

**CITY OF OKANOGAN
COUNCIL AGENDA
May 20, 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**
Steve Streeter
4. * **APPROVAL OF MINUTES**
May 6, 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**
Ordinance #1243 – Sanitation Rate Fee Schedule – 2nd Reading
10. **NEW BUSINESS**
Gray & Osborne Amendment 23 – 3rd Avenue Utility Improvements Construction

TIB Consultant Supplemental Agreement – Gray & Osborne 3rd Avenue Improvements

Resolution 2025-3 – Petition for Right of Way Vacation
11. * **CORRESPONDENCE**

The City of Okanogan is an equal opportunity employer and provider that strives to accommodate persons with disabilities. City Hall is ADA accessible.
Please contact the City Clerk's Office by Noon on any meeting date for assistance.

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, Clerk Treasurer

Date: May 7, 2025

Subject: Ordinance 1243 – Sanitation Rate Update – 2nd Reading

Attached for a second reading is Ordinance 1243, updating the fee schedule to reflect new sanitation rates based on the recently passed amendment.

The ordinance has been reviewed by Scott.

Suggested Motion: I move to adopt Ordinance 1243.

MEMORANDUM

To: Okanogan City Council and Mayor Turner

From: Shawn Davisson, Director of Public Works

Date: May 16, 2025

Subject: Gray & Osborne, Inc. Amendment 23

This amendment between the City of Okanogan and Gray & Osborne, Inc. is for construction administration and inspection for the 3rd Avenue Utility Improvement Project.

Suggested Motion: I move to approve the Gray & Osborne, Inc. Amendment 23 and authorize Mayor Turner to sign the Amendment.

MEMORANDUM

To: Okanogan City Council and Mayor Turner

From: Shawn Davisson, Director of Public Works

Date: May 16, 2025

Subject: Transportation Improvement Board (TIB) 3rd Avenue
Improvements Consultant Agreement Supplement 1

This agreement between the City of Okanogan and Gray & Osborne, Inc. is for construction administration services for improvements to 3rd Avenue from Irene Street to Greta Street.

Suggested Motion: **I move to approve the TIB Consultant Agreement Supplement 1 with Gray & Osborne, Inc. in the amount not to exceed \$283,200.00.**

MEMORANDUM

To: Okanogan City Council and Mayor Turner

From: Jessica Blake, Clerk Treasurer

Date: May 16, 2025

Subject: Resolution 2025-3 Setting Public Hearing Gardner Vacation
Petition

Attached for Council consideration is Resolution 2025-3, fixing the time to conduct a public hearing on a petition filed by Nicholas Gardner to vacate a portion of right of way along the Northeasterly border of lot 12, of block 5, of Alma Addition. He is requesting that half of the alley abutting his property be vacated. The other half would not be vacated and does have power utilities.

The resolution sets the date as June 17, 2025 to allow for proper notice to be provided.

Suggested Motion: **I move to approve Resolution 2025-3.**

DEPARTMENT HEAD REPORT

Clerk's Office

May 20, 2025

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

1. Budget

- Posted Vouchers for 2nd Council May 2025
- Paid Vouchers for 1st Council May 2025

2. Clerk Duties

- Distributed Correspondence and Agenda Items

3. Other

- Receipted in Various Funds (Building Permits, Taxes etc.)
- Made Daily Bank Deposits
- Participated in Lifeguard Interviews

4. Payroll

- Completed 1st Payroll for May 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
- Attended Planning Commission Meeting

6. Utilities

- Updated Utility Accounts
- Printed & Mailed May delinquents
- Updated Website
- Mailed letter to affected customers receiving 35 gal can from Sunrise

7. Sports Complex

- Updated calendar of events

8. Wellness

- Distributed Mental Health Month flyer

9. Clerk Treasurer

- Completed Annual Report
- Attended AWC Labor Relations Institute Training
- Completed ARPA Grant Billing
- Completed PWB Grant Billing
- Completed TIB Grant Billing

Code Enforcement/Animal Control/Assistant Permit Admin Report

City Council Meeting

May 20th , 2025

Patrolled the city

Animal Complaints

6 closed 1 open

Public Nuisance

2 closed

8 open including the following-

1701 2nd Avenue North (on going)

410 8th Street (on going)

708 Monroe Street (on going)

Blue Mountain Motel (on going)

Vehicles and Traffic

1 closed 1 open

Department Head Report

Fire Department

May 20, 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- 95 calls
- Completed Pump Testing on E-41, E-42, E-341
- Had discussions with CDBG on Preliminary design funding and construction
- Added 3 new members

Training

- Truck checks
- Business Meeting
- Officers Meeting
- Hydrants and Hoses
- Wildland Hose lays

Fire Calls to Date

- Activated Alarm- 31
- Motor vehicle Accident- 16
- Motor vehicle fire- 10
- Brush Fire- 15
- Structure Fire- 3
- EMS Assist- 3
- Fire Other/Good Intent- 17
- Haz-Mat- 0

Hours Spent on Calls and Training to Date

- District: 20.2 Man Hours to Date: 238.33
- City: 9.47 Man Hours to Date: 85.30
- Training: 71 Man Hours to Date: 878

Totals Calls to Date:

- District: 53
- City: 42

Events:

Attending County Chiefs Meeting on 5/20/2025 @ 6:30pm

Attending Pre-Season Emergency Management meeting on 5/21/2025 from 9:00am-12:00

DEPARTMENT HEAD REPORT

Public Works

May 20, 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
- Monitoring the backup generator project
- Monitoring the Elmway water main extension project
- Performed Well #4 arsenic removal plant startup
- Performed monthly water sampling
- Performed monthly meter reading

Wastewater Department

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

Street Department

- Performed street sweeping operations
- Performed tree trimming
- Performed curb painting
- Performed crosswalk painting
- Performed vegetation management
- Performed pothole patching
- Performed placing speed reader sign in school zone areas
- Performed alley maintenance

Parks/Cemetery/Pool/City Hall/Airport

- Performed vegetation management
- Performed funeral services as needed
- Performed filling the pool for the season
- Performed securing the gazebo at Legion Park
- Performed pouring & placing headstones
- Performed field mowing at the Cemetery
- Performed field mowing at the Okanogan Legion Airport
- Performed field mowing at the CVSC
- Chad Stansbury attended AFO training

Shop

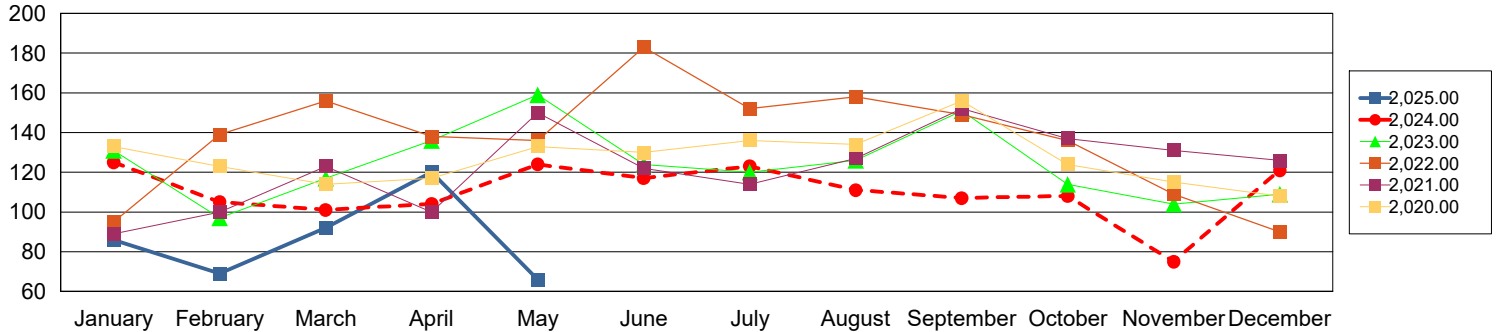
- Performed vehicle & equipment maintenance

- Performed parks equipment repairs & maintenance
- Other**
- Performed placing American Flags to half-staff as requested
 - Performed monitoring the 3rd Avenue project



Okanogan County Sheriff's Office

Okanogan - Monthly Activity Law Incidents



- Total City Incidents in last 30 days: **137**
- Thefts in last 30 days: **6**
- Burglary / Trespass in last 30 days: **13**
- Assaults / Disputes in last 30 days: **17**
- Traffic incidents in last 30 days: **8**
- Total City Incidents YTD: **474**

Traffic Stops: **32**

Law Incidents - Last 30 Days

OCSO

130

04/15/2025	08:07	ALARM BURGLARY	PINE	OKANOGAN	S25-01947
04/15/2025	18:32	LITTERING	ELMWAY	OKANOGAN	S25-01964
04/15/2025	23:04	TRESPASSING	PINE	OKANOGAN	S25-01969
04/16/2025	06:34	DOMESTIC DISPUT	BURTON	OKANOGAN	S25-01974
04/16/2025	09:57	ASSAULT	5TH	OKANOGAN	S25-01982
04/16/2025	11:47	CITIZEN ASSIST	HIGHWAY 20	OKANOGAN	S25-01987
04/16/2025	13:54	SUSPICIOUS	ELMWAY	OKANOGAN	S25-01994
04/16/2025	14:14	UNKNOWN PROBLEM	PINE	OKANOGAN	S25-01990
04/16/2025	14:55	SUSPICIOUS	2ND	OKANOGAN	S25-01992
04/16/2025	19:58	VIOLATE ORDER	5TH	OKANOGAN	S25-01997
04/17/2025	11:31	SUSPICIOUS	PINE	OKANOGAN	S25-02009
04/17/2025	12:57	ASSAULT	5TH	OKANOGAN	S25-02013
04/17/2025	14:34	TRESPASSING	1ST	OKANOGAN	S25-02014
04/17/2025	17:27	FOUND PROPERTY	1ST	OKANOGAN	S25-02022
04/17/2025	17:35	TRAFFIC STOP	PINE	OKANOGAN	S25-02023
04/18/2025	03:33	DUI	ELMWAY	OKANOGAN	S25-02032
04/18/2025	07:59	AGENCY ASSIST	PINE	OKANOGAN	S25-02035
04/18/2025	11:51	AGENCY ASSIST	3RD	OKANOGAN	S25-02043
04/18/2025	21:48	SUSPICIOUS	1ST	OKANOGAN	S25-02057
04/19/2025	12:28	SUSPICIOUS	PINE	OKANOGAN	S25-02075
04/20/2025	05:06	CITIZEN CONTACT	2ND	OKANOGAN	S25-02093

04/20/2025 09:38	SUSPICIOUS	3RD	OKANOGAN	S25-02095
04/20/2025 11:27	SUSPICIOUS	2ND	OKANOGAN	S25-02097
04/20/2025 18:58	ANIMAL STRAY	2ND	OKANOGAN	S25-02103
04/20/2025 23:16	WELFARE CHECK	5TH	OKANOGAN	S25-02107
04/21/2025 03:21	ASSAULT	RAILROAD	OKANOGAN	S25-02110
04/21/2025 10:20	AGENCY ASSIST	3RD	OKANOGAN	S25-02118
04/21/2025 13:51	CIVIL	RAILROAD	OKANOGAN	S25-02128
04/21/2025 16:12	INJURED PERSON	2ND	OKANOGAN	S25-02135
04/22/2025 08:59	WELFARE CHECK	5TH	OKANOGAN	S25-02144
04/22/2025 10:44	DOMESTIC DISPUT	5TH	OKANOGAN	S25-02148
04/22/2025 11:17	CITIZEN ASSIST	3RD	OKANOGAN	S25-02151
04/22/2025 13:46	THEFT OTHER	2ND	OKANOGAN	S25-02156
04/22/2025 15:26	SUSPICIOUS	2ND	OKANOGAN	S25-02159
04/22/2025 16:07	DRUGS	MONROE	OKANOGAN	S25-02161
04/22/2025 21:47	ASSAULT	SEATTLE	OKANOGAN	S25-02166
04/23/2025 08:02	DOMESTIC DISPUT	BURTON	OKANOGAN	S25-02172
04/23/2025 18:02	MAL MISCHIEF	1ST	OKANOGAN	S25-02184
04/24/2025 16:09	SUSPICIOUS	2ND	OKANOGAN	S25-02202
04/24/2025 21:30	DOMESTIC DISPUT	7TH	OKANOGAN	S25-02208
04/25/2025 13:05	CIVIL	2ND	OKANOGAN	S25-02213
04/25/2025 17:04	CUSTODIAL INT.	7TH	OKANOGAN	S25-02218
04/25/2025 20:45	CITIZEN ASSIST	MILL	OKANOGAN	S25-02225
04/26/2025 02:35	SUSPICIOUS	MAPLE	OKANOGAN	S25-02231
04/26/2025 08:01	CIVIL	CONCONULLY	OKANOGAN	S25-02233
04/26/2025 10:16	SUSPICIOUS	2ND	OKANOGAN	S25-02237
04/26/2025 11:20	SUICIDAL PERSON	CONCONULLY	OKANOGAN	S25-02239
04/26/2025 11:40	SUSPICIOUS	2ND	OKANOGAN	S25-02240
04/26/2025 19:40	SUICIDE ATTEMPT	CONCONULLY	OKANOGAN	S25-02246
04/27/2025 04:09	ALARM BURGLARY	2ND	OKANOGAN	S25-02253
04/28/2025 07:56	FOUND PROPERTY	1ST	OKANOGAN	S25-02271
04/28/2025 12:16	RUNAWAY JUVNILE	5TH	OKANOGAN	S25-02282
04/28/2025 14:15	VIOLATE ORDER	2ND	OKANOGAN	S25-02285
04/28/2025 19:04	DISORDERLY	2ND	OKANOGAN	S25-02291
04/28/2025 20:45	CIVIL	ELMWAY	OKANOGAN	S25-02294
04/28/2025 21:38	SEX OFFENSE	2ND	OKANOGAN	S25-02296
04/29/2025 08:33	FRAUD	2ND	OKANOGAN	S25-02301
04/29/2025 10:07	WELFARE CHECK	1ST	OKANOGAN	S25-02302
04/29/2025 10:29	SUSPICIOUS	NICKELL	OKANOGAN	S25-02303
04/29/2025 10:45	SUSPICIOUS	3RD	OKANOGAN	S25-02305
04/29/2025 12:22	ALARM BURGLARY	3RD	OKANOGAN	S25-02309
04/29/2025 16:05	DOMESTIC DISPUT	4TH	OKANOGAN	S25-02317
04/29/2025 17:38	CITIZEN ASSIST	5TH	OKANOGAN	S25-02318
04/29/2025 18:04	TRESPASSING	CONCONULLY	OKANOGAN	S25-02320
04/30/2025 08:39	ACCIDENT NONINJ	PATROL	OKANOGAN	S25-02332
04/30/2025 11:12	THEFT OTHER	HIGHWAY 20	OKANOGAN	S25-02336
04/30/2025 17:30	ALARM OTHER	3RD	OKANOGAN	S25-02351
05/01/2025 06:21	DOMESTIC DISPUT	5TH	OKANOGAN	S25-02363
05/01/2025 10:22	AGENCY ASSIST	2ND	OKANOGAN	S25-02369
05/02/2025 08:24	SUSPICIOUS	2ND	OKANOGAN	S25-02390
05/02/2025 10:30	CITIZEN ASSIST	3RD	OKANOGAN	S25-02395
05/02/2025 12:51	DISORDERLY	2ND	OKANOGAN	S25-02399
05/02/2025 14:05	ACCIDENT UNKINJ	6TH	OKANOGAN	S25-02402
05/02/2025 14:25	WARRANT ARREST	2ND	OKANOGAN	S25-02403
05/02/2025 15:34	DISORDERLY	1ST	OKANOGAN	S25-02404
05/03/2025 11:12	AGENCY ASSIST	2ND	OKANOGAN	S25-02423

05/04/2025 12:22	AGENCY ASSIST	3RD	OKANOGAN	S25-02445
05/04/2025 20:55	DOMESTIC DISPUT	4TH	OKANOGAN	S25-02455
05/05/2025 02:17	SUSPICIOUS	ROSE	OKANOGAN	S25-02458
05/05/2025 10:05	CITIZEN ASSIST	5TH	OKANOGAN	S25-02461
05/05/2025 13:46	CIVIL	2ND	OKANOGAN	S25-02472
05/05/2025 18:54	TRAFFIC HAZARD	ELMWAY	OKANOGAN	S25-02485
05/05/2025 20:46	ALARM BURGLARY	2ND	OKANOGAN	S25-02489
05/06/2025 11:07	JUVENILE PROB	5TH	OKANOGAN	S25-02493
05/06/2025 14:54	TRESPASSING	LINDEN	OKANOGAN	S25-02500
05/06/2025 15:19	ANIMAL PROBLEM	MONROE	OKANOGAN	S25-02502
05/06/2025 18:12	TAKING MV WO PE	2ND	OKANOGAN	S25-02507
05/07/2025 08:07	ANIMAL PROBLEM	5TH	OKANOGAN	S25-02519
05/07/2025 09:01	TRESPASSING	3RD	OKANOGAN	S25-02521
05/07/2025 09:01	HARASSMENT	8TH	OKANOGAN	S25-02520
05/07/2025 11:51	CITIZEN RIDE	3RD	OKANOGAN	S25-02525
05/07/2025 12:23	MAL MISCHIEF	ELMWAY	OKANOGAN	S25-02526
05/07/2025 14:03	CIVIL	8TH	OKANOGAN	S25-02531
05/07/2025 19:44	911 ABUSE	4TH	OKANOGAN	S25-02536
05/07/2025 21:11	SUSPICIOUS	ELMWAY	OKANOGAN	S25-02538
05/08/2025 06:39	ANIMAL PROBLEM	CONCONULLY	OKANOGAN	S25-02544
05/08/2025 07:50	DOMESTIC DISPUT	5TH	OKANOGAN	S25-02545
05/08/2025 07:54	SUSPICIOUS	2ND	OKANOGAN	S25-02546
05/08/2025 09:11	SUSPICIOUS	4TH	OKANOGAN	S25-02550
05/08/2025 15:39	UNCONSCIOUSNESS	2ND	OKANOGAN	S25-02556
05/08/2025 17:09	DISORDERLY	2ND	OKANOGAN	S25-02561
05/08/2025 19:56	ASSAULT	5TH	OKANOGAN	S25-02567
05/08/2025 22:17	CITIZEN ASSIST	4TH	OKANOGAN	S25-02570
05/09/2025 06:32	CIVIL	TACOMA	OKANOGAN	S25-02573
05/09/2025 09:57	CITIZEN ASSIST	5TH	OKANOGAN	S25-02576
05/09/2025 12:01	DISORDERLY	ELMWAY	OKANOGAN	S25-02581
05/09/2025 13:15	SUSPICIOUS	2ND	OKANOGAN	S25-02583
05/09/2025 13:50	CITIZEN ASSIST	HENNEPIN	OKANOGAN	S25-02584
05/09/2025 18:29	CITIZEN ASSIST	7TH	OKANOGAN	S25-02598
05/10/2025 01:31	NOISE COMPLAINT	8TH	OKANOGAN	S25-02604
05/10/2025 10:15	THEFT OTHER	2ND	OKANOGAN	S25-02610
05/10/2025 14:36	TRESPASSING	3RD	OKANOGAN	S25-02615
05/10/2025 14:48	CITIZEN DISPUTE	8TH	OKANOGAN	S25-02616
05/10/2025 15:55	TRESPASSING	3RD	OKANOGAN	S25-02617
05/11/2025 16:01	BURGLARY	ELMWAY	OKANOGAN	S25-02642
05/11/2025 18:59	THREATENING	8TH	OKANOGAN	S25-02645
05/11/2025 19:20	DOMESTIC DISPUT	2ND	OKANOGAN	S25-02646
05/12/2025 13:31	CIVIL	2ND	OKANOGAN	S25-02660
05/12/2025 15:47	911 ABUSE	MILL	OKANOGAN	S25-02666
05/12/2025 15:58	DISORDERLY	2ND	OKANOGAN	S25-02667
05/12/2025 17:51	DISORDERLY	2ND	OKANOGAN	S25-02671
05/12/2025 18:45	FOUND PROPERTY	2ND	OKANOGAN	S25-02673
05/12/2025 19:52	SUSPICIOUS	3RD	OKANOGAN	S25-02674
05/12/2025 21:27	DOMESTIC DISPUT	2ND	OKANOGAN	S25-02677
05/13/2025 10:06	THEFT OTHER	3RD	OKANOGAN	S25-02684
05/13/2025 11:04	TRESPASSING	2ND	OKANOGAN	S25-02687
05/14/2025 08:08	WELFARE CHECK	CONCONULLY	OKANOGAN	S25-02711
05/14/2025 09:12	VIN INSPECTION	ELMWAY	OKANOGAN	S25-02716
05/14/2025 14:21	THREATENING	8TH	OKANOGAN	S25-02726
05/14/2025 17:55	SUSPICIOUS	8TH	OKANOGAN	S25-02733

EMS Calls - Last 30 Days

LIFELINE EMS

32

04/15/25	11:31	FALL	E25-01862
04/16/25	14:14	MEDICAL	E25-01893
04/16/25	13:54	SUSPICIOUS	E25-01894
04/16/25	19:06	SICKNESS	E25-01895
04/18/25	03:33	ACCIDENT NONINJ	E25-01911
04/20/25	09:37	ALARM FIRE	E25-01946
04/21/25	03:21	ASSAULT	E25-01957
04/21/25	16:12	INJURED PERSON	E25-01965
04/23/25	23:08	FIRE VEHICLE	E25-02007
04/24/25	04:23	BREATHING	E25-02008
04/25/25	16:17	HEMORRHAGE	E25-02033
04/26/25	19:40	SUICIDE ATTEMPT	E25-02049
04/28/25	22:58	BREATHING	E25-02083
04/29/25	16:05	DOMESTIC DISPUT	E25-02092
05/01/25	18:51	CARDIAC ARREST	E25-02118
05/01/25	20:48	FALL	E25-02122
05/02/25	12:38	TEST MEDICAL	E25-02130
05/02/25	14:05	ACCIDENT UNKINJ	E25-02134
05/08/25	15:39	UNCONSCIOUSNESS	E25-02235
05/09/25	01:58	UNCONSCIOUSNESS	E25-02246
05/09/25	09:39	FALL	E25-02251
05/09/25	13:38	FALL	E25-02255
05/09/25	13:52	ALARM MEDICAL	E25-02256
05/11/25	03:27	ALARM MEDICAL	E25-02283
05/11/25	04:46	FALL	E25-02285
05/11/25	15:17	BREATHING	E25-02292
05/11/25	16:08	ABDOMINAL	E25-02293
05/12/25	07:32	SICKNESS	E25-02305
05/12/25	09:03	SICKNESS	E25-02312
05/12/25	21:27	DOMESTIC DISPUT	E25-02324
05/13/25	13:05	CHEST PAIN	E25-02334
05/15/25	02:37	CHEST PAIN	E25-02359

Fire Calls - Last 30 Days

OKANOGAN FIRE DEPARTMENT FD03

5

04/18/25	03:33	ACCIDENT NONINJ	F25-00584
04/20/25	09:37	ALARM FIRE	F25-00610
04/23/25	23:08	FIRE VEHICLE	F25-00634
05/02/25	14:05	ACCIDENT UNKINJ	F25-00683
05/03/25	11:12	FIRE OTHER	F25-00688

**Staff Memorandum
Action Requested**

DATE: May 19, 2025

TO: Honorable Mayor and City Council

FROM: Chris Johnson, Contract Planner

* * * * *

BACKGROUND

The need for a larger supply affordable housing is probably the single most important reason that cities across the state have been exploring accessory dwelling units. Several studies by both public and private housing groups have amply documented the nature and extent of the affordable housing shortage in Washington. Many towns and cities see ADUs as a simple and inexpensive way for communities to increase access to affordable housing where utilities are already in place. Building an ADU on an existing developed lots typically costs 25 to 40 percent less to build a new, comparably-sized housing unit on undeveloped land. As a result, ADUs are usually much less expensive to rent.

Okanogan started looking into developing an ADU Ordinance in 2017 due to a few inquiries from landowners interested in having access to a less costly option to accommodate a tiny home or other options to create rental income on their existing property. At that time, there were few adopted zoning codes that provided proven examples that we could evaluate. Over the past eight years, however, the state has passed legislation under HB 1337 that provides solid guidance for communities that want to adopt ADU ordinances. The guidance encourages adoption by 2027, but explicitly acknowledges that partially planning GMA counties (like Okanogan) are not mandated to follow the statute.

Planning staff has completed an ADU Ordinance that is designed to provide an incentive for creative development of smaller alternative housing in the residential zones allowing accessory dwelling units in our developed neighborhoods to increase the overall supply and variety of housing options, while including controls designed to preserve the neighborhood feel. The proposal would allow an owner of an existing home in a residential zone to build one ADU for family housing or as a rental without having to complete a cumbersome permitting process. The Draft is very similar to adopted ordinances from Winthrop, Oroville, Omak and many other communities across the state that have adopted ADU codes that meet the objectives of HB 1337.

The Draft Ordinance was reviewed and approved at the Planning Commission meeting on May 12th and will be introduced at the June 3 City Council meeting for your consideration.

ACTION NEEDED

No Action is required today, but if you have questions or would like additional information, I wanted to provide a quick introduction before the June Council Meeting.

ORDINANCE NO. 1243

AN ORDINANCE AMENDING ORDINANCE NO. 1237 TO UPDATE GARBAGE COLLECTION FEES FOR THE CITY OF OKANOGAN FOR FISCAL YEAR 2025

WHEREAS, The City of Okanogan has by Ordinance 762, enacted December 15, 1992, ordained that all administrative fees, utility rates, and other charges of the City shall be set by ordinance; and

WHEREAS, the City Council adopted a one-year rate structure by Ordinance No. 1237, which set fees, rates and charges through December 31, 2025; and

WHEREAS, the contract between the City of Okanogan and Sunrise Disposal for garbage collection services has been amended to include recycling services and require Sunrise to provide all garbage receptacles within the City limits.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OKANOGAN DO ORDAIN AS FOLLOWS:

Section 1. Fee Schedule Adopted. The attached amended fee schedule of sanitation collection fees and other charges, marked as Appendix B, is hereby adopted as the sanitation fee schedule for the City of Okanogan.

Section 2. Current Fees Stay in Effect. All other fees contained in the current fee schedule adopted by Ordinance No. 1137 will remain in effect until repealed or replaced.

Section 3. Effective Date. This ordinance shall be in full force and effect after its passage by the City Council, approval by the Mayor and five days after publication of this ordinance, or a summary, as provided by law.

ADOPTED by the City Council of the City of Okanogan and approved by the Mayor thereof this _____ day of _____, 2025.

APPROVED:

Wayne L. Turner, Mayor

APPROVED:

W. Scott DeTro, City Attorney

ATTEST:

Jessica Blake, Clerk Treasurer

Filed with City Clerk: _____

Passed by City Council: _____

Date Published: _____

Date Effective: _____

Exhibit A Ordinance # 1243
Effective June 5, 2025
SANITATION RATES, FEES AND CHARGES

Including Utility Taxes				
	2024	2025	2025	2025
	Total	Contractor	City	Total
	Sanitation			Sanitation
Pickup once a week				
32 gallon can 35 Gallon Can	18.52	13.43	5.09	18.52
65 gallon cart	23.53	17.08	6.45	23.53
95 gallon cart	29.98	21.74	8.24	29.98
Two 65 gallon carts	42.11	30.55	11.56	42.11
One 65 gallon & one 95 gallon cart	53.52	38.82	14.70	53.52
Two 95 gallon carts	58.98	42.77	16.21	58.98
One mini can (20 gallon only)	13.54	9.80	3.74	13.54
32 gallon 35 gallon Can 1 x Carry Out	24.76	17.96	6.80	24.76
65 Gallon 1 x Carry Out	29.78	21.59	8.19	29.78
95 Gallon 1 x Carry Out	36.20	26.25	9.95	36.20
Pickup two times per week				
32 gallon can 35 Gallon Can	39.11	28.37	10.74	39.11
65 gallon cart	47.63	34.55	13.08	47.63
95 gallon cart	60.45	43.84	16.61	60.45
Two 65 gallon carts	84.10	61.00	23.10	84.10
One 65 gallon & one 95 gallon cart	108.04	78.37	29.67	108.04
Two 95 gallon carts	120.96	87.74	33.22	120.96
Pickup three times per week				
32 gallon can 35 Gallon Can	58.63	42.54	16.09	58.63
65 gallon cart	70.60	51.22	19.38	70.60
95 gallon cart	90.58	65.69	24.89	90.58
Two 65 gallon carts	126.13	91.48	34.65	126.13
One 65 gallon & one 95 gallon cart	161.15	116.88	44.27	161.15
Two 95 gallon carts	181.17	131.42	49.75	181.17

Exhibit A

Effective June 5, 2025

SANITATION RATES, FEES AND CHARGES

Including Utility Taxes

	2024	2025	2025	2025
	Total	Contractor	City	Total
	Sanitation	0	0	Sanitation
Pickup four times per week				
32 gallon can 35 Gallon Can	78.10	56.65	21.45	78.10
65 gallon cart	95.19	69.03	26.16	95.19
95 gallon cart	121.02	87.78	33.24	121.02
Two 65 gallon carts	168.18	122.00	46.18	168.18
One 65 gallon & one 95 gallon cart	216.19	156.80	59.39	216.19
Two 95 gallon carts	241.56	175.24	66.32	241.56
Pickup five times per week				
32 gallon can 35 Gallon Can	97.66	70.84	26.82	97.66
65 gallon cart	119.01	86.32	32.69	119.01
95 gallon cart	151.02	109.53	41.49	151.02
Two 65 gallon carts	210.22	152.49	57.73	210.22
One 65 gallon & one 95 gallon cart	270.02	195.86	74.16	270.02
Two 95 gallon carts	302.02	219.08	82.94	302.02
Pickup six times per week				
32 gallon can 35 Gallon Can	117.19	84.99	32.20	117.19
65 gallon cart	142.81	103.58	39.23	142.81
95 gallon cart	181.16	131.41	49.75	181.16
Two 65 gallon carts	252.28	182.99	69.29	252.28
One 65 gallon & one 95 gallon cart	323.99	235.00	88.99	323.99
Two 95 gallon carts	362.34	262.81	99.53	362.34
Additional Charge for carryout				
One, two or three cans				
a) Fifteen to fifty feet	6.13	4.40	1.73	6.13
b) Fifty-one to one hundred feet	10.13	7.30	2.83	10.13
Four cans				
a) Fifteen to fifty feet	12.18	8.81	3.37	12.18
b) Fifty-one to one hundred feet	20.26	14.62	5.64	20.26

Exhibit A
Effective June 5, 2025
SANITATION RATES, FEES AND CHARGES

Including Utility Taxes

	2024	2025	2025	2025
	Total	Contractor	City	Total
Commercial Dumpsters	Sanitation	0	0	Sanitation
Pickup every other week				
Eight-yard cardboard recycling bin	N/A	90.00	34.07	124.07
Pickup once a week				
One-yard dumpster bin	112.33	81.48	30.85	112.33
One & one half yard dumpster bin	132.56	96.16	36.40	132.56
Two-yard dumpster bin	160.02	116.08	43.94	160.02
Three-yard dumpster bin	255.99	185.68	70.31	255.99
Four-yard dumpster bin	293.32	212.76	80.56	293.32
Six-yard dumpster bin	372.38	270.12	102.26	372.38
Twenty-yard compactor dumpster (per pickup)	342.48	248.42	94.06	342.48
Pickup two times per week				
One-yard dumpster bin	176.73	128.18	48.55	176.73
One & one half yard dumpster bin	225.87	163.84	62.03	225.87
Two-yard dumpster bin	273.37	198.29	75.08	273.37
Three-yard dumpster bin	409.74	297.23	112.51	409.74
Four-yard dumpster bin	470.85	341.54	129.31	470.85
Six-yard dumpster bin	702.42	509.52	192.90	702.42
Pickup three times per week				
One-yard dumpster bin	230.62	167.29	63.33	230.62
One & one half yard dumpster bin	296.96	215.40	81.56	296.96
Two-yard dumpster bin	377.51	273.82	103.69	377.51
Three-yard dumpster bin	575.26	417.28	157.98	575.26
Four-yard dumpster bin	648.47	470.38	178.09	648.47
Six-yard dumpster bin	938.76	680.96	257.80	938.76

Exhibit A
Effective June 5, 2025
SANITATION RATES, FEES AND CHARGES

Including Utility Taxes

	2024	2025	2025	2025
	Total	Contractor	City	Total
	Sanitation	0	0	Sanitation
Pickup four times per week				
One-yard dumpster bin	320.01	231.81	88.20	320.01
One & one half yard dumpster bin	419.73	304.04	115.69	419.73
Two-yard dumpster bin	482.48	349.49	132.99	482.48
Three-yard dumpster bin	741.76	537.32	204.44	741.76
Four-yard dumpster bin	827.42	599.35	228.07	827.42
Six-yard dumpster bin	1,176.71	852.38	324.33	1,176.71
Pickup five times per week				
One-yard dumpster bin	418.63	303.26	115.37	418.63
One & one half yard dumpster bin	491.24	355.84	135.40	491.24
Two-yard dumpster bin	586.54	424.88	161.66	586.54
Three-yard dumpster bin	907.55	657.39	250.16	907.55
Four-yard dumpster bin	1,004.89	727.93	276.96	1,004.89
Six-yard dumpster bin	1,673.19	1,212.02	461.17	1,673.19
Pickup six times per week				
One-yard dumpster bin	516.82	374.37	142.45	516.82
One & one half yard dumpster bin	568.79	412.02	156.77	568.79
Two-yard dumpster bin	690.96	500.53	190.43	690.96
Three-yard dumpster bin	1,072.83	777.14	295.69	1,072.83
Four-yard dumpster bin	1,182.76	856.77	325.99	1,182.76
Six-yard dumpster bin	1,827.75	1,323.99	503.76	1,827.75
One unit extra sanitation	5.17	3.75	1.42	5.17
One yard extra sanitation	28.53	20.67	7.86	28.53
1/2 yard extra sanitation	14.28	10.34	3.94	14.28
Cart Delivery	4.78	4.78	0.00	4.78
Dumpster Delivery	7.92	7.92	0.00	7.92
Delinquency/Penalty Charge	20.00%	20.00%	20.00%	20.00%

**AMENDMENT NO. 23
TO
CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES**

THIS AMENDMENT, by and between the City of Okanogan, Washington, hereinafter referred to as the Agency, and Gray & Osborne, Inc., hereinafter referred to as the Engineer, hereby modifies the contract for engineering services dated (by Agency) July 16, 2013, for additional services related to the Agency's On-Call Engineering Services.

3rd Avenue Utility Improvements – Construction Administration and Inspection

See attached Exhibits A and B for scope and fee. The City requests professional engineering services for construction administration and inspection for the 3rd Avenue Utility Replacement project for a not-to-exceed budget \$186,000.

IN WITNESS WHEREOF, the parties hereto have executed, or cause to be executed by their duly authorized officials, this AMENDMENT to the Contract for Engineering Services in duplicate on the respective dates indicated below.

GRAY & OSBORNE, INC.

CITY OF OKANOGAN

By: 
(Signature)

By: _____
(Signature)

Name: Michael B. Johnson, P.E., President
GRAY & OSBORNE, INC.

Name: _____
(Print)

Date: 5/5/25

Date: _____

"Equal Opportunity/Affirmative Action Employer"

EXHIBIT A

SCOPE OF WORK

CITY OF OKANOGAN 3rd AVENUE UTILITY IMPROVEMENTS CONSTRUCTION ADMINISTRATION AND INSPECTION

Based on our understanding of the project, this Scope of Work presents the professional engineering services requested by the City of Okanogan for construction administration and inspection services for the 3rd Avenue Utility Replacement project.

It is our understanding that the project consists of the installation of approximately 2,023 feet of 8-inch sewer main pipe, 417 feet of 4-inch side sewer pipe, 19 side sewer connections, 10 manholes, and surface restoration. We understand that the project also consists of the installation of approximately 2,065 feet of 8-inch water main pipe, 782 feet of 1-inch water service pipe, 34 water service connections, seven valves, three hydrant assemblies, and surface restoration.

We understand that this project is funded with City funds and funds provided by the Washington State Public Works Board.

We further understand that construction administration and inspection services for the Washington State Transportation Improvement Board (TIB)-funded roadway reconstruction work associated with this project will be covered under a separate TIB contract amendment.

More specifically, the work will include:

Project Management – The objective is to act as liaison between the City and the Contractor through the course of construction. This task will include the following:

- A. The City's instruction to the Contractor will be issued through the Engineer who will have authority to act on behalf of the City to the extent provided in the Contract Documents.
- B. Coordinate, review project costs, and provide cost information and supporting cost documentation to the City Clerk to aid in any audits.
- C. Assist the City in community relations to included responding to questions and concerns of the public regarding the proposed project construction.

Preconstruction Conference – The objective is to coordinate and conduct a preconstruction conference for the project. This task will include the following:

- A. Coordinate and conduct a preconstruction conference and prepare and distribute meeting minutes to attendees.

Construction Staking – The objective is to provide construction staking in accordance with the Contract Documents. This task will include the following:

- A. Provide four separate site visits for field surveys consisting of offset alignment staking and benchmarks for grade control to assist the Contractor in construction of the project.

Construction Contract Administration – The objective is to provide contract administration support services during construction of the project. This task includes the following:

- A. Coordinate and conduct on-site construction meetings every two weeks or as may be required by on-site construction activities with the Contractor and the City. Prepare and distribute minutes of meetings to all attendees.
- B. Review the Contractor's monthly progress payment requests and prepare monthly progress estimates based on the Resident Inspector's judgement of the value of work completed during the pay period.
- C. Represent the City's interest in negotiation of change orders with the Contractor. Prepare change orders for execution by the Contractor subject to approval and authorization of the City.
- D. Provide notices of substantial and physical completion and recommend final acceptance of the project. Prepare the "Certification of Completion of Public Works Contract" form and assist the City with release of the retained percentage or retainage bond.

Office Engineering – The objective is to provide engineering support services for the project during construction. This task will include the following:

- A. Review shop drawings and submittals for compliance with design intent and general conformity to the Contract Documents.
- B. Review proposals from the Contractor to substitute an "or equal" product for a specified product based on design intent and general conformity to the Contract Documents.
- C. Respond to the Contractor's requests for information (RFIs), questions, and provide interpretation of the Contract Documents that address and clarify design intent. Maintain records of telephone meetings concerning design intent.
- D. Estimate the added or reduced cost of changes during the course of construction to be used in negotiation of change orders. Evaluate the impact of change orders on the construction schedule and recommend eligible time extensions.

- E. Prepare record drawings from field observations and information provided by the Contractor.

Resident Construction Inspection – The objective is to provide full-time resident construction inspection for the project to monitor conformance of the Contractor's work with the Contract Documents. This task will include the following:

- A. Provide resident construction inspection on a full-time basis to monitor conformance of the Contractor's work with the Contract Documents.
- B. Prepare and maintain daily logs, lists of construction deficiencies or other construction issues, weekly schedule reports, job site photos, quantity measurements, and correspondence for the project.
- C. Review and comment on the Contractor's construction schedule. Monitor the Contractor's progress in relation to the schedule for the project.
- D. Issue weekly reports to the City and Contractor with respect to construction time consumed on the project.
- E. This scope of work and resulting maximum amount payable is based on providing full-time inspection services for 65 consecutive working days (520 hours). An amendment to this agreement shall be executed to reimburse the Engineer for inspection time required beyond this limit, should the allowable inspection time be extended.

BUDGET

The maximum amount payable to the Engineer for completion of all work associated with this Scope of Work, including contingencies, salaries, overhead, direct non-salary costs and net fee shall be as shown in Exhibit B. This amount shall not be exceeded without prior written authorization of the City.

EXHIBIT B

ENGINEERING SERVICES SCOPE AND ESTIMATED COST

CITY OF OKANOGAN - 3RD AVENUE UTILITY IMPROVEMENTS - CONSTRUCTION ADMINISTRATION AND INSPECTION

Tasks	Project Manager Hours	Project Engineer Hours	Field Inspector Hours	AutoCAD/ GIS Tech./ Eng. Intern Hours	Professional Land Surveyor Hours	Field Survey (2 person) Hours
1 Provide Project Management	16					
2 Preconstruction Conference	8	8				
3 Construction Staking	2				8	80
4 Submittal Review	16	48				
5 Response to RFIs and Design Clarification	8	40				
6 Construction Meetings and Site Visits	24	40				
7 Change Orders	4	8				
8 Progress Estimates	8	16				
9 Resident Inspection			520			
10 Final Inspection	4	16				
11 Record Drawings	2	4		16		
12 Project Closeout	4	16				
Hour Estimate:	96	196	520	16	8	80
Fully Burdened Billing Rate Range:*	\$148 to \$265	\$130 to \$200	\$115 to \$190	\$65 to \$180	\$125 to \$208	\$200 to \$315
Estimated Fully Burdened Billing Rate:*	\$220	\$210	\$140	\$140	\$170	\$250
Fully Burdened Labor Cost:	\$21,120	\$41,160	\$72,800	\$2,240	\$1,360	\$20,000

Total Fully Burdened Labor Cost: \$ 158,680

Direct Non-Salary Cost:

Mileage & Expenses (Mileage @ current IRS rate) \$ 27,092

Printing \$ 228

TOTAL ESTIMATED COST: \$ 186,000

* Actual labor cost will be based on each employee's actual rate. Estimated rates are for determining total estimated cost only. Fully burdened billing rates include direct salary cost, overhead, and profit.



Transportation Improvement Board Consultant Supplemental Agreement

Agency City of Okanogan

Project Number 6-E-881(011)-1

Project Name 3rd Avenue Improvements

Consulting Firm Gray & Osborne, Inc.

Supplement Phase Supplement 1 for Construction Phase

The City of Okanogan desires to supplement the agreement entered into with Gray & Osborne and executed on March 5, 2024.

All provisions in the basic agreement remain in effect except as expressly modified by this supplement.

The changes to the agreement are described as follows:

Section II, **SCOPE OF WORK**, is hereby amended to include

1. Provide project management to include management of engineering resources, risk management assessment, monitoring of Contractor's compliance with schedule, and assist City with TIB coordination during construction phase of project.
2. Assist in contract execution (Contractor and City), preconstruction conference (prepare agenda and meeting minutes), and issue formal Notice to Proceed.
3. Provide construction survey staking in compliance with the contract documents.
4. Provide support from office to include material submittal review, correspondence, review and processing of monthly pay estimates, teleconferences and other items to support Contractor inquiries and field activities.
5. Provide on-site inspection services to witness and document the Contractor's compliance with contract requirements to include methods, equipment and materials. This scope assumes: Part-time inspection, up to a maximum of 500 hours.
6. Prepare record drawings based on the Contractor's submittal of his drawings (including markups) and the inspector's markups. One original copy of the final record drawings will be provided to the City.
7. Assist the City in negotiation of change orders as may be applicable.
8. Provide Contractor with timely interpretation of contract document language as may be requested. Answer Contractor-sponsored requests for information (RFIs).
9. Assist the City in preparing project closeout paperwork in compliance with state law and TIB requirements.

Section IV, **TIME FOR BEGINNING AND COMPLETION**, is amended to change the Completion Date

SUPPLEMENTAL COMPLETION DATE _____ December 31, 2026

Section V, **PAYMENT**, shall be amended as follows as set forth in Exhibits A-1 and B-1

MAXIMUM AMOUNT PAYABLE _____ \$283,200



Transportation Improvement Board Consultant Supplemental Agreement

If you concur with this supplement and agree to the changes as stated above, please sign and date in the appropriate spaces below.

Agency Signature	Date
Consultant Signature <i>Michael B. John</i>	Date 5/8/25



Transportation Improvement Board
Consultant Supplemental Agreement

EXHIBIT A-1			
	Original Agreement	Supplement 1	Total
Direct Salary Cost	\$39,060	\$36,910	\$75,970
Overhead (including Salary Additives)	\$72,652	\$68,653	\$141,305
Fixed Fee	\$16,405	\$15,502	\$31,907
Reimbursables	\$2,275	\$12,135	\$14,410
Subconsultant Cost	\$19,608	\$0	\$19,608
Total	\$150,000	\$133,200	\$283,200



Transportation Improvement Board
Consultant Supplemental Agreement

EXHIBIT B-1 (CONSULTANT FEE DETERMINATION SHEET - COST PLUS FIXED FEE)

Prepared by Tim DeVries, P.E., Gray & Osborne, Inc.					Date May 8, 2025	
Project 3 rd Avenue Improvements (Construction Engineering)						
Direct Salary Cost (DSC)						
Classification	Man Hours		Rate		Cost	
Principal-In-Charge	8	x	\$50 to \$80	=	\$520	
Project Manager	46	x	\$45 to \$80	=	\$2,300	
Civil Engineer	112	x	\$40 to \$60	=	\$4,480	
Field Inspector	500	x	\$35 to \$58	=	\$22,500	
AutoCAD/GIS Tech./Engineering Intern	4	x	\$20 to \$55	=	\$180	
Professional Land Surveyor	30	x	\$40 to \$63	=	\$1,650	
Survey Crew (2 Person)	80	x	\$60 to \$95	=	\$5,280	
TOTAL DSC					\$36,910	
OVERHEAD (OH Cost including Salary Additives)						
OH Rate x DSC or 186% x \$36,910					\$68,653	
FIXED FEE (FF)						
FF Rate x DSC or 42% x \$36,910					\$15,502	
REIMBURSABLES						
Misc. Expenses, Including mileage, per diem, reproductions, etc.					\$12,135	
GRAND TOTAL					\$133,200	

RESOLUTION No. 2025-3

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OKANOGAN,
WASHINGTON FIXING THE TIME TO CONDUCT A HEARING ON A PETITION FILED
BY NICHOLAS GARDNER TO VACATE A PORTION OF RIGHT OF WAY ALONG THE
NORTHEASTERLY BORDER OF LOT 12, OF BLOCK 5, OF ALMA ADDITION
OKANOGAN AND CAUSING NOTICE OF THE SAME**

WHEREAS, Nicholas Gardner is the property owner of 739 7th Ave South and desires control of a portion of right-of-way abutting his property; and

WHEREAS, the right-of-way is overgrown and being used as a debris dump site; and

WHEREAS, Nicholas Gardner has filed a petition for a half vacation of the right-of-way abutting his property; and

WHEREAS, the half of the right-of-way abutting the petitioner's property has no utilities.

**NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Okanogan,
Washington:**

The City Council will conduct an open record hearing on the petition filed by Nicholas Gardner for vacation of a portion of the northeasterly border of Lot 12, of Block 5, of Alma addition right of way during its' regularly scheduled June 17, 2025 Council meeting at City Hall. The meeting will begin at 7:00 PM and the agenda will set the order of business. The City Clerk shall provide not less than 20 days pendency of this hearing as required by RCW 35.79.020.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF OKANOGAN this
_____ day of _____, 2025.

APPROVED:

Wayne L. Turner, Mayor

ATTEST:

Jessica Blake, City Clerk-Treasurer

PETITION FOR RIGHT-OF-WAY VACATION
City of Okanogan, Washington

TO: Honorable Mayor and Council of the City of Okanogan
Post Office Box 752
Okanogan, Washington 98840

WE, the undersigned, being the owners of the real property described on Exhibit "A" attached hereto, lying contiguous to a right-of-way way described on Exhibit "B", and shown on Exhibit "C", which is _____ percent of the total frontage of said right-of-way within the City of Okanogan, Washington, do hereby petition that such right-of-way be vacated and made a part of the abutting properties under the provisions of RCW 35.79...as provided by RCW 35A.47.020 RCW 35A.79, et seq., and any amendments thereto, of the State of Washington.

1/2 VACATE
We, the undersigned assert the following:

1. The City of Okanogan acquired said right-of-way in the following manner:
ORIGINAL ZONING
2. The subject right-of-way is currently being used in the following manner:
NOT USED, DEBRIS DUMPSITE
3. The subject right-of-way is planned to be used in the following manner:
GARAGE / BIGGER YARD
4. The subject right-of-way does/does not abut a body of water.
NO
5. The appraised value of the area proposed to be vacated is \$ *1,600*.

Source and/or method of appraisal value:
MATH, \$6 FT VALUE OF MY PROPERTY, \$6 FT OF LAND TO GAIN.

We, the undersigned agree to the following stipulations:

Wherefore, the undersigned petition the honorable City Council and ask:

- (a) That appropriate action be taken to entertain this petition, by fixing a date for a public hearing by resolution, and inviting all persons interested to appear and voice approval or disapproval of such vacation; and
- (b) That following such hearing, the City Council determine by ordinance that such vacation shall be made, vacating the right-of-way described in Exhibit "A", and declaring the date whereon such vacation shall be effective; and that said right-of-way shall become a part of the abutting property as provided by RCW 35.79.050, subject to laws and ordinances now and thereafter in force.

- (c) _____
(attach additional pages as necessary)

PETITION FOR RIGHT-OF-WAY VACATION
City of Okanogan, Washington

page ___ of ___

Therefore, the Petitioners subscribing hereto agree that all right-of-way described herein sought to be vacated shall be assessed at the same rate and on the same basis as property within the City of Okanogan, Washington for any now outstanding indebtedness of said City, including assessments or taxes in payments of any bonds issued or debts contracted, prior to or existing at the date of the vacation, and that simultaneous adoption of zoning regulations that are consistent with the City's Comprehensive Plan is required.

(Names of the petitioners should be in identical form as the same appearing in the record of the chain of title of the real estate.)

Name of the Petitioner (Please print):

NICHOLAS SCOT GARDNER

Signature: 

Date: 3/7/25

Mail Address: 739 7th AVE S

Street Address of Property: 739 7th AVE S

Brief legal description of individual's property:

10,800 sq FT LOT WITH HOME IN CITY OF OKANOGAN

WARNING:

Every person who signs this petition with any other than his/her true name, or who knowingly sign more than one of these petitions, or signs a petition seeking an election when he/she is not a legal voter, or signs a petition when he is otherwise not qualified to sign, or who makes herein any false statement, shall be guilty of a misdemeanor.

ATTACH SEPARATE PAGES FOR EACH PERSON WITH COLOR OF TITLE AND EACH SEPARATE PARCEL

RIGHT OF WAY VACATION QUESTIONNAIRE COVER SHEET

In order to assist the City Council in making a determination that vacating a particular right of way is in the public interest. The following questions have been identified pertinent to make an informed decision. Where appropriate, the City's policy regarding a particular issue has been incorporated and noted in this coversheet.

It is the policy of the City that only petitions that are accompanied with a completed questionnaire are likely to receive a favorable consideration.

Staff will assist potential petitioners in completing the questionnaire form.

Why is the vacation sought? This sets the stage, why is this an issue now?

1. DIRTY AREA, WOULD LIKE TO CLEAN IT UP.
2. ALLOW FOR A GARAGE ON PROPERTY.

How and when did the City acquire the right of way? Additional stage setting.

Generally, the City acquires right of way upon the dedication of a plat or for consideration or as a result of an annexation. In some cases it was purchased or acquired through a condemnation.

ORIGINAL CITY ZONING?

What is the value of the right of way sought? From the prospective of the petitioner, what is the value of the land in terms of dollars. It is the policy that in most cases the appropriate City fund be compensated for

LESS THAN 1,600.00

How was this value determined?

SQ FT VALUE OF MY PROPERTY AND SQ FT OF PROPERTY GAINING.

Does the right of way have a Comprehensive Plan designation or noted as a specific route of travel?

NO

Is the right of way part of or has been part of the Six Year Street Plan?

NO

What is the current level of improvement of the right of way?

OVERGROWN AND BEING USED AS DEBRIS
DUMP SITE.

If not developed to full urban standards, why not?

NOT SURE

What is the current level of development surrounding and abutting the right of way?

3 PROPERTIES BUTT UP AGAINST THE RIGHT
OF WAY. 2 YARDS & 1 GARAGE

Is the right of way part of a Fire Department pre-plan of attack?

NO

Is the right of way used for increases in area due to yards?

NO

Are there currently utilities in the right of way?

Sanitary Sewer, Storm Sewer, Water, Irrigation, Phone, Cable, Power, Fiber
optic, Other POWER ON ONE HALF.

If there are, is the precise location known?

YES

Are there plans for utilities to be located in the right of way?

NO

Does the right of way abut surface water or drainage system?

NO

Chapter 18.70 Accessory Dwelling Units

Sections:

18.70.010	Purpose and Intent
18.70.020	Use
18.70.030	Definitions
18.70.040	Standards and Requirements
18.70.050	Deviations
18.70.060	Existing

18.70.10 Purpose and Intent. The purpose of allowing accessory dwelling units (ADU) is to:

- A. Provide homeowners with a means of obtaining, through tenants in either the ADU or the principal unit, rental income, companionship, security, and services.
- B. Add affordable housing units to the existing community housing stock.
- C. Provide opportunities for development of additional housing units for moderate income people who might otherwise have difficulty finding homes within the city.
- D. Provide flexibility for development of additional housing units in single-family neighborhoods that are appropriate for people at a variety of stages in the life cycle.
- E. Protect neighborhood stability, property values, and the single-family residential appearance of the neighborhood by establishing clear and consistent conditions that will be applied to ADUs within defined areas in the City.
- F. Limit accessory dwelling unit to small subordinate spaces such that they may be readily converted back to living space of the primary unit.

18.70.020 Use. The construction of one (1) ADU (either attached or detached) in a new or existing single-family dwelling (hereinafter the principal unit) shall be allowed the same as a single-family dwelling use in all zones subject to specific development, design, and owner-occupancy standards.

18.70.030 Definitions. The following definitions are section specific:

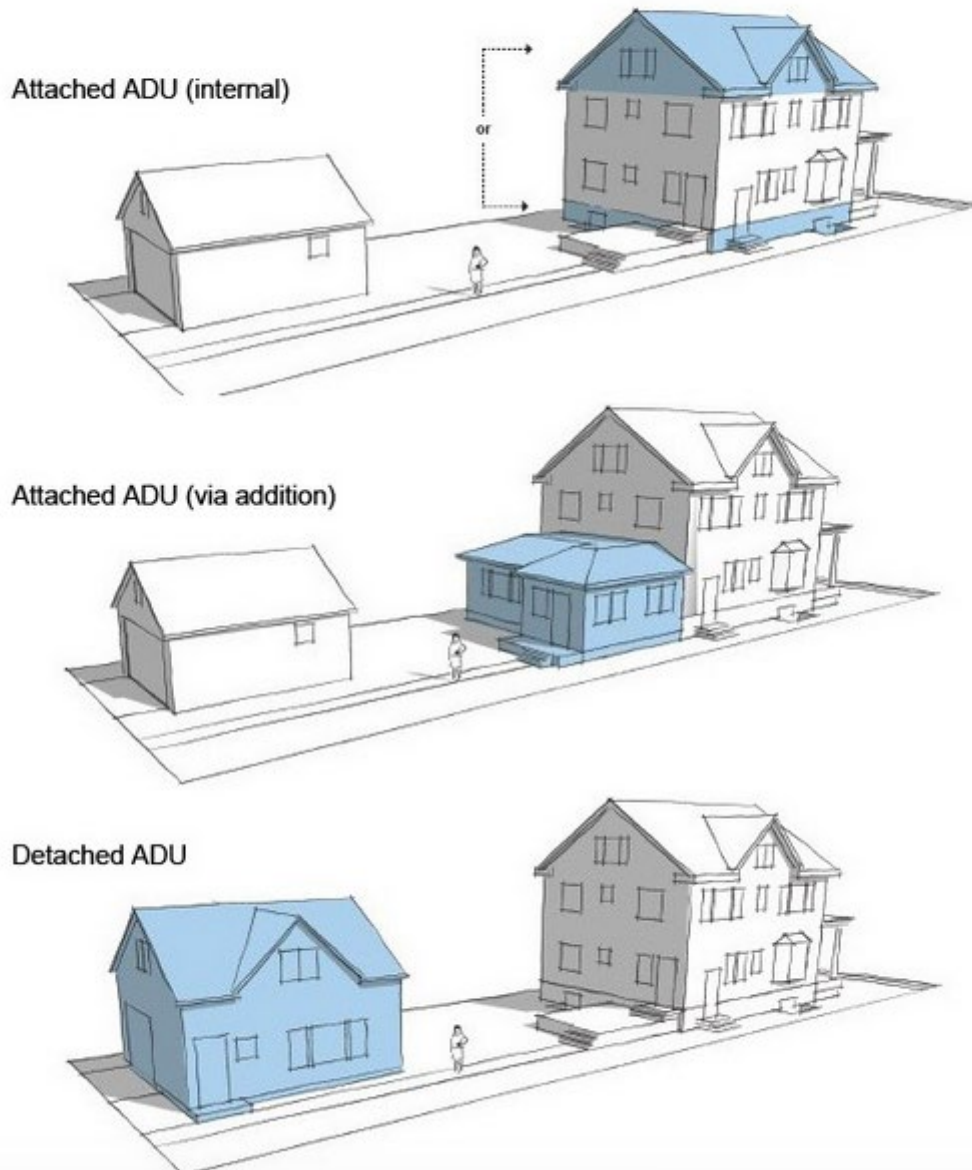
"Accessory dwelling unit (ADU)" shall mean an accessory dwelling unit (ADU) is a small, self-contained residential unit located on the same lot as an existing single-family home. For the purposes of this Chapter, recreational vehicles and park model vehicles shall not be considered to be the same as an ADU.

An ADU has all the basic facilities needed for day-to-day living independent of the main home, such as a kitchen, sleeping area, and a bathroom. As the term "accessory" implies, ADUs are generally defined to be smaller in size and prominence than the main residence on the lot.

An ADU may be created as a separate unit within an existing home (such as in an attic or basement), an addition to the home (such as a separate apartment unit with separate entrance), or in a separate structure on the lot (such as a converted garage) that meets all current building codes of the City of Okanogan. See the examples shown below.

Examples of Accessory Dwelling Units (ADUs)

ADUs in blue; main residence in white



Regardless of type, an ADU is a legally permitted small separate habitable living unit that provides separate basic requirements for living, sleeping, eating, cooking, and sanitation and is subordinate to the principle or allowed use on the property.

For the purposes of this chapter, attached and detached ADUs shall be subject to the underlying zoning district in which they are located, except where modified specifically by the standards established herein. ADU's shall not be classified or regulated as two-family (duplex), or multi-unit dwelling, or multi-family use, and shall not be used as a nightly rental.

"Owner occupancy" means a property owner, as reflected in title records, who makes his or her legal residence at the site, as evidenced by voter registration, vehicle registration, utility payment records, or similar means.

18.70.040 Standards and Requirements. Attached and detached Accessory Dwelling Units created on new or existing parcels shall be allowed as provided for single family dwellings use and shall be permitted as appurtenant to the permitted use. Accessory dwelling units are subject to the following design and occupancy standards:

1. An ADU shall comply with all zoning code provisions for the primary residence, including height, setbacks, accessory buildings and open space, except as provided in this section. This provision shall also apply to ancillary structures attached to an ADU such as garages, carports, garden sheds and workshops.
2. Applicants may request minor modifications to the development and design standards for ADUs. A minor modification is a request by the applicant to meet or exceed a particular ADU standard through the use of a technique or alternative standard not otherwise listed under the applicable requirement. Minor modifications are not variances and are not required to meet all of the criteria typically associated with a variance application. The City Building Official may grant a minor modification if the following criteria are met:
 - a. The site is physically constrained due to, but not limited to, unusual shape, topography, easements, existing development on site, or critical areas; or
 - b. The granting of the modification will not result in a development that is less compatible with adjacent neighborhood land uses and character; and
 - c. The granting of the modification will not be materially detrimental to the public welfare or injurious to other land or improvements in the vicinity and district in which the property is situated; and
 - d. The granting of the modification is consistent with the purpose and intent of this section; and
 - e. All reasonable mitigation measures for the modification have been implemented or assured.
3. Ownership and Occupancy. "Owner occupancy" means a property owner, as reflected in title records, who makes his or her legal residence at the site, as evidenced by voter registration, vehicle registration, utility payment records, or similar means.

- a. The owner of the subject property shall reside on the premises, whether in the primary or accessory dwelling; provided, that:
 - i. In the event of illness, death or other unforeseeable event which prevents the owner's continued occupancy of the premises, the director may, upon a finding that discontinuance of the ADU would cause a hardship on the owner and/or tenants, grant a temporary suspension of this owner-occupancy requirement for a period of up to one year. The City Building Official may grant an extension of such suspension for up to one additional year, upon a finding of continued hardship.
 - ii. In the case of bringing an unpermitted ADU into compliance with this section, if the property on which the ADU is located complies with all of the requirements of this section except owner-occupancy, the property may continue without occupancy by the owner for the remainder of the lease(s) on the property, not to exceed one year. Thereafter, the property shall be occupied by the owner, or transferred to a different owner who will reside on the premises.
 - iii. Purchasers of homes with an ADU shall register with the City of Okanogan within 30 days of purchase.
 - iv. An affidavit signed by the property owner, shall be submitted to the City Building Official on or before January 1st of every year attesting to continued owner occupancy. Failure to provide the annual affidavit will result in loss of ADU compliance.
- b. The owner shall record a covenant, substantially similar to the sample provided at the end of this chapter, with the Okanogan County auditor, approved by the City of Okanogan, which shall run with the land as long as the ADU is maintained on the property. The property owner shall submit proof that the covenant has been recorded with the Okanogan County auditor's office prior to issuance of the building permit. The covenant shall specify the requirements for owner occupancy, purchaser registration, and annual verification as detailed above.
- c. The ADU, or the land on which the ADU is located, shall not be subdivided or otherwise segregated in ownership from the primary dwelling unit or the land on which the primary dwelling unit is located.
- d. The total number of persons who may occupy the accessory dwelling unit shall not exceed four, regardless of relationship.

4. Site Requirements.

- a. Only one ADU shall be allowed per lot. The lot may not contain more than one primary dwelling unit. The ADU is exempt from density limitations due to its small size and low occupancy.
- b. For a Detached ADU, the lot shall have alley access, access to more than one public street, or the lot size shall be at least 5,000 square feet.

5. Minimum Yard Size Requirements - Minimum Yards for Detached - ADUs.

- a. Front and side-flanking yards shall comply with the zoning code provisions for the primary residence except that when the vehicular entrance to an attached garage or carport faces a street, the entrance shall be set back a minimum of 25-feet from the front property line, and 10-feet from a side flanking property line.
- b. A five-foot (5') side and rear yard setback shall be provided, measured from the property line to the foundation of the structure, except as follows:
 - i. When abutting an alley, there is no required side or rear yard setback from the alley.
 - ii. A Detached ADU may be located in a rear yard and in the side yard, provided:
 - a) If such an accessory building is to be located less than five feet from any common property line, a joint agreement with the adjoining property owner(s) must be executed and recorded with the Okanogan County Auditor's Office and thereafter filed with the city, or
 - b) If site characteristics warrant such that, in the opinion of the city, impacts to abutting property would be negligible due to, but not limited to, one or more of the following:
 - i. The existing use and development pattern on abutting property.
 - ii. Minimal disruption of solar access to outdoor recreation or garden space on abutting property compared to what may otherwise occur with the application of standard development regulations.
 - iii. Site characteristics such as building a Detached ADU downslope from abutting property.
 - iv. Conversion of a detached accessory building existing as of the date of adoption of this Ordinance to a Detached ADU.

Any minor modification from standard development regulations requested pursuant to this subsection (b)(ii)(b) shall be processed as a request for minor modification pursuant to subsection 2 (a-e) above.

- c) A minimum six feet (6') of separation is required between the primary residence and the D-ADU.

6. ADU Size.

a. Attached ADUs.

- i. An ADU shall not exceed 60 percent of the floor area of the primary dwelling (excluding any related garage area attached to the primary dwelling) or 800 square feet, whichever is less, and shall contain a minimum square footage of no less than one hundred ninety (190) square feet of floor area.
- ii. No more than two bedrooms may be located within an ADU.
- iii. The City Building Official may allow increased size for an Attached ADU in order to efficiently use all, or a portion of, the floor area on one floor of an existing dwelling unit constructed as of January 1, 1995, provided the ADU does not exceed 800 square feet.

- b. Detached ADUs. The floor area for Detached ADUs shall be calculated using the “general” definition of floor area in the OMC for the Zoning District, and include ancillary space (garage, workshop, garden shed, etc.) within. However, an accessory building that includes a Detached ADU and ancillary space may only exceed 800 square feet when approved by the City of Okanogan through a conditional use permit pursuant to OMC.

- c. Any additions to an existing building and new construction for the purpose of installing an accessory dwelling, shall not exceed the allowable lot coverage or encroach into the existing setbacks established for the applicable zoning district in which the structure is located.

7. Building Height Requirements

Building height requirements shall be the same as set forth in the underlying zoning district for residential structures

8. Parking Requirements

- a. Not less than three (3) off-street parking spaces shall be required for the accessory dwelling and for the primary dwelling, said spaces shall be located as required underlying zoning district for residential structures; and,

- b. Where the Property Owner converts an existing off-street parking space(s), such as garages, carports or pads, into an ADU, Property Owner shall be required to provide

equivalent parking spaces, up to and including a total of three parking spaces on the lot for the completed project; and,

c. No more than two required off street parking spaces can be in the tandem configuration.

9. Utilities - City utilities and services shall be connected, managed and charged as provided in Title 13 OMC and Chapter 8.04 OMC

- a. Water, sewer, storm. A primary dwelling unit and an ADU may have a shared water service to a water system, a shared sewer service to a sewer system and a shared storm service to a storm water management system. A primary dwelling unit and a Detached ADU may have individual or shared service connections. In the event that service is provided by a shared service connection, the primary and accessory units shall be charged as one residential connection. However, in the event that the owner requests a separate and independent services from each building they may be billed as separate structures. In all cases, the water service shut-off must be accessible to occupants in each unit.
- b. Electrical. A primary dwelling unit and an Attached ADU shall have no more than one electrical service. A primary dwelling unit and a Detached ADU are permitted to have one shared electrical service or two separate electrical services. A separate meter is permitted to serve either an attached or detached AD, subject to compliance with the City's adopted electrical code. A single main service panel may be allowed; provided, that occupants of both dwelling units have access to the service panel supplying their occupancy.
- c. Gas. A primary dwelling unit and ADU may share natural gas services. An accessible shut-off valve must be upstream of the gas meter, on the exterior of the structure(s).
- d. Any utility lines being installed or altered must have their connections inspected as part of the building permit process.

18.70.050 Deviations and Variances. In order to encourage the development of housing units for people with disabilities, the City Building Official may allow reasonable deviation from the stated spatial requirements to install features that facilitate accessibility. Such facilities shall be in conformance with the State Building Code as adopted by the city.

18.70.060 Existing. That portion of a single-family dwelling structure, which meets the definition of an accessory dwelling, and which was legally in existence prior to the effective date of this title may continue in existence provided the following requirements are met:

- a. The accessory dwelling complies with the minimum requirements of the State Building Code as adopted by the city related to efficiency dwellings.
- b. The accessory dwelling complies with all of Section 18.70.040 OMC.

DEED RESTRICTION AND RESTRICTIVE COVENANTS FOR ACCESSORY DWELLING UNIT

Chapter 18.70 Accessory Dwelling Units

August 31, 2023 Version,

NO FEE REQUIRED
Pursuant to Okanogan Municipal Code Section 18.70
Recorded for the Benefit of the City of Okanogan

This Covenant and Deed Restriction is made and executed on this _____ day of _____, _____, by and between the City of Okanogan, a municipal corporation (the “City”) and ADU Owner (the “Owner”).

The undersigned hereby certify that I/we are the owner(s) of the hereinafter legally described property located in the City of Okanogan (the City), State of Washington. Said property is located at _____, with assigned Assessor's Parcel (AP _____).

The purpose of this Deed Restriction is to provide notice and disclosure to the current owner and to any subsequent purchaser or transferee of these limitations associated with the approval of an ADU permit for one Accessory Dwelling Unit (ADU).

In consideration of the City approving the establishment of an ADU on this lot, the undersigned hereby covenants, acknowledges and agrees, that:

1. No Separate Sale or Conveyance. The ADU will not be sold separately or otherwise conveyed separately from the primary residence;
2. No Short Term Rental. The ADU may not be rented for a term shorter than 30 days;
3. Owner Occupancy. The owner of the property must reside in either the ADU or in the primary dwelling on the lot as the owner’s primary personal residence and legal domicile; and
4. City Ordinances. The attributes and restrictions of the ADU must comply at all times with the City’s accessory dwelling unit ordinance (Section 18.70 of the Okanogan Municipal Code).

Covenants to Run with the Land. This deed restriction and covenant will run with the land and will be binding upon all owners, all future owners, their successors, heirs or assigns, and shall continue in effect unless otherwise released by the authority of the City in writing. Any lease of said specified parcels shall be subject to this restriction which is made for the general benefit of the entire community and which shall run with the land. The covenant will be enforceable by remedy of injunctive relief in addition to any other remedy in law or equity.

Release from Covenants. The Owner may request that the permitted ADU be removed in the future. Upon such request by the Owner, the City shall provide a recordable “Certificate of Release from and Satisfaction of Covenants” to release the Property from the restrictive covenants set forth in this Agreement.

**CITY OF OKANOGAN
COUNCIL MINUTES**

May 7, 2024

CALL TO ORDER

The Regular Meeting of the Okanogan City Council was called to order by Mayor Turner at 7:00 p.m. and those present stood for the Pledge of Allegiance.

The following were:

Present: Mayor Turner Councilmembers: Greg Oyler, Steve Streeter, John Lyles, Eric Lind, Lisa Bauer, Denise Varner and through zoom Rob Gillespie.

Also Present: Utilities Clerk Laura Divis, Public Works Director Shawn Davisson, Fire Chief Brad Armstrong, Code Enforcement/Animal Control Craig Caswell, Building Official Bryan Forbus and through zoom City Planner Christopher Johnson, and Undersheriff Dave Yarnell.

Mayor Turner announced that Councilmember Gillespie would not be in attendance and asked to be excused. Councilmember Bauer moved, seconded by Councilmember Lyles, to excuse Robert Gillespie from tonight's meeting. No objections.

Excused: Robert Gillespie

APPROVAL OF AGENDA AND CONSENT AGENDA

Mayor Turner asked if there were any alterations to the Amended Agenda or Consent Agenda. Varner moved, seconded by Oyler to approve the Amended 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 April 15, 2025, Special Council Meeting Minutes of April 17, 2025, Special Council Meeting Minutes of April 23, 2025 and Special Council Meeting Minutes of April 29, 2025 were approved with passage of the Consent Agenda.

APPROVAL OF VOUCHERS

Claims Vouchers numbered 56039 through 56083 dated May 6, 2025 in the amount of \$384,343.58, Payroll Checks numbered 55967 through 55982 and 56023 through 56038 in the amount of \$141,877.86 for April 2025, and a Debit Card Transaction dated April 30, 2025 in the amount of \$549.85 were approved with the Consent Agenda.

PUBLIC COMMENT

Mayor Turner opened the floor for Public Comment.

- The new CEO of Mid Valley Hospital, Andy Bertapelle, introduced himself to the members of the council.

DEPARTMENT HEAD REPORTS

Director of Public Works Davisson submitted a written report and in addition announced:

- Monitoring the Elmway water main extension project.
- The generators were hooked up today and they are very quiet.
- Thanked Councilmember Streeter for his help at Arbor Day,
- Chad Stansbury obtained a WA DOH Water Treatment Plant Operator 1 Certification.
- Chad Stansbury and Chad Patterson attended mosquito training/fogger calibration in Moses Lake.
- Performed road closure & detour for food truck event.
- Performed placing picnic table & trash receptacles for food truck event.
- Attended a pre-con meeting today with G & O and Pipkin Construction. Soft start will be next Monday.

Building Official/Permit Administrator Bryan Forbus submitted a written report to Council. He reviewed his report and answered councilmembers questions.

Fire Chief Brad Armstrong submitted a written report to council. He reviewed his report and updated the calls to 90.

Code Enforcement/Animal Control Officer Craig Caswell submitted a written report. He reviewed his report and answered councilmembers questions.

Planner Christopher Johnson announced:

- Working on Accessory Dwelling Unit Ordinance.

Clerk's Office submitted a written report to council.

Sheriff's Office submitted a written report to council. Undersheriff Yarnell reviewed the report and answered councilmembers questions.

COMMITTEE REPORTS

There were no Committee Reports on the Agenda.

UNFINISHED BUSINESS

There was no unfinished business on the Agenda.

NEW BUSINESS

Purchase Agreement Parcels 1060020700 & 1060020800

Mayor Turner introduced property purchase agreement for parcels 1060020700 & 1060020800.

Oyler moved, seconded by Lyles to authorize Mayor Turner to move forward with a standard purchase agreement for parcels 1060020700 and 1060020800 in the amount not to exceed \$40,000.

There was a brief discussion.

Vote on the motion.

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

Noes: None

Motion Carried: 7 Ayes: 0 Noes

Sunrise Agreement Amendment

Mayor Turner introduced the Sunrise Agreement Amendment.

Bauer moved, seconded by Streeter to approve the Sunrise Disposal Agreement Amendment and authorize Mayor Turner to sign the amendment documents.

There was a brief discussion.

Vote on the motion.

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

Noes: None

Motion Carried: 7 Ayes: 0 Noes

Ordinance 1243 – Sanitation Fee Schedule – 1st Reading

Mayor Turner introduced Ordinance 1243 – Sanitation Rate Update – 1st Reading.

Lyles moved, seconded by Bauer to advance Ordinance No. 1243 to the May 20, 2025 meeting for a second reading.

There was a brief discussion.

Motion Passed without objection.

Blue Logix

Mayor Turner asked Public Works Director Shawn Davisson to introduce City of Okanogan Public Works Water Department SCADA Upgrade Amendment #2.

Varner moved, seconded by Lind to accept the Blue Logix amendment #2 in the amount of \$639.88.

There was a brief discussion.

Vote on the motion.

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

Noes: None

Motion Carried: 7 Ayes: 0 Noes

Progress Estimate 2 Elmway Watermain Extension Rudnick & Sons

Mayor Turner asked Public Works Director Shawn Davisson to introduce Progress Estimate No. 2 Rudnick & Sons LLC, Elmway Watermain Extension Project.

Varner moved, seconded by Bauer that the City issue payment to Rudnick & Sons LLC for Progress Estimate 2.

There was a brief discussion.

Vote on the motion.

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

Noes: None

Motion Carried: 7 Ayes: 0 Noes

Silverthorn Easement

Mayor Turner asked City Planner Christopher Johnson to introduce the Silverthorn Easement.

Bauer moved, seconded by Lyles to authorize the Mayor to accept the proposed grant of easement for the described easement through and across APN 1220340011.

There was a brief discussion.

Vote on the motion.

Ayes: Lyles, Bauer, Oyler, Streeter, 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 Bauer announced:

- Attended a Data Center forum in Wenatchee.
- Worksource Event-Okanogan Workforce Collaboration Summit 2025 at the Agri-Plex on May 13th 9am – 3pm.

Councilmember Varner announced:

- Thank you to Shawn and staff for all their work for/during food truck event.
- Nominations will close tomorrow for Citizen of the Year and Business of the Year.
- Rotary Club Fishing Derby in Conconully on May 17th 6am – 11am.

MAYOR'S REPORT

Mayor Turner announced:

- Approved Swim Team Saturday Swim event to move to a Sunday event.
- Thank you for covering for me while I was gone.

- Lisa Bauer and I will be signing up for WA Collaborative Elected Leaders Institute; if anyone else is interested, let me know.

ADJOURNMENT

There being no further business before the Council, the Meeting was adjourned at 7:48 p.m.

Minutes taken and prepared by Utilities Clerk Laura Divis

APPROVED:

Wayne L Turner, Mayor

ATTEST:

Laura Divis, Utilities Clerk