross income of the business in the City is equal to or less than \$2,000 and who does not maintain a place of business within the city, must submit a business license registration as otherwise required, but be exempted from the City business license fee. The threshold does not apply to regulatory license requirements or activities that require a specialized permit.
2. Businesses that have been granted a tax exemption by the federal Internal Revenue Service (IRS) under a provision of 26 USC § 501(c) must obtain a business license from the City but will be exempt from the City's business license fee, provided the business submits a copy of the tax exemption determination letter issued them by the IRS as part of their license application.
 - A. Organizations assumed by the IRS to qualify for the tax exemption without having to apply for a determination and for which no determination letter is normally issued, such as religious

organizations under 26 USC § 501(c)(3), are fully exempt from the City's license requirement.

B. Businesses which must provide the tax exemption determination to qualify for the no fee business license under subsection 2 of this section but fail to do so must comply with the full licensing requirements, including paying the full fee.

5.02.070 – Business license fee.

An annual fee is due for the City's general business license and must accompany the application for and renewal of the license, as provided for in this chapter. The City Council will adopt the fee amount by ordinance.

5.02.080 – Business license application.

1. Application for a City general business license is made by submitting a business license application to the Business Licensing Service (BLS). The application must include all information required for each license requested, the total license fees due for all licenses, and the application handling fee required by RCW 19.02.075.

2. The BLS will provide the information from the business license application to the City for review and evaluation whether to approve the application. The duly authorized representative of the City may contact the applicant directly to request any additional information as needed to properly evaluate the application. A Commercial Fire Inspection, where applicable, must be completed prior to initial application approval and annually thereafter for renewal approval.

A. If the license application is approved, the City will notify the BLS to issue the license to the applicant.

B. If the license application is denied, the City will notify the applicant directly. A denied applicant may appeal the decision to the City Council as provided for in OMC 5.02.100.

5.02.090 – Business license renewal.

The City's business license expires on the date established by the Business Licensing Service (BLS) and must be renewed on or before that date to continue engaging in business in the City.

1. Application for renewal of the business license is made by submitting a license renewal application to the BLS. The renewal application must

include all information required to renew each license involved, the total fees due for all licenses, and the renewal application handling fee required by RCW 19.02.075.

2. The license term and respective fee amount may be prorated as necessary to synchronize the license expiration date with the expiration of the business license account maintained by the BLS.

3. Failure to complete the license renewal by the expiration date will incur the late renewal penalty required by RCW 19.02.085.

4. Failure to complete the license renewal within 120 days after the license expiration will result in the cancellation of the license and will require submitting a new application for licensure, as provided in this chapter, to engage in business in the City. The City may require payment of all past due amounts prior to approving the new application.

5.02.100 – License suspension, denial, cancellation, or revocation.

1. A business license may be denied, suspended or revoked by the clerk whenever the licensee or any of its officers, directors, agents, owners or employees fails or have failed:

A. To show compliance with all requirements to be granted a license by the City;

B. To maintain the licensed premises or business activity in compliance with applicable health, building, fire, zoning (including legal nonconforming uses) or safety laws, ordinances, or regulations;

C. To comply with the requirements of this chapter. Any suspension will remain in effect until the conditions causing the suspension are cured and reasonable measures are taken to ensure that those conditions will not recur; or

D. To renew a business license within 120 days after the expiration date of the license.

2. The City must notify the applicant or licensee of the denial, suspension, or revocation of a license in writing by certified mail sent to the last mailing address provided by the applicant or licensee. The notice must include a summary of the complaints, objections and information considered by the City and the reason(s) for the action. The notice is assumed to have been received no later than 5 business days after the certified mail has been posted.

3. The decision to deny, suspend, cancel, or revoke the license may be appealed to the City in writing, posted within seven business days of the date of receipt of the notice of denial, suspension, cancellation, or revocation.

SECTION 2 – REPEALER. Chapter 5.12 – Taxicabs and Chapter 5.24 – Private Investigative and Patrol Agencies are hereby repealed.

SECTION 3 – SEVERABILITY. If any section, subsection, paragraph, sentence, clause, or phrase of this Ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining parts of the Ordinance.

SECTION 4 – EFFECTIVE DATE. This Ordinance shall become effective from and after its passage by the City Council, approval by the Mayor, and five (5) days after publication of this Ordinance, or a summary thereof, as required by law.

PASSED by the City Council of the City of Okanogan, Washington, at their regular meeting this ____ day of _____, 2025.

APPROVED:

Wayne L. Turner, Mayor

ATTEST:

Jessica Blake, City Clerk-Treasurer

APPROVED AS TO FORM:

W. Scott DeTro, City Attorney



WASHINGTON STATE
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February 20, 2025

Wayne Turner
City of Okanogan
120 3rd Avenue North
Okanogan, WA 98840

RE: PUBLIC WORKS BOARD PRE-CONSTRUCTION LOAN AWARD LETTER

Dear Mayor Turner,

Thank you for submitting a Public Works Board Pre-construction Loan application for consideration by the Public Works Board (Board). Congratulations, your Wastewater Treatment Facility Improvements Project has been selected for an award of \$500,000.00 in loan funding and \$500,000.00 in grant funding. Our office just completed the underwriting for this project, and your loan interest rate is 0.43% with a loan term of 5 years.

The Board approved your pre-construction application at their January 31, 2025 board meeting. The approval date is the loan award date. Any eligible costs incurred from this date forward are reimbursable.

The Governor's Executive Order 21-02 requires projects funded through appropriations in the State's Capital Budget to be reviewed prior to any ground-disturbing activities and the expenditure of any state funds for construction, demolition, or acquisition.

Your contract will be emailed to you for signature using DocuSign once your scope of work and milestones are approved. Applicants must fully execute contracts within six months of receipt.

Once again, thank you for applying to the Public Works Board. Please contact your Project Manager, Ava Gombosky by email at ava.gombosky@commerce.wa.gov if you have any questions.

Sincerely,

Sheila Richardson
PWB Programs Director and Tribal Liaison
(564) 999-1927

**CITY OF OKANOGAN
COUNCIL MINUTES
February 18, 2025**

CALL TO ORDER

The Meeting was called to order by Mayor Turner at 7:00 pm and those present stood for the Pledge of Allegiance.

The following were:

Present: Mayor Wayne L. Turner Councilmembers: Rob Gillespie, Eric S. Lind, Sr., John Lyles, and Greg Oyler.

Also Present: Clerk/Treasurer Jessica Blake, Deputy Clerk/Treasurer Susan Stewart, Public Works Director Shawn Davisson, Code Enforcement/Assistant Permit Administrator Craig Caswell and Undersheriff Dave Yarnell of the Okanogan County Sheriff's Office.

Excused: Lisa Bauer, Denise Varner, and Rob Chilcote

APPROVAL OF AGENDA AND CONSENT AGENDA

Mayor Turner asked if there were any alterations to the Agenda and Consent Agenda. Oyler moved, seconded by Lind, Sr. 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.

Mayor Turner announced that Councilmembers Rob Chilcote and Denise Varner will not be in attendance tonight. Gillespie moved, seconded by Lyles to excuse Chilcote and Varner from the meeting. Seeing no objections, Councilmember Chilcote and Varner are excused.

EXCUSE COUNCILMEMBERS

Lisa Bauer was excused with passage of the Agenda and Consent Agenda.

APPROVAL OF MINUTES

The Minutes of the Regularly Scheduled Council Meeting of February 4, 2025 were approved with passage of the Consent Agenda.

APPROVAL OF VOUCHERS

Claims Vouchers numbered 55760 through 55792 dated February 18, 2025 in the amount of \$ 144,648.39, and a debit transaction dated February 3, 2025 in the amount of \$103.00 were approved with the Consent Agenda.

PUBLIC COMMENT

Mayor Turner opened the floor and invited Public Comment. There being no Public Comment, Public Comment was closed.

DEPARTMENT HEAD REPORTS

Public Works Director Davisson submitted a written report. In addition, he announced the following:

- ❖ Continuing to monitor the backup generator project
- ❖ Barry Featherly, Teena Vickers, and he attended the Evergreen Rural Water of Washington Spring Conference
- ❖ Received a STBG award of \$519,000 for sidewalk replacement on 2nd Avenue from Conconully Street to the 2nd Avenue Bridge

Code Enforcement/Assistant Permit Administrator Caswell submitted a written report, reviewed the information in his report, and answered questions.

Fire Chief Armstrong submitted a written report and was excused from the meeting.

Clerk's Office submitted a written report, in addition Clerk Treasurer Blake announced the following:

- ❖ City Hall will be closed on Thursday, February 27th for Records Retention
- ❖ Business Licensing will go live March 25th and the city will be emailing businesses to let them know when they renew their business license through DOR in June or after they will be charged for a City licensing fee

Okanogan County Sheriff's Office submitted a written report and Undersheriff Yarnell reviewed the information. In addition, he announced the Sheriff's Office receive a resignation from a Deputy effective March 1st, 2025 which will put them down 5 field positions.

COMMITTEE REPORTS

There were no Committee Reports on the Agenda.

UNFINISHED BUSINESS

There was no Unfinished Business on the Agenda.

NEW BUSINESS

Resolution 2025-2 Obsolete Inventory

Clerk Treasurer Blake introduced Resolution 2025 – 2.

Lyles moved, seconded by Lind, Sr. to approve Resolution No. 2025 – 2.

There was no discussion.

Ayes: Gillespie, Lyles, Lind, Sr., and Oyler

Noes: None

Motion carried: 4 Ayes: 0 Noes

520 S 2nd Abatement Project Closeout

Clerk Treasurer Blake introduced 520 S 2nd Abatement Project Closeout.

Gillespie moved, seconded by Oyler that the City accept the 520 2nd Avenue South Abatement Project as complete and direct staff to close out this project.

There was a brief discussion.

Ayes: Lind, Sr., Gillespie, Oyler, and Lyles

Noes: None

Motion carried: 4 Ayes: 0 Noes

Don Kruse Electric Contract Award Murray Street Booster Station

Public Works Director Davisson introduced the Don Kruse Electric Contract Award to replace Murray Street Booster Pump # 2.

Lind, Sr. moved, seconded by Lyles to accept Don Kruse Electric's proposal and award the contract in the amount of \$3,012.16 plus sales tax.

There was a brief discussion.

Ayes: Gillespie, Lyles, Lind, Sr., and Oyler

Noes: None

Motion carried: 4 Ayes: 0 Noes

PUBLIC COMMENT

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

COUNCILMEMBER'S COMMENT

There were no Councilmember Comments.

MAYOR'S REPORT

Mayor Turner had nothing further to report.

ADJOURNMENT

There being no further business before the Council, the Meeting was adjourned at 7:20 pm.

Minutes taken and prepared by Deputy Clerk-Treasurer Susan Stewart

APPROVED:

Wayne L. Turner, Mayor

ATTEST:

Jessica Blake, Clerk-Treasurer