

**CITY OF OKANOGAN
COUNCIL AGENDA
December 16th, 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. **PUBLIC HEARING**
Ordinance No. 1244 Accessory Dwelling Units
Ordinance No. 1252 Public Institutional Overlay Zone Amendment
3. **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.)
4. * **EXCUSE COUNCILMEMBERS**
5. * **APPROVAL OF MINUTES**
December 2, 2025 Council Minutes
6. * **APPROVAL OF VOUCHERS**
7. **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.
8. **DEPARTMENT HEAD REPORTS**
9. **COMMITTEE REPORTS**
10. **UNFINISHED BUSINESS**
11. **NEW BUSINESS**
Septic Services Contract Award

1st Class Office Solutions Service Contract

Okanogan Irrigation District Interlocal Agreement

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.

Final Progress Estimate/Project Closeout – Elmway Watermain Extension Phase 3

2026 Fire Hose Testing Agreement – National Hose Testing Specialties, Inc.

AWC Retro Participation Agreement

12. * **CORRESPONDENCE**

13. **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.

14. **COUNCILMEMBER'S COMMENTS**

15. **MAYOR'S REPORT**

Oath of Office: Eric Lind, Robert Gillespie, Greg Oyler, Steven Streeter, Wayne Turner

16. **ADJOURNMENT**

**Staff Memorandum
Action Requested**

DATE: December 12, 2025
TO: Okanogan City Council
FROM: Chris Johnson, Contract Planner



* * * * *

BACKGROUND

WHEREAS: The Planning Commission reviewed the Draft Public / Institutional (PI) Zoning Overlay and Draft ADU Ordinance, staff findings and recommendations at their regular scheduled meeting on September 08, 2025, and

WHEREAS: The City of Okanogan staff and the City Attorney have reviewed and accepted the proposed PI Ordinance and ADU Ordinance under consideration, and

WHEREAS: Okanogan Municipal Code Section 18.108.030 requires that the Okanogan Planning Commission conduct a Public Hearing prior to adoption of Zoning modifications, and

WHEREAS: The Okanogan Clerk's Office advertised the public hearing in the October 22, and October 29 editions of the Omak-Okanogan County Chronicle, as required by RCW 35A.63.070, and

WHEREAS: The Okanogan Planning Commission reviewed both the Draft PI Zoning Overlay and the Draft ADU Zoning Ordinances at the November 10, 2025 Public Hearing, and provided a recommendation to the City Council to approve both proposed Ordinances, subject to the comments and considerations presented at the Public Hearing, and

WHEREAS: The amended Draft PI Zoning Overlay Ordinance is designed to reduce the regulatory burden on development of public and institutional uses and structures within a defined area of the City of Okanogan in furtherance of the City's adopted Comprehensive Plan, and includes protections for integration of public and institutional uses and structures within the framework of other existing land uses and structures within the defined area, and

WHEREAS: The Draft ADU Ordinance is designed to provide incentives for creative development of smaller alternative housing in the residential zones allowing accessory dwelling units in our developed neighborhoods, while including controls designed to preserve the neighborhood feel.

Now Therefore, Planning staff recommends that the City Council review the Draft PI Zoning Overlay Ordinance and the Draft ADU Ordinance at the scheduled Closed Record Public Hearing on December 16, 2025 and adopt the recommendations of the Planning Commission to approve and adopt the Draft PI Zoning Overlay Ordinance and the Draft ADU Ordinance to further the goals of the City's Comprehensive Plan.

SUGGESTED MOTION FOLLOWING PUBLIC HEARING

“I move to accept the Finding of Facts, Conclusions and Recommendations provided by the Planning Commission and city staff, together with any additional comments received during the advertised Public Hearing and move to adopt Ordinances 1244 and 1252, Accessory Dwelling Units and PI Zoning Overlay, in furtherance of the City’s Comprehensive Plan.”

MEMORANDUM

To: Okanogan City Council and Mayor Turner

From: Jessica Blake, City Clerk Treasurer

Date: December 11, 2025

Subject: 2026- 2028 Septic Pumping and Portable Toilet Services Contract

Attached for review are the quotes received in response to the City's request for Septic Pumping and Portable Toilet Services.

These services are for portable toilets at the Cemetery and the Sports Complex as well as pumping holding tanks at the Sports Complex, Okanogan Legion Airport and the grease trap at the City's Wastewater Treatment Plant.

In the November 19th and 22nd, 2025, editions of The Chronicle, we notified the public that we were seeking quotes for septic pumping and portable toilet services. It was also posted on our city website. In addition, we made phone calls to local contractors who provide septic services to notify them that the deadline for submitting quotes was December 10th, 2025.

The following proposals (attached) were received:

	Monthly	Peak Additional	Annually	3 Year
Austin Logistics LLC	\$ 2,854.80	\$ 1830.94	\$ 48,905.08	\$ 148,165.32
Morgan & Son	\$ 525.67	\$ 415.00	\$ 11,952.00	\$ 33,864.00

Suggested Motion: I move to award the 2026 – 2028 Septic Pumping and Portable Toilet Services Contract to Morgan & Son Septic Services LLC and authorize Mayor Turner to sign the contract.

MEMORANDUM

To: Okanogan City Council and Mayor Turner

From: Jessica Blake, Clerk Treasurer

Date: December 9, 2025

Subject: 2026-2027 1st Class Office Solutions Service Contract: Folder/Inserter

Attached for council consideration is the City's 2026-2027 annual service contract with 1st Class Office Solutions, LLC for the City's Folder/Inserter. This was purchased in 2019 and is used for mailing our utility bills.

The agreement includes parts and labor for repairs, preventive maintenance, coverage for normal wear due to regular use, and in-person or virtual service calls.

Suggested Motion: I move to approve the 2026-2027 1st Class Office Solutions Service Contract and authorize payment.

MEMORANDUM

To: Okanogan City Council and Mayor Turner

From: Shawn Davisson, Director of Public Works

Date: December 10, 2025

Subject: Reciprocal Interlocal Agreement between the Okanogan Irrigation District & the City of Okanogan

Attached for Councils consideration is an interlocal agreement. This agreement will replace the previously signed agreement approved in 2017.

Suggested Motion: I move to approve Mayor Turner sign the interlocal agreement with the Okanogan Irrigation District.

Memorandum

To: Okanogan City Council and Mayor Turner

From: Shawn Davisson, Director of Public Works

Date: December 10, 2025

Subject: Final Progress Estimate 4/Project Close Out

Attached for City Council's review is Final Progress Estimate 4 and Project Closeout for the Elmway Watermain Extension – Phase 3 Project. The project has been completed to the Engineer's satisfaction and acceptance is recommended at this time.

Suggested Motion: I move to accept the Elmway Watermain Extension Phase 3 project as complete, authorize payment to Rudnick & Sons for Progress Estimate 4 and direct staff to complete project closeout.

MEMORANDUM

To: Okanogan City Council and Mayor Turner

From: Brad Armstrong, Fire Chief

Date: December 11, 2025

Subject: National Hose Testing Specialties 2026 Fire Hose Testing Agreement

Attached for council consideration is an agreement with National Hose Testing Specialties, Inc. for the Fire Department's 2026 Fire Hose Testing. This is a requirement of Chapter 22 of the NFPA Standards.

Suggested Motion: **I move to approve the 2026 Fire Hose Testing Agreement and authorize Mayor Turner to sign the agreement.**

MEMORANDUM

To: Okanogan City Council and Mayor Turner

From: Jessica Blake, Clerk Treasurer

Date: December 16, 2025

Subject: AWC Worker's Compensation Retro Program Participation Agreement

Attached for council consideration is the Participation Agreement for the AWC Retro Program. The City has been participating in this program since 2004, and the most recent agreement was approved in 2011.

The agreement allows the AWC Retro Program to administer worker's compensation claims made to the Washington State Department of Labor & Industries. Agreements are being updated to include a notice of termination requirement that was recently updated which will require a 12-month notice. The notice requirement in our most recent agreement is 30 days.

Suggested Motion: I move to approve the AWC Worker's Compensation Retro Program Participation Agreement and authorize Mayor Turner to sign the agreement.

DEPARTMENT HEAD REPORT

Clerk's Office

December 16, 2025

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

1. Budget

- Posted Vouchers for 2nd Council December 2025
- Paid Vouchers for 1st Council December 2025
- Entered 2026 Budget into Vision software

2. Clerk Duties

- Distributed Correspondence and Agenda Items

3. Other

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

4. Payroll

- Completed 1st Payroll for December 2025

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 December delinquents
- Updated Website

7. Sports Complex

- No updates

8. Wellness

- No updates

9. Clerk Treasurer

- Completed close out reports for 3rd Avenue Project
- Scheduled interviews for new City Attorney
- Reviewed quotes for Septic Services/Prepared contract award
- Finalized Hotel/Motel contracts

Code Enforcement/Animal Control/Assistant Permit Admin Report

City Council Meeting

December, 16th 2025

Patrolled the city

Animal Complaints

2 closed 2 open

Public Nuisance

1 closed

7 open including the following-

1701 2nd Avenue North (on going)

Blue Mountain Motel (on going)

803 2nd Avenue South (on going)

Vehicles and Traffic

1 closed 3 open

Camping in Legion Park

1 closed

Department Head Report

Fire Department

December 16, 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- 251 calls
- Continued transferring inventory into First Due system
- Worked on agreements and pricing for 2026 testing.

Training:

- Truck checks
- Business Meeting
- Officers Meeting
- Search and Rescue-Practical

Fire Calls to Date:

- Activated Alarm- 60
- Motor vehicle Accident- 41
- Motor vehicle fire- 18
- Brush Fire- 52
- Structure Fire- 8
- EMS Assist- 14
- Fire Other/Good Intent- 57
- Haz-Mat- 1

Hours Spent on Calls and Training to Date

- | | |
|--------------------|----------------------------|
| • District: 98.08 | Man Hours to Date: 911.47 |
| • City: 34.01 | Man Hours to Date: 289.47 |
| • Training: 218.25 | Man Hours to Date: 3723.50 |

Totals Calls to Date:

- District: 154
- City: 97

Events:

Attended Farm Light Parade on 12/3/2025
Attended Fire District # 3 Commissioners Meeting on 12/9/2025
Attending the Fire Department Christmas Party 12/17/2025
Attending the City Christmas Party 12/18/2025

DEPARTMENT HEAD REPORT

Public Works

December 16, 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 monthly water sampling
- Completed annual fire hydrant maintenance

Wastewater Department

- Performed daily testing and record keeping
- Performed customer service as needed
- Performed routine maintenance
- Performed utility locates as needed
- Performed replacing a digester blower
- Performed submitting the discharge monitoring report to DOE

Street Department

- Performed street sweeping operations
- Performed vegetation management
- Performed alley maintenance
- Performed graffiti removal under bridges
- Performed storm drainpipe repairs

Parks/Cemetery/Pool/City Hall/Airport

- Performed vegetation management
- Performed airport plow truck maintenance & inspection
- Performed flag lowering as needed
- Performed monthly City Hall Complex inspections
- Performed installing Christmas decorations at City Hall

Shop

- Performed vehicle & equipment maintenance
- Performed snow & ice control equipment maintenance & repairs

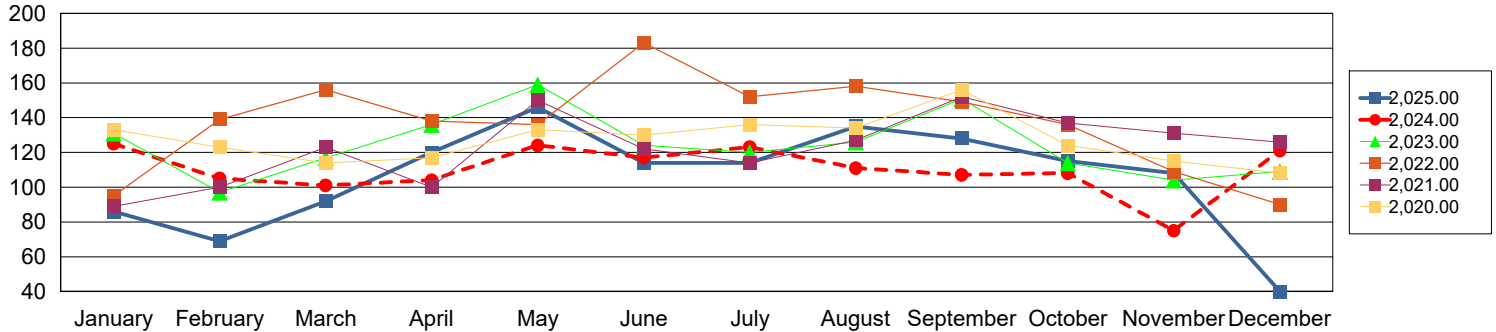
Other

- Performed hiring Miguel Figueroa
- Completed annual inventory



Okanogan County Sheriff's Office

Okanogan - Monthly Activity Law Incidents



- Total City Incidents in last 30 days: **107**

- Thefts in last 30 days: **4**

- Burglary / Trespass in last 30 days: **7**

- Assaults / Disputes in last 30 days: **11**

- Traffic incidents in last 30 days: **8**

- Total City Incidents YTD: **1,417**

Traffic Stops: **38**

Law Incidents - Last 30 Days

OCSO

107

11/11/2025 03:19	SUSPICIOUS	ELMWAY	OKANOGAN	S25-07181
11/11/2025 08:13	FOUND PROPERTY	2ND	OKANOGAN	S25-07185
11/11/2025 13:58	VIN INSPECTION	ELMWAY	OKANOGAN	S25-07191
11/11/2025 16:53	OVERDOSE	2ND	OKANOGAN	S25-07193
11/12/2025 11:08	CITIZEN ASSIST	VIEWMONT	OKANOGAN	S25-07204
11/12/2025 15:44	AGENCY ASSIST	3RD	OKANOGAN	S25-07215
11/12/2025 16:42	DOMESTIC DISPUT	5TH	OKANOGAN	S25-07216
11/12/2025 18:04	CUSTODIAL INT.	VIEWMONT	OKANOGAN	S25-07217
11/13/2025 06:38	TRAFFIC HAZARD	2ND	OKANOGAN	S25-07225
11/13/2025 16:31	CITIZEN ASSIST	3RD	OKANOGAN	S25-07233
11/13/2025 17:57	SEX OFFENSE	2ND	OKANOGAN	S25-07238
11/14/2025 13:29	DISORDERLY	3RD	OKANOGAN	S25-07257
11/14/2025 13:35	HARASSMENT	4TH	OKANOGAN	S25-07259
11/14/2025 16:10	SUICIDAL PERSON	ELMWAY	OKANOGAN	S25-07263
11/14/2025 21:24	ALARM BURGLARY	2ND	OKANOGAN	S25-07270
11/15/2025 16:44	THREATENING	CONCONULLY	OKANOGAN	S25-07283
11/15/2025 20:54	TRAFFIC HAZARD	ELGIN	OKANOGAN	S25-07290
11/15/2025 20:55	ASSAULT	4TH	OKANOGAN	S25-07289
11/15/2025 22:25	JUVENILE PROB	SUNRISE	OKANOGAN	S25-07293
11/15/2025 22:25	SUSPICIOUS	MANSFIELD	OKANOGAN	S25-07292
11/16/2025 10:56	WELFARE CHECK	2ND	OKANOGAN	S25-07303

11/16/2025	19:05	MAL MISCHIEF	4TH	OKANOGAN	S25-07311
11/17/2025	04:40	TRESPASSING	4TH	OKANOGAN	S25-07318
11/17/2025	09:40	FRAUD	5TH	OKANOGAN	S25-07322
11/17/2025	10:00	PARKING PROBLEM	2ND	OKANOGAN	S25-07325
11/17/2025	11:15	AGENCY ASSIST	3RD	OKANOGAN	S25-07327
11/18/2025	11:06	CITIZEN ASSIST	5TH	OKANOGAN	S25-07347
11/18/2025	12:06	ASSAULT	5TH	OKANOGAN	S25-07350
11/18/2025	15:40	VEHICLE PROWL	5TH	OKANOGAN	S25-07359
11/18/2025	18:27	SUICIDAL PERSON	4TH	OKANOGAN	S25-07363
11/20/2025	10:02	CITIZEN ASSIST	RAILROAD	OKANOGAN	S25-07391
11/20/2025	11:01	911 ABUSE	CONCONULLY	OKANOGAN	S25-07392
11/20/2025	18:23	AGENCY ASSIST	HIGHLAND	OKANOGAN	S25-07406
11/21/2025	08:40	CIVIL	1ST	OKANOGAN	S25-07418
11/21/2025	13:48	VIN INSPECTION	ELMWAY	OKANOGAN	S25-07428
11/21/2025	13:54	WELFARE CHECK	SEATTLE	OKANOGAN	S25-07430
11/21/2025	14:55	CITIZEN ASSIST	2ND	OKANOGAN	S25-07432
11/21/2025	20:20	CIVIL	RAILROAD	OKANOGAN	S25-07438
11/22/2025	09:07	DOMESTIC DISPUT	ELMWAY	OKANOGAN	S25-07446
11/22/2025	10:32	ANIMAL STRAY	2ND	OKANOGAN	S25-07448
11/22/2025	15:03	THREATENING	4TH	OKANOGAN	S25-07455
11/22/2025	16:15	MHP CONTACT	3RD	OKANOGAN	S25-07467
11/22/2025	17:11	ANIMAL SICK	CONCONULLY	OKANOGAN	S25-07456
11/22/2025	22:44	TRAFFIC HAZARD	MONROE	OKANOGAN	S25-07460
11/23/2025	06:16	SUSPICIOUS	CONCONULLY	OKANOGAN	S25-07465
11/23/2025	13:52	SUSPICIOUS	2ND	OKANOGAN	S25-07468
11/23/2025	14:32	EXTRA PATROL	MONROE	OKANOGAN	S25-07475
11/23/2025	21:34	SUSPICIOUS	RIVER	OKANOGAN	S25-07473
11/24/2025	05:30	EXTRA PATROL	MAPLE	OKANOGAN	S25-07477
11/24/2025	14:43	PROPERTY DAMAGE	3RD	OKANOGAN	S25-07486
11/24/2025	18:41	VIOLATE ORDER	3RD	OKANOGAN	S25-07489
11/25/2025	18:24	CITIZEN ASSIST	OAK	OKANOGAN	S25-07505
11/26/2025	15:22	ACCIDENT HITRUN	1ST	OKANOGAN	S25-07524
11/26/2025	17:30	VIOLATE ORDER	3RD	OKANOGAN	S25-07530
11/26/2025	17:46	SUSPICIOUS	MAPLE	OKANOGAN	S25-07532
11/27/2025	19:53	SUSPICIOUS	MAPLE	OKANOGAN	S25-07547
11/28/2025	03:35	ASSAULT	5TH	OKANOGAN	S25-07549
11/28/2025	09:58	SUICIDAL PERSON	OAK	OKANOGAN	S25-07552
11/28/2025	09:59	LOCKOUT	2ND	OKANOGAN	S25-07551
11/28/2025	11:27	TRAFFIC HAZARD	2ND	OKANOGAN	S25-07558
11/28/2025	13:03	HARASSMENT	3RD	OKANOGAN	S25-07560
11/28/2025	14:04	THEFT OTHER	ELMWAY	OKANOGAN	S25-07562
11/28/2025	21:45	CITIZEN ASSIST	2ND	OKANOGAN	S25-07570
11/29/2025	09:36	DEATH UNATTEND	2ND	OKANOGAN	S25-07574
11/29/2025	10:29	DOMESTIC DISPUT	SUNRISE	OKANOGAN	S25-07576
11/29/2025	21:35	TRESPASSING	PINE	OKANOGAN	S25-07589
11/30/2025	02:52	ASSAULT	RAILROAD	OKANOGAN	S25-07590
12/01/2025	08:45	SUSPICIOUS	OAK	OKANOGAN	S25-07613
12/01/2025	14:11	FOUND PROPERTY	1ST	OKANOGAN	S25-07625
12/01/2025	14:16	WELFARE CHECK	6TH	OKANOGAN	S25-07624
12/01/2025	14:32	JUVENILE PROB	SPRUCE	OKANOGAN	S25-07626
12/02/2025	12:11	FOUND PROPERTY	3RD	OKANOGAN	S25-07639
12/02/2025	20:52	TRESPASSING	PINE	OKANOGAN	S25-07646
12/03/2025	03:13	CITIZEN ASSIST	3RD	OKANOGAN	S25-07651
12/03/2025	08:09	TRESPASSING	3RD	OKANOGAN	S25-07654
12/03/2025	20:18	ASSAULT	OAK	OKANOGAN	S25-07673

12/04/2025 07:35	SUSPICIOUS	2ND	OKANOGAN	S25-07675
12/04/2025 08:40	DISORDERLY	2ND	OKANOGAN	S25-07676
12/04/2025 13:28	JUVENILE PROB	2ND	OKANOGAN	S25-07685
12/04/2025 13:55	SUSPICIOUS	3RD	OKANOGAN	S25-07686
12/04/2025 14:12	CITIZEN ASSIST	5TH	OKANOGAN	S25-07687
12/04/2025 14:30	JUVENILE PROB	5TH	OKANOGAN	S25-07688
12/05/2025 14:55	CIVIL	BRIDGE	OKANOGAN	S25-07703
12/05/2025 16:09	SUSPICIOUS	2ND	OKANOGAN	S25-07707
12/05/2025 19:51	MHP CONTACT	CRESTVIEW	OKANOGAN	S25-07710
12/06/2025 11:43	DOMESTIC DISPUT	5TH	OKANOGAN	S25-07719
12/06/2025 23:49	NOISE COMPLAINT	4TH	OKANOGAN	S25-07726
12/07/2025 03:50	DOMESTIC DISPUT	4TH	OKANOGAN	S25-07729
12/07/2025 10:38	ABANDONED VEHIC	OAK	OKANOGAN	S25-07735
12/07/2025 12:52	DOMESTIC DISPUT	2ND	OKANOGAN	S25-07738
12/07/2025 14:08	THEFT AUTOMOBIL	ELMWAY	OKANOGAN	S25-07739
12/07/2025 19:19	TRAFFIC OFFENSE	2ND	OKANOGAN	S25-07743
12/08/2025 09:41	VIOLATE ORDER	5TH	OKANOGAN	S25-07750
12/08/2025 15:27	JUVENILE PROB	5TH	OKANOGAN	S25-07759
12/08/2025 21:01	DISORDERLY	2ND	OKANOGAN	S25-07767
12/08/2025 22:10	SUSPICIOUS	3RD	OKANOGAN	S25-07768
12/08/2025 22:14	TRAFFIC HAZARD	2ND	OKANOGAN	S25-07769
12/08/2025 23:37	TRESPASSING	6TH	OKANOGAN	S25-07770
12/09/2025 01:50	UTILITY PROBLEM	ROSE	OKANOGAN	S25-07771
12/09/2025 11:41	UNKNOWN PROBLEM	2ND	OKANOGAN	S25-07774
12/09/2025 13:21	MHP CONTACT	3RD	OKANOGAN	S25-07775
12/09/2025 14:06	ACCIDENT INJURY	2ND	OKANOGAN	S25-07776
12/09/2025 16:04	THEFT OTHER	MURRAY	OKANOGAN	S25-07779
12/09/2025 20:28	CIVIL	RAILROAD	OKANOGAN	S25-07783
12/10/2025 11:05	SUSPICIOUS	8TH	OKANOGAN	S25-07793
12/10/2025 14:11	CIVIL	5TH	OKANOGAN	S25-07796
12/10/2025 18:07	SUICIDAL PERSON	2ND	OKANOGAN	S25-07803

EMS Calls - Last 30 Days

LIFELINE EMS		27
11/11/25 16:53	OVERDOSE	E25-05582
11/12/25 04:50	CHEST PAIN	E25-05603
11/13/25 08:34	MEDICAL	E25-05638
11/15/25 20:55	JUVENILE PROB	E25-05690
11/15/25 22:56	UNCONSCIOUSNESS	E25-05692
11/17/25 04:20	MEDICAL	E25-05717
11/18/25 20:35	FALL	E25-05739
11/19/25 02:14	BREATHING	E25-05745
11/20/25 14:51	TEST MEDICAL	E25-05770
11/21/25 15:34	SICKNESS	E25-05789
11/22/25 06:00	BACK PAIN	E25-05806
11/22/25 09:41	MEDICAL	E25-05809
11/24/25 14:17	FIRE STRUCTURE	E25-05847
11/25/25 20:56	UNCONSCIOUSNESS	E25-05876
11/26/25 07:17	FALL	E25-05885
11/26/25 12:24	FALL	E25-05889
11/26/25 19:08	ABDOMINAL	E25-05894
11/28/25 03:35	ASSAULT	E25-05914
11/28/25 21:43	CHEST PAIN	E25-05928
11/29/25 09:36	DEATH UNATTEND	E25-05933
12/01/25 15:32	INJURED PERSON	E25-05969
12/02/25 20:01	FALL	E25-05986
12/07/25 16:08	MEDICAL	E25-06073
12/08/25 21:36	FALL	E25-06088
12/09/25 11:41	MEDICAL	E25-06096
12/09/25 14:06	ACCIDENT INJURY	E25-06098
12/10/25 02:15	BREATHING	E25-06109

Fire Calls - Last 30 Days

LIFELINE EMS		2
11/24/25 14:17	FIRE STRUCTURE	F25-02310
11/25/25 20:56	UNCONSCIOUSNESS	F25-02323
OKANOGAN FIRE DEPARTMENT FD03		4
11/29/25 09:36	DEATH UNATTEND	F25-02347
12/09/25 14:06	ACCIDENT INJURY	F25-02397
11/25/25 20:56	UNCONSCIOUSNESS	F25-02322
11/24/25 14:17	FIRE STRUCTURE	F25-02309

ORDINANCE NO. 1244

AN ORDINANCE OF THE CITY OF OKANOGAN, WASHINGTON, AMENDING TITLE 18 – ZONING OF THE OKANOGAN MUNICIPAL CODE TO ADD CHAPTER 18.70 – ACCESSORY DWELLING UNITS

WHEREAS, the City Council is desirous of providing homeowners with the ability to have and maintain an accessory dwelling unit (ADU) on their property within the boundaries of the City; and

WHEREAS, the Planning Commission has reviewed the standards and requirements for ADU's and is recommending the City Council enact an ordinance outlining such.

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 18.70 to read as follows:

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 and Variances.
- 18.70.060 – Existing.
- 18.70.070 – Enforcement

18.70.010 – 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 the 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 ADUs to small subordinate spaces such that they may be readily converted back to living space of the principal 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 single family residential zones subject to specific development, design, and owner-occupancy standards.

18.70.030 – Definitions.

The following definitions are section specific:

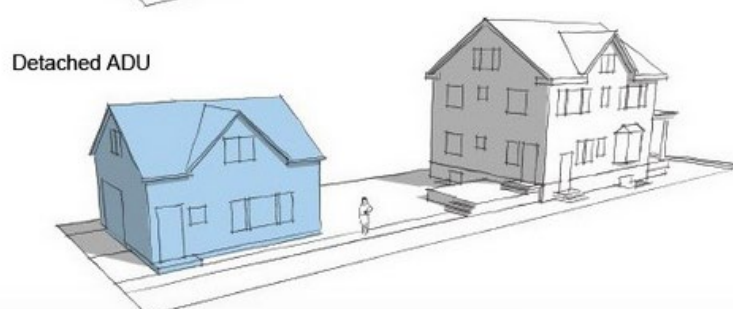
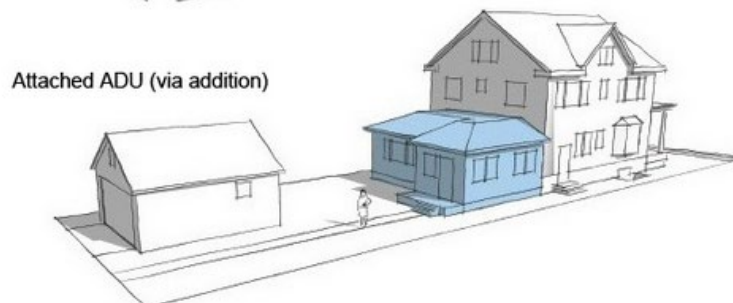
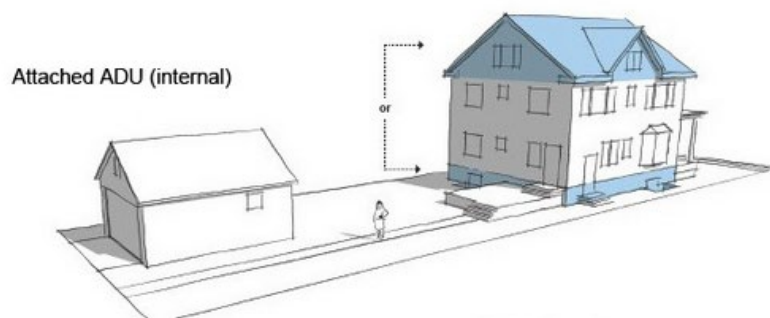
"Accessory dwelling unit (ADU)" is a small, self-contained residential unit located on the same lot as an existing single-family home. For the purposes of this Chapter, recreational vehicles and park model vehicles shall not be considered to be the same as an ADU. "Recreational vehicles" means any motor home, vacation trailer, camping trailer, camper, conversion van, or makeshift vehicle capable of movement on a roadway, which will afford a degree of shelter for humans. "Park model vehicles" means a towable unit normally built on a single-wide trailer chassis and are intended for long term or permanent placement, requiring connections to water, sewerage and electrical facilities, often used in RV parks or for seasonal camping.

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) (collectively, "Attached ADU"), or in a separate structure on the lot (such as a converted garage) ("Detached ADU") 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 principal or allowed use on the property.

For the purposes of this Chapter, Attached and Detached ADUs shall be subject to the standards of 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 or short term rental (less than thirty (30) consecutive days).

"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 ADUs 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.

ADUs 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 zoning 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.
- a. The owner of the subject property shall reside on the premises, whether in the primary or ADU; provided, that:
 - i. In the event of illness, death or other unforeseeable event which prevents the owner's continued occupancy of the premises, the City Building Official 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 the 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 a period not to exceed one year for good cause shown and upon approval of the City Building Official. 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 closing 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 Deed Restriction and Restrictive Covenants, 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 Deed Restriction and Restrictive Covenants has been recorded with the Okanogan County Auditor's office prior to issuance of the building permit, and 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 ADU shall not exceed four, regardless of relationship or age.

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 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 Detached ADU 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 Detached ADU.

6. ADU Size

a. Attached ADUs.

- i. An Attached 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 Attached 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 Okanogan Municipal Code 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 the Okanogan Municipal Code.
- c. Any additions to an existing building and new construction for the purpose of installing an ADU, 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, except as provided in this Chapter.

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 residential properties containing a principal unit and an Attached or Detached ADU said spaces shall be located as required by 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 ADU shall be charged as one

residential connection if compliance with all requirements of this Chapter are met. However, if the owner requests separate and independent service from each building they will 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 ADU, 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 or propane 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 Chapter, 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.

18.70.070 – Enforcement.

Administrative, Technical and Procedural Violations – Civil Enforcement

- a. Action. The City Attorney, when authorized by the Mayor, shall bring such injunctive, declaratory, or other legal actions as are necessary to enforce compliance with this Chapter and/or Deed Restriction and Restrictive Covenants For Accessory Dwelling Unit (as required by Section 18.70.040(3)(b)).
- b. Noncompliance. In addition to enforcement action as designated in Section 18.70.070(a), any person who fails to conform to the terms of this Chapter shall also be subject to a civil infraction not to exceed \$250.00 per offense, and the water service shall be billed as the appropriate multifamily unit as outlined in Chapter 13.04 OMC. Each day that a violation exists or continues shall be deemed to be a separate offense.
- c. Notice of Penalty. The civil penalty imposed under Section 18.70.070(b) shall be imposed in writing, served upon the person incurring the same either by mailing certified mail, return receipt requested, or by personal service.

SAMPLE DEED RESTRICTION AND RESTRICTIVE COVENANTS

DEED RESTRICTION AND RESTRICTIVE COVENANTS FOR ACCESSORY DWELLING UNIT (“ADU”)

NO FEE REQUIRED

Pursuant to Okanogan Municipal Code Chapter 18.70

Recorded for the Benefit of the City of Okanogan

This Deed Restriction and Restrictive Covenants For Accessory Dwelling Unit (“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 attached as Exhibit A and incorporated herein, located in the City of Okanogan (the City), State of Washington. Said property is located at _____, with assigned Assessor's Parcel No. _____.

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 as a nightly rental or for a term shorter than 30 consecutive 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 ADU ordinance (Chapter 18.70 of the Okanogan Municipal Code).

Covenants to Run with the Land. This Deed Restriction 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 and recorded with the Okanogan County Auditor. 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. This Deed Restriction will be enforceable by remedy of injunctive relief in addition to any other remedy in law or equity.

Release from Deed Restriction and 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 Deed Restriction and Covenants" to release the property from this Deed Restriction .

Amendments. This Deed Restriction may be amended only by a written instrument executed by all the parties hereto or their successors in title, and duly recorded in the real property records of the County of Okanogan, Washington.

Enforcement by City. In the event that the owners, their heirs, assigns, or successors in interest fail to abide by the deed restriction and covenants hereunder, all owners are bound to pay all costs and expenses incurred by the City in securing performance of such obligation, including reasonable attorney's fees and costs.

Recording and Filing. The Owner shall cause this Agreement, and all amendments and supplements to it, to be recorded against the property with the Okanogan County Auditor.

Severability. If any provision of this Agreement shall be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining portions of this Deed Restriction shall not in any way be affected or impaired thereby.

Land Owner

Date

STATE OF WASHINGTON)
County of Okanogan) SS.

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that they signed this instrument and acknowledged it to be their free and voluntary act for the uses and purposes mentioned in said instrument.

Dated: _____

Signed _____

Notary Public in and for the State of Washington; residing
at: _____

My Commission Expires: _____

SECTION 2 – 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 3 – 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

ORDINANCE NO. 1252

AN ORDINANCE OF THE CITY OF OKANOGAN, WASHINGTON, AMENDING CHAPTER 18.54 – OVERLAY DISTRICTS OF THE OKANOGAN MUNICIPAL CODE TO ADD A PUBLIC/INSTITUTIONAL (PI) OVERLAY DISTRICT.

WHEREAS, the City Council is desirous of adding a Public/Institutional Overlay District to Chapter 18.54 of the Okanogan Municipal Code; and

WHEREAS, the City Council upon motion has initiated such amendment to Chapter 18.54 of the Okanogan Municipal Code; and

WHEREAS, the Okanogan Planning Commission has reviewed the recommended amendment and has held a public hearing in accordance with OMC 18.108.030, is recommending passage by the City Council, and has transmitted its findings of fact to the City Council stating the reasons for such recommendation.

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 section to Chapter 18.54 to read as follows:

Public/Institutional Overlay Zone (PI) Sections:

18.54.410 – PI district intent.

18.54.420 – PI district territory defined.

18.54.430 – PI uses allowed outright.

18.54.440 – PI uses allowed by administrative review.

18.54.450 – PI general standards.

18.54.460 – PI specific standards.

18.54.470 – PI decisions, appeals, modifications, deviations, and variances.

18.54.480 – PI finding of fact and conclusions required.

18.54.410 PI Overlay Zoning district intent.

A. The public/institutional (PI) overlay zone is intended to establish areas within the City of Okanogan that provide flexibility for the development of public structures and uses, including essential public facilities. Public structures and uses play a unique role in the fabric of the City and the community in general, and shall be designed to reinforce community identity and to provide a model for design standards, environmental protection and practical innovations.

B. Significant design flexibility is allowed, pursuant to the understanding that the rights of adjacent and nearby property owners should be protected.

C. PI uses within the defined overlay zone shall hereafter comply with the provisions contained in OMC 18.54.410-490, together with the provisions of the underlying zoning. Where conflicts occur, the provisions of OMC 18.54.410-490 will take precedence.

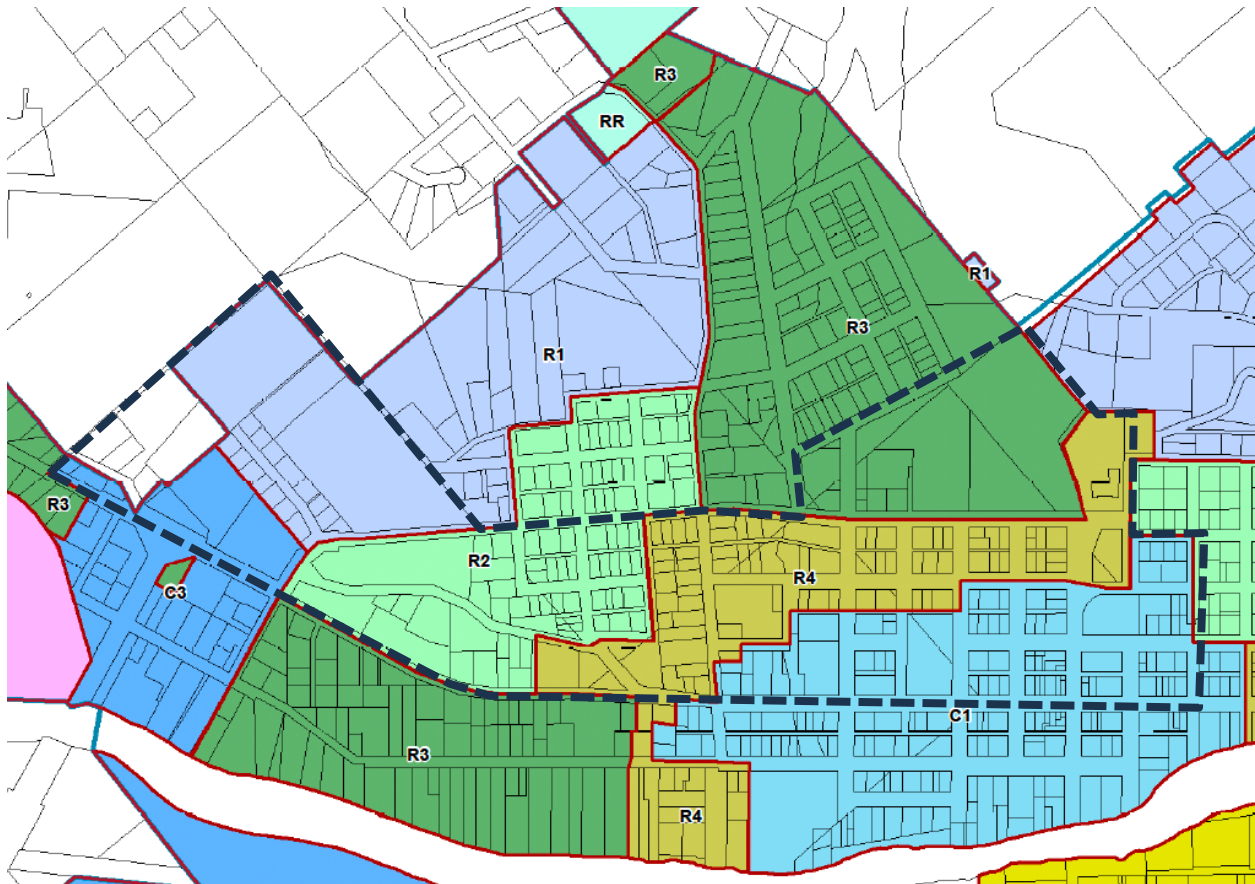
D. PI Affect on Lot Structure and Dimensional Requirements - Application of the PI Overlay Zone shall result in the application of boundary setbacks to only the perimeter boundaries of the applied project described in the zoning application. All internal setbacks between contiguous parcels within the approved zone shall be eliminated. Exterior setbacks shall be consistent with those set forth in OMC 18.60 inclusive, except where variances are sought and approved.

18.54.420 – PI District Territory Defined.

The PI Overlay Zoning District is defined by the territory depicted on the exhibit below, and runs from the point where Second Avenue meets the southern end of the current municipal boundary, thence turning ninety degrees to the right and traveling along said boundary to southern end of Boundary Street extended, thence along said street to Fifth Avenue South, thence turning left onto said fifth Avenue and traveling to the intersection with Mill Street, thence turning left onto Mill Street and traveling to the intersection with Seventh Avenue South, thence traveling along the length of Seventh Avenue extended to the boundary of the Sass Fenno Subdivision, thence turning right and following said boundary to the intersection with Highland Drive, thence turning

right on Highland drive and traveling to the intersection of Sixth Avenue/Orchard Grade, thence turning right onto Sixth Avenue and traveling east to the intersection with Oak Street, thence continuing on Oak Street to Fifth Avenue North, thence turning left onto Fifth Avenue and traveling to the intersection with Norman Street, thence turning right and traveling along Norman Street extended to Second Avenue North, thence turning right onto Second Ave and traveling to the Place of Beginning.

Said area containing a mixture of parcels currently zoned Residential 1-4 and Commercial-1.



PI District Boundary exhibit

18.54.430 – PI uses allowed outright.

The following uses are permitted within the PI Overlay Zone:

- A. Emergency staging areas.

- B. Public infrastructure, including roadways, utilities, regional stormwater facilities, off-site critical area mitigation areas, and parks designed in accordance with the adopted Comprehensive Plan.
- C. Community recreation halls.
- D. Churches and other places of worship.
- E. Parks, open spaces and community ballfields for active or passive recreation or enjoyment.
- F. Public libraries or museums.
- G. Public parking lots.
- H. Visitors' centers and information kiosks.

18.54.440 – PI uses allowed by administrative review.

- A. Government administrative facilities, including City Hall, County offices, County Jail, and the Municipal Court.
- B. Police stations, fire stations and related training facilities.
- C. Maintenance facilities and storage areas, including temporary or permanent emergency staging areas.
- D. Schools and related lands and uses.
- E. Transitional housing facilities.
- F. Wastewater treatment facilities, including biosolids treatment, composting facilities, and public stormwater detention and/or treatment facilities.

18.54.450 – PI general standards.

Chapters 18.56 through 18.84 OMC, inclusive, list general standards that apply to uses and structures within this district.

18.54.460 – PI specific standards.

A. The PI Overlay Zone application shall require public notice to all landowners within 300 feet of the exterior boundary of the proposed project to provide notice to the community and neighboring property owners that the current zoning and use of the property for typical private uses allowed under existing zoning is proposed to change to public use.

B. Existing conforming residential and commercial uses existing at the time of adoption of the ordinance codified in this chapter shall remain governed by the underlying zoning in place for each property.

C. Public or Institutional structures established under this zoning overlay, shall conform in average appearance, proportion, mass, and size, where possible, to the currently established structures and uses on existing or proposed adjacent P/I parcels.

D. Off-street parking, if required and/or provided, shall be constructed in rear or side yard locations so as to preserve the streetscape appearance of the district.

E. Signage established for advertisement of commercial, professional, or retail uses shall be confined within the boundaries of the property advertised and shall conform with the underlying sign standards established for the zoning districts.

F. Exterior lighting established for business illumination, safety, or protection shall be shielded to prevent wash or glare onto any residential adjoining premises.

G. All products, equipment, material, goods and services shall be kept, stored, operated and/or conducted within the confines of a building.

H. Storm water shall be disposed of on-site in a manner consistent with current best management practices.

I. Garbage and refuse containers shall be kept orderly and screened from view.

J. Incentives. Permitted uses may receive a bonus of an additional three percent of lot coverage for each element noted below, up to an additional 12 percent total increase to lot coverage otherwise restricted by Chart 2, OMC 18.60.030, when the property has the following attributes:

1. Construction and maintenance of a municipal standard sidewalk and curb a minimum of five feet in width, in the abutting right-of-way.

2. Maintained, fully landscaped yards and buffers of not less than 10 percent of the lot.

3. Provided off-street parking not less than the number consistent with new construction and a facility configuration that does not promote on-street parking.

4. Fully paved driveway and parking area.

K. Incentives do not supersede the authority to condition. With cause, and in accordance with the purpose and intent to apply conditions on the proposed developments, the permit administrator may or may not require similar conditions to seek conformance with this title, with or without the application of bonuses being granted thereto.

L. Uses and structures subject to unique site-related challenges that make it difficult for the owner to comply with these requirements shall be reviewed by the permit administrator on a site-by-site basis. The Permit Administrator may allow deviations to the specific standards identified in this section if the end result meets the general intent of these provisions.

18.54.470 – PI decisions, appeals, modifications, deviations, and variances.

A. Decisions.

All decisions issued by the building official, permit administrator, planning commission and/or the board of adjustment relating to the review of applications, issuance and/or revocation of permits submitted consistent with the PI Overlay Zone process shall be supported by a written finding of fact and conclusions. Said documents shall be attached to the file and kept in the records of the City. At a minimum, such findings and conclusions (related to the proposed work, use and/or petition as appropriate) shall include documentation which supports each of the following criteria:

1. The proposed action maintains or will not detract from the existing residential and/or commercial character of the neighborhood.

2. The proposed action serves a recognized Public or Institutional function consistent with the Comprehensive Plan.

3. The proposed action can be conditioned to be compatible with the neighborhood as regards to traffic flow, hours of operation, noise and light.

4. The proposed action will not adversely affect the safety or integrity of the underlying zoning districts.

B. Project Approval Agreement.

When project approval is granted to a government agency, district, or quasi-public service agency consistent with the PI Overlay Zone process, the applicant shall be required to submit a survey exhibit (Exhibit), depicting the outer boundaries of the property / project where the PI approval was requested. The Exhibit shall be prepared on a stable base mylar or equivalent material at such a scale as to make a map 18 inches wide by 24 inches long and shall be at a scale of at least one inch equals 100 feet unless the administrator requests or authorizes a different scale. Where necessary, the Exhibit may be on several sheets, including match lines, accompanied by an index sheet showing the entire property/project. The Exhibit shall include a description of the approved public purpose(s) and document any easements, right-of-way, or other encumbrances affecting the project area. Approval of the PI zone shall bind all interior parcels, or properties as a single area for planning purposes following City approval.

C. Appeals.

Appeals of any decisions made by the permit administrator pursuant to the interpretation and the application of these sections shall be made to the board of adjustment and processed according to the procedures established under Chapter 18.112 OMC. Decisions made by the planning commission relative to the application of the zoning provisions of this title are recommendations and therefore not an appealable record decision. Appeals of any decision made by the board of adjustment shall be processed in accordance with Chapter 18.112.030 OMC.

D. Modifications and Deviations.

An applicant, with the consent of the property owner, may apply to the permit administrator for a modification and/or a deviation of any of the requirements imposed by PI Overlay Zone development standards. In determining whether a modification and/or a deviation is (are) appropriate, the permit administrator shall consider the following:

1. The application in which the applicant has demonstrated by clear and convincing evidence that, because of special circumstances not generally applicable to other property or facilities, including size, shape, age, design, topography, location, alternate method, or surroundings, that the strict application of those mandatory requirements of this section would

be unnecessary to further the purposes of district or are not applicable or that the application as proposed is equivalent to the standard being considered.

2. That the project as proposed with the modification and/or deviation will still meet the purpose and intent of the overlay and advance the Comprehensive Plan.

E. Variances.

In addition to the criteria that must be considered in granting relief on petitions for variances contained elsewhere in this title, the Board of Adjustment shall additionally consider the following when considering variances for lands within the PI Overlay Zoning District:

1. Whether the project has demonstrated consistency with the City's Comprehensive Plan, and
2. Whether adequate utilities and infrastructure exist to support the proposed use without endangering or otherwise adversely impacting existing lawful uses.

18.54.480 – PI finding of fact and conclusions required.

All decisions relating to the review of applications, issuance and/or revocation of permits for PI overlay uses shall be supported by a written finding of fact and conclusions issued by the permit administrator. Said documents shall be attached to the file and kept in the records of the City.

SECTION 2 – 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 3 – 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

City of Okanogan
Request for Quotation

The City of Okanogan is requesting a **three-year** quotation for the following items. This quote must be received by December 10, 2025, at 3:00 P.M. local time to be considered. Please complete the 2026 Small Works Roster Application and return with the completed quote form attached. If you have any questions regarding this quote, please contact Shawn Davisson, Public Works Director, at 509.422.3600.

PLEASE FILL IN ALL BLANKS IN THE ATTACHED QUOTE FORM AND SIGN IN THE DESIGNATED AREA.

DESCRIPTION OF PURCHASE: From January 1, 2026 through December 31, 2028: Contractor will provide and service one standard portable toilet for the City's cemetery, one standard portable toilet, one wheelchair accessible portable toilet, and clean two 1200 gallon sewage holding tanks at the Central Valley Sports Complex weekly or as directed by Public Works. Clean and dispose of City's 1500-gallon grease trap at the City's Wastewater Treatment Plant at least once monthly. Clean and pump one 1200-gallon septic tank at the Okanogan Legion Airport within the first six months of signing contract.

ADDITIONAL SERVICES DURING PEAK SEASON EACH YEAR OF CONTRACT (April 1 – November 1): Contractor will provide additional five standard portable toilets at the Central Valley Sports Complex and the two sewage holding tanks will be cleaned as needed, which includes weekends during scheduled tournaments. At other times, Public Works will inspect and notify the contractor for the need to clean.

AS NEEDED BASIS: Please provide the cost for additional standard and wheelchair accessible units within the City on an as needed basis, broken down by daily, weekly and monthly costs.

Contractor will be required to provide proof of liability insurance, naming the City of Okanogan as additional insured. Contractor will provide proof of all required licenses, permits, and insurance to the City prior to receiving a notice to proceed by the City.

SEPTIC PUMPING AND PORTABLE TOILET SERVICES QUOTE

Provide and Service January 1, 2026 through December 31, 2028

Location	Description/Quantity	Monthly Per Unit Cost	Subtotal	Sales Tax	Total Monthly Cost	Total Annual Cost	3-Year Contract Cost
City Cemetery	1 Portable Toilet	76.50	76.50	6.50	83.00	996.00	2988.00
Sports Complex	1 Portable Toilet	76.50	76.50	6.50	83.00	996.00	2988.00
Sports Complex	1 Wheelchair Portable	76.50	76.50	6.50	83.00	996.00	2988.00
Sports Complex	2 Sewage holding tanks - clean and pump	76.50	153.00	13.00	166.00	1992.00	5976.00
City Treatment Plant	1 Grease Trap/Disposal	76.50	76.50	6.50	83.00	996.00	2988.00

Provide and Service Additionally during Peak Months (April 1 - November 1)

Location	Description/Quantity	Monthly Per Unit Cost	Subtotal	Sales Tax	Total Monthly Cost	Total Annual Cost	3-Year Contract Cost
Sports Complex	5 Portable Toilets	76.50	382.50	32.50	415.00	4980.00	14940.00

Service Once during contract period

Location	Description/Quantity	Monthly Per Unit Cost	Subtotal	Sales Tax	Total Monthly Cost	Total Annual Cost	3-Year Contract Cost
Okanogan Legion Airport	1 - 1200 Gallon Septic Tank	76.50	76.50	6.50	83.00	996.00	2988.00

Total 3-Year Quote

\$33,864.00

\$35,856.00

996.00 per attach emc

Additional Units as needed

Unit Type	Daily Cost	Weekly Cost	Monthly Cost
Portable Toilet		100.00	100.00
Wheelchair Accessible Toilet		125.00	125.00

996.00 MONTHLY
\$940.67

Authorized Signature for Quote:

Name ANGIE MORAN CHILMONS

Signature [Signature]

Title GENERAL MANAGER

Date 12.2.2025

The successful quote will be awarded a 3-year contract at the December 16th regular City Council meeting.

Quotes can be mailed to City of Okanogan, Attn: Clerk Treasurer, PO Box 752, Okanogan, WA 98840, dropped off at City Hall, 120 3rd Ave N, Okanogan, or emailed to cityclerk@okanogancity.com

The City of Okanogan reserves the right to reject any or all proposals for cause.

Jessica Blake

From: Angie Morgan-Chilmonik <MorganSepticService@hotmail.com>
Sent: Thursday, December 11, 2025 11:15 AM
To: Jessica Blake
Subject: Re: Septic Pumping/Portable Toilet Bid-Morgan & Son

[External Email]

Good Morning,

Can you revise the line item on the contract for Okanogan Legion Airport to a one time fee of \$996.00 not a monthly fee. The city staff will contact us to service that septic one time during the three year contract.

Thank you

Angie Morgan-Chilmonik
Office Manager
Morgan & Son Septic Service

From: Angie Morgan-Chilmonik
Sent: Thursday, December 4, 2025 10:04 AM
To: Jessica Blake <cityclerk@okanogancity.com>
Subject: Septic Pumping/Portable Toilet Bid-Morgan & Son

Attached please find the septic pumping and portable service quote for January 1, 2026-December 31, 2028 for Morgan & Son Septic, with bond and certificate of liability insurance naming City of Okanogan.

A hard copy will be delivered to your offices.

Thank you

Angie Morgan-Chilmonik
Office Manager
Morgan & Son Septic Service

REC'D
DEC 04 2025
CITY OF OKANOGAN

CITY OF OKANOGAN: SMALL WORKS ROSTER APPLICATION

120 Third Avenue North, P.O. Box 752 Okanogan, WA 98840

Phone:(509) 422-3600 Fax:(509) 422-0747

2026

Company Name: MORGAN & SON SEPTIC SERVICE, LLC

Contact Name/Owner: ANGIE MORGAN CHILMONIK

Mailing Address: 19 HARRIS ROAD

Physical Address: 19 HARRIS ROAD

City, State, Zip Code: OKANOGAN WA 98840

Phone Number: 509 422 3621

Fax Number:

E-Mail Address: MORGANSEPTICSERVICE@HOTMAIL.COM

EIN/Taxpayer Id Number/ SS#: 99-5082949

Washington State Contractors License #: MORGASE983JS

Number of Years in Business: 23 YEARS **UBI Number:** 605610032

Preference on how to receive Invitations to Bid



Email



Mail



Fax

Business Ownership Type: (example: LLC., Corp., Sole Prop.) LLC

Bank Reference/Bank Name and Contact Person: WAFED OMAK

Minority or Woman Owner Business:

Certificate #:

Pending?

Washington State law allows the City to use the Small Works Roster for contracts up to \$350,000.00 or less(including Sales Tax). Does your company or firm have the bonding capacity for this limit? If not, please state your current limit: \$

Prior to contracting, the City may require additional information such as references, performance bonds, statement of qualifications, proof of insurance requirements, etc. If you wish to provide additional information at this time, please attach to this form and return.

Printed Name & Title: GENERAL MANAGER **Date:** 12.2.2025

Signature of Owner or Authorized Representative:

Angie Morgan Chilmonik

By the signature above, I acknowledge to the best of my knowledge, that all information provided on this application, is a true and honest representation of the above named firm and it's ability to perform any contracts, which may result from the submittal of this application. In addition, I acknowledge that I have read and understand the requirements described in this application and agree to abide by the regulations set forth by the State of Washington and it's affiliates.

GENERAL CONTRACTING: Please check any and all services your firm provides.

- ☐ Demolition
- ☐ Excavating
- ☐ Building
- ☐ Painting
- ☐ Storm Drainage
- ☐ Water Systems
- ☐ Clearing/Grubbing
- ☒ Septic Systems
- ☒ Sewer Systems
- ☐ Paving
- ☐ Road Grading
- ☐ Concrete Placement Finishing
- ☐ Street/Road Repair
- ☐ Environmental _____

SPECIALTY CONTRACTING: Please check any and all services your firm provides.

- ☐ Asphalt Patching
- ☐ Chip Sealing
- ☐ Slurry Sealing
- ☐ Drilling & Blasting
- ☐ Sidewalk Repair
- ☐ Fencing
- ☐ Landscape Services
- ☐ Tree Care/ Removal
- ☐ Chipping/Stump Grinding
- ☐ Irrigation Installation
- ☒ Side Sewer Construction
- ☐ Heating/Air Conditioning
- ☐ Electrical Installation/Repair
- ☐ Roofing
- ☐ Welding
- ☐ Other _____
- ☐ Other _____
- ☐ Other _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/04/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Martin-morris Agency Inc. 13 C St Sw Quincy WA 988481214	CONTACT NAME: WEBLEY, DEBORAH PHONE (A/C, No, Ext): E-MAIL ADDRESS: FAX (A/C, No):																					
INSURED Morgan & Son Septic Service, Llc 19 Harris Rd Okanogan WA 98840	<table><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A:</td><td>Ohio Security Insurance Company</td><td>24082</td></tr><tr><td>INSURER B:</td><td>Ohio Security Insurance Company</td><td>24082</td></tr><tr><td>INSURER C:</td><td>The Ohio Casualty Insurance Company</td><td>24074</td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Ohio Security Insurance Company	24082	INSURER B:	Ohio Security Insurance Company	24082	INSURER C:	The Ohio Casualty Insurance Company	24074	INSURER D:			INSURER E:			INSURER F:		
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INSURER C:	The Ohio Casualty Insurance Company	24074																				
INSURER D:																						
INSURER E:																						
INSURER F:																						

COVERAGES

CERTIFICATE NUMBER: 0249778727

REVISION NUMBER: 2016-03

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☒ PROJECT ☒ LOC OTHER:	X	X	BKS58900136	07/06/2025	07/06/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY	X	X	BAS58900136	07/06/2025	07/06/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000	X	X	USO58900136	07/06/2025	07/06/2026	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

See Additional Remarks

CERTIFICATE HOLDER**CANCELLATION**

City of Okanogan 120 3rd Avenue North Okanogan WA 98840	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE  Curtis Luken
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SEPTIC PUMPING AND PORTABLE TOILET SERVICES QUOTE

Provide and Service January 1, 2026 through December 31, 2028

Location	Description/Quantity	Monthly Per Unit Cost	Subtotal	Sales Tax	Total Monthly Cost	Total Annual Cost	3-Year Contract Cost
City Cemetery	1 Portable Toilet	337.50	337.50	28.69	366.19	4,394.25	13,182.75
Sports Complex	1 Portable Toilet	337.50	337.50	28.69	366.19	4,394.25	13,182.75
Sports Complex	1 Wheelchair Portable	438.75	438.75	37.29	476.04	5,712.53	17,137.58
Sports Complex	2 Sewage holding tanks – clean and pump	540.00	1,080.00	91.80	1,171.80	14,061.60	42,184.80
City Treatment Plant	1 Grease Trap/Disposal	437.40	437.40	37.18	474.58	5,694.95	17,084.84

Provide and Service Additionally during Peak Months (April 1 – November 1)

Location	Description/Quantity	Monthly Per Unit Cost	Subtotal	Sales Tax	Total Monthly Cost	Total Annual Cost	3-Year Contract Cost
Sports Complex	5 Portable Toilets	337.50	1,687.50	143.44	1,830.94	14,647.50	43,942.50

Service Once during contract period

Location	Description/Quantity	Monthly Per Unit Cost	Subtotal	Sales Tax	Total Monthly Cost	Total Annual Cost	3-Year Contract Cost
Okanogan Legion Airport	1 - 1200 Gallon Septic Tank		1,336.50	113.60			1,450.10

Total 3-Year Quote

\$ _____

Additional Units as needed

Unit Type	Daily Cost	Weekly Cost	Monthly Cost
Portable Toilet	270.00	337.50	337.50
Wheelchair Accessible Toilet	351.00	438.75	438.75

Authorized Signature for Quote:

Name Austin Hill

Title CEO

Signature

Date 12/2/25

The successful quote will be awarded a 3-year contract at the December 16th regular City Council meeting.

Quotes can be mailed to City of Okanogan, Attn: Clerk Treasurer, PO Box 752, Okanogan, WA 98840, dropped off at City Hall, 120 3rd Ave N, Okanogan, or emailed to cityclerk@okanogancity.com

The City of Okanogan reserves the right to reject any or all proposals for cause.

CITY OF OKANOGAN: SMALL WORKS ROSTER APPLICATION**120 Third Avenue North, P.O. Box 752 Okanogan, WA 98840****Phone:(509) 422-3600 Fax:(509) 422-0747****2026****Company Name:** Austin Logistics LLC**Contact Name/Owner:** Austin Hill**Mailing Address:****Physical Address:** 1420 Washington Blvd Ste 301**City, State, Zip Code:** Detroit MI 48226**Phone Number:** (734) 776-5399**Fax Number:****E-Mail Address:** austin.hill@austinslogistics.com**EIN/Taxpayer Id Number/ SS#:** 83-1083890**Washington State Contractors License #:****Number of Years in Business:** 8**UBI Number:****Preference on how to receive Invitations to Bid** ☒ Email ☐ Mail ☐ Fax**Business Ownership Type: (example: LLC., Corp., Sole Prop.)** LLC**Bank Reference/Bank Name and Contact Person:** Austin Hill**Minority or Woman Owner Business:****Certificate #:****Pending?**

Washington State law allows the City to use the Small Works Roster for contracts up to \$350,000.00 or less(including Sales Tax). Does your company or firm have the bonding capacity for this limit? If not, please state your current limit: \$

Prior to contracting, the City may require additional information such as references, performance bonds, statement of qualifications, proof of insurance requirements, etc. If you wish to provide additional information at this time, please attach to this form and return.

Printed Name & Title: Austin Hill, CEO**Date:** 12/2/25**Signature of Owner or Authorized Representative:**

By the signature above, I acknowledge to the best of my knowledge, that all information provided on this application, is a true and honest representation of the above named firm and it's ability to perform any contracts, which may result from the submittal of this application. In addition, I acknowledge that I have read and understand the requirements described in this application and agree to abide by the regulations set forth by the State of Washington and it's affiliates.

GENERAL CONTRACTING: Please check any and all services your firm provides.

- ☐ Demolition
- ☐ Excavating
- ☐ Building
- ☒ Painting
- ☐ Storm Drainage
- ☐ Water Systems
- ☐ Clearing/Grubbing
- ☒ Septic Systems
- ☒ Sewer Systems
- ☐ Paving
- ☐ Road Grading
- ☐ Concrete Placement Finishing
- ☐ Street/Road Repair
- ☐ Environmental _____

SPECIALTY CONTRACTING: Please check any and all services your firm provides.

- ☐ Asphalt Patching
- ☐ Chip Sealing
- ☒ Slurry Sealing
- ☒ Drilling & Blasting
- ☐ Sidewalk Repair
- ☒ Fencing
- ☒ Landscape Services
- ☒ Tree Care/ Removal
- ☐ Chipping/Stump Grinding
- ☐ Irrigation Installation
- ☐ Side Sewer Construction
- ☐ Heating/Air Conditioning
- ☐ Electrical Installation/Repair
- ☐ Roofing
- ☐ Welding
- ☐ Other _____
- ☐ Other _____
- ☐ Other _____

Past Performance Data Sheet

Name of Company that performed work: Austin Logistics, LLC (Prime)
Project Name: Shower and Laundry Support Services – Joint Base McGuire-Dix-Lakehurst
Company/Agency work was done for: U.S. Army, MICC-Fort McCoy
Contract Number: W911SA24D3005
Contract Type: Firm Fixed Price (IDIQ)
Total Contract Value: \$660,000
Completion Date or Anticipated Completion Date: Ongoing – 04/03/2025 (current PoP)
Contracting Officer: April Hericks, DA Civilian, Contract Specialist – MICC-Fort McCoy
Phone: (608) 388-2924 (DSN: 280-2924) | Email: april.m.hericks.civ@army.mil
Project Manager / COR: Same as above
Project Description: Provide shower trailer and fresh water services in support of NTC missions at Joint Base McGuire-Dix-Lakehurst. Responsible for delivery, setup, maintenance, sanitation, and water logistics to sustain mission readiness.

Name of Company that performed work: Austin Logistics, LLC (Prime)
Project Name: Septic & Vault Pumping – Muskegon & Duck Lake State Parks
Company/Agency work was done for: Michigan Department of Natural Resources
Contract Number: IDIQ – Ongoing (2024–2027)
Contract Type: Indefinite Delivery / Indefinite Quantity (IDIQ)
Total Contract Value: \$138,880
Completion Date or Anticipated Completion Date: 05/19/2027
Contracting Officer / Buyer: Brooke Jones, Buyer, Procurement Services
Phone: 517-388-6833 | Fax: 517-241-0013 | Email: JonesB30@michigan.gov
Project Description: Maintaining and servicing vault toilets and septic tanks at Muskegon Lake and Duck Lake State Parks. Includes routine pumping, emergency response, compliance with MI environmental standards, and waste disposal at approved facilities.

Name of Company that performed work: Austin Logistics, LLC (Prime)
Project Name: Shower & Laundry Trailer Rental – DVEM, Military Bureau (Maine)
Company/Agency work was done for: State of Maine, DVEM – Military Bureau
Contract Number: BPO 15A 20240621000000001586
Contract Type: Firm Fixed Price – Short Term
Total Contract Value: \$45,000
Completion Date or Anticipated Completion Date: 07/26/2024 (completed)
Contracting Officer: Tanya L. Schaub, Contract Grant Specialist
Phone: 207-430-5664 | Email: Tanya.L.Schaub@maine.gov
Project Description: Provided combo shower and laundry trailer rental to support military

bureau training operations. Services included trailer delivery, setup, maintenance, water, and gray water disposal.

Name of Company that performed work: Austin Logistics, LLC (Prime)
Project Name: Porta Potty Lease & Services – Mount Rainier National Park
Company/Agency work was done for: National Park Service, Olympic Major Acquisition Buying Office
Contract Number: 140P8324P0019 (MORA FY24)
Contract Type: Firm Fixed Price – Multi-Year
Total Contract Value: \$20,000
Completion Date or Anticipated Completion Date: 10/31/2028 (potential end date, current PoP to 10/31/2024)
Contracting Officer: Hal T. Hoversten, Contracting Officer
Phone: (360) 569-6542 | Fax: (360) 569-6549 | Email: Hal_Hoversten@nps.gov
Project Description: Lease, delivery, and servicing of portable toilets at Mount Rainier National Park. Includes scheduled cleanings, consumable restocking, and compliance with NPS sanitation standards.

Name of Company that performed work: Austin Logistics, LLC (Prime)
Project Name: Portable Sanitation Support – Portsmouth Naval Shipyard
Company/Agency work was done for: U.S. Navy, Portsmouth Naval Shipyard
Contract Number: N3904024P0222
Contract Type: Firm Fixed Price – Purchase Order
Total Contract Value: \$3,000
Completion Date or Anticipated Completion Date: 11/26/2024
Contracting Officer / Purchasing Agent: William V. LeDuc III, Contracting & Logistics C400
Contracting Officer's Representative (COR): Jon Copp, Code 420
Phone: 207-994-0701 | Email: jonathan.t.copp2.civ@us.navy.mil
Project Description: Provided portable sanitation services to support shipyard operations, including delivery, setup, and maintenance of portable restrooms and handwashing facilities.

Name of Company that performed work: Austin Logistics, LLC (Prime)
Project Name: Portable Toilet Rental & Services – California Department of Corrections and Rehabilitation
Company/Agency work was done for: California Department of Corrections and Rehabilitation (CDCR)
Contract Number: C5612414-D (IFB)
Contract Type: Firm Fixed Price – Multi-Year
Total Contract Value: \$2,039,910

Completion Date or Anticipated Completion Date: 09/20/2026

Contracting Officer / Analyst: Maria Crews, Contract Analyst – HQ Unit 3, Contracts Management Branch

Phone: (279) 210-3481 | Email: Maria.Crews@cdcr.ca.gov

Project Description: Lease, servicing, and maintenance of portable toilets across correctional facilities in California. Includes routine servicing, emergency response, consumable restocking, and compliance with CDCR sanitation standards.

Name of Company that performed work: Austin Logistics, LLC (Prime)

Project Name: Portable Toilet Rental & Maintenance – CDCR

Company/Agency work was done for: California Department of Corrections and Rehabilitation (CDCR)

Contract Number: C5612513-D

Contract Type: Firm Fixed Price – Multi-Year

Total Contract Value: \$1,393,695

Completion Date or Anticipated Completion Date: 02/01/2027

Contracting Officer / Analyst: Justin Jivan, Contract Analyst – Master Contracts Unit

Phone: (279) 210-3705

Project Description: Provided portable toilet rentals and ongoing maintenance at multiple CDCR facilities. Responsibilities included daily/weekly cleaning, consumable replenishment, and compliance with CA state health/environmental standards.

Name of Company that performed work: Austin Logistics, LLC (Prime)

Project Name: Lifecycle Field Support Services – Fort Liberty

Company/Agency work was done for: U.S. Army, MICC – Fort Liberty

Contract Number: W9124725AA002

Contract Type: Firm Fixed Price – Multi-Year

Total Contract Value: \$6,500,000

Completion Date or Anticipated Completion Date: 02/01/2030

Contracting Officer: Bryan Harrison, MAJ, MP – SPO OIC, 900th Contracting Battalion

Phone: 910-908-3727

Project Description: Comprehensive lifecycle field support services at Fort Liberty. Services include portable sanitation, shower and laundry trailer support, logistics coordination, and facility support for large-scale training missions.

Name of Company that performed work: Austin Logistics, LLC (Prime)

Project Name: Sanitation Services – BPA Master Agreement

Company/Agency work was done for: USPFO-MI, P&C

Contract Number: BPA Sanitation Services Master Agreement

Contract Type: Blanket Purchase Agreement

Total Contract Value: \$990,000 (max)

Completion Date or Anticipated Completion Date: Ongoing

Contracting Officer: Bonnie Reineer, Contract Specialist

Phone: bonnie.l.reineer.civ@army.mil

Project Description: Provided sanitation services under BPA call orders, including portable toilet rentals, septic pumping, and related sanitation support at various MI Guard facilities.

Name of Company that performed work: Austin Logistics, LLC (Prime)

Project Name: Diesel Fuel Trucks – 3-1 CAV NTC 25-06

Company/Agency work was done for: U.S. Army, Fort Cavazos

Contract Number: N/A (Purchase Order)

Contract Type: Firm Fixed Price – Short Term

Total Contract Value: \$36,966

Completion Date or Anticipated Completion Date: 04/30/2025

Contracting Officer / POC: SSG David Garcia, 901st Contracting Battalion

Email: david.j.garcia160.mil@army.mil

Project Description: Provided two (2) 1,000-gallon diesel fuel trucks in support of NTC 25-06 operations. Services included delivery, fueling support, and logistics management for mission execution.

Name of Company that performed work: Austin Logistics, LLC (Prime)

Project Name: Bulk Diesel Fuel Delivery – West Point

Company/Agency work was done for: U.S. Army, MICC West Point

Contract Number: PANMCC-24-P-020960

Contract Type: Firm Fixed Price

Total Contract Value: \$250,000

Completion Date or Anticipated Completion Date: Ongoing (2025)

Contracting Officer: Kelly P. Kotlik, Contract Specialist

Address: 681 Rogers Place, West Point, NY 10996

Project Description: Provided bulk diesel fuel delivery services to West Point. Responsible for safe transport, timely delivery, and compliance with federal fuel handling standards.

Name of Company that performed work: Austin Logistics, LLC (Prime)

Project Name: Septic Pumping – SACN Lower District (BPA)

Company/Agency work was done for: National Park Service

Contract Number: 140P6025A0001

Contract Type: Blanket Purchase Agreement

Total Contract Value: \$45,000 (max)

Completion Date or Anticipated Completion Date: 04/30/2030

Contracting Officer: Adam Kircher, Contract Specialist

Phone: 402-800-8120 | Email: Mark_Denker@nps.gov

Project Description: Septic pumping and waste disposal across St. Croix National Scenic Riverway (WI & MN). Includes routine servicing, emergency pumping during flood events, cleanup, and compliance with state and federal environmental regulations.

Name of Company that performed work: Austin Logistics, LLC (Prime)

Project Name: Portable Latrine & Waste Management Removal – Maine

Company/Agency work was done for: USPFO-ME, P&C

Contract Number: W912JD25QA005

Contract Type: Firm Fixed Price – Short Term

Total Contract Value: \$4,200

Completion Date or Anticipated Completion Date: 06/17/2025

Contracting Officer: Mr. Daniel S. Bibeau, Contract Specialist

Phone: 207-430-6219 | Teams: 520-715-6989

Project Description: Provided portable latrine and waste management services during Maine National Guard training events. Included delivery, servicing, pumping, and disposal of waste in compliance with ME environmental standards.

Name of Company that performed work: Austin Logistics, LLC (Prime)

Project Name: Vault Toilet Pumping – UWC NF (Salt Lake, Heber-Kamas, Ogden)

Company/Agency work was done for: USDA Forest Service – Uinta-Wasatch-Cache NF

Contract Number: 1240LS25Q0034

Contract Type: Firm Fixed Price – Multi-Year

Total Contract Value: N/A (based on call orders; unit pricing structure)

Completion Date or Anticipated Completion Date: Ongoing (2025–2026)

Contracting Officer: Tanya Linnell, Supervisory Contract Specialist

Phone: 208-608-6763 | Email: tanya.linnell@usda.gov

Project Description: Vault toilet pumping services for up to 83 buildings across three ranger districts. Includes pumping, wash-down, disinfection, waste transport/disposal, and emergency services within 5–12 days of notice.

SEPTIC PUMPING AND PORTABLE TOILET SERVICES CONTRACT

THIS CONTRACT, entered into this **16th** day of **December, 2025** by and between the City of Okanogan, hereinafter called the CITY, and Morgan and Son Septic Service, LLC, hereinafter called the CONTRACTOR,

W I T N E S S E T H :

WHEREAS, the CITY desires to engage the contractor to perform certain tasks hereinafter set forth,

NOW, THEREFORE, in consideration of the covenants, conditions, and promises hereinafter contained, THE PARTIES CONTRACT AND AGREE AS FOLLOWS:

- 1) This CONTRACT shall be effective for the period January 1, 2026, to December 31, 2028.
- 2) The CITY shall pay the CONTRACTOR the sum of **\$11,288.00** per year for the services to be provided as set forth in Paragraph 3 below of the contract. Said payment shall be divided in twelve monthly payments of **\$940.67** each month and will be payable after services are rendered and after the first monthly meeting of the Council.
- 3) The CONTRACTOR shall be responsible for all phases of septic and portable toilet services for the CITY, including maintenance, repairs and/or replacement but not necessarily limited to:

Peak Months April 1 – November 1 CONTRACTOR Shall Clean and Service:

- 1 Portable Toilet at the City Cemetery
- 6 Portable Toilets at the Central Valley Sports Complex
- 1 Wheelchair Accessible Portable Toilet at the Central Valley Sports Complex
- Weekly (or as required by Public Works) Clean and Pump (2) 1200 Gallon Sewage Holding Tanks at the Central Valley Sports Complex, including weekends during scheduled tournaments
- Clean and Dispose City's 1500 Gallon Grease Trap at the City's Wastewater Treatment Plant at least monthly.
- The City shall give a minimum of three (3) working days advanced notice to the contractor for grease trap services. Contractor shall perform service no later than the fourth (4th) working day during the City's Public Works Department ("City's Public Works") normal operating hours.

Off Months November 2 – March 31 CONTRACTOR Shall Clean and Service:

- 1 Portable Toilet at City Cemetery
- 1 Portable Toilet at the Central Valley Sports Complex
- 1 Wheelchair Accessible Portable Toilet at the Central Valley Sports Complex
- Clean and Pump (2) 1200 Gallon Sewage Holding Tanks at the Central Valley Sports Complex as required by City's Public Works

Clean and Dispose City's 1500 Gallon Grease Trap at the City's Wastewater Treatment Plant as required by City's Public Works

The City shall give a minimum of three (3) working days advanced notice to the contractor for grease trap services. Contractor shall service no later than the fourth (4th) working day during the City's Public Works normal operating hours.

The CONTRACTOR shall clean and pump at least once during the term of the contract:

One (1) 1200 gallon septic tank at the Okanogan Legion Airport, and at such time as directed by the City's Public Works.

The CONTRACTOR shall service all Portable Toilets at least once per week or as directed by the City's Public Works. CONTRACTOR shall submit weekly service logs for all portable toilets upon submitting monthly statement to the City.

The CONTRACTOR shall transport and dispose of all portable toilet waste, sewage waste, holding tank waste, and grease trap waste at the CONTRACTOR's approved dumping site.

The CONTRACTOR shall be responsible for necessary equipment and shall be responsible for providing all supplies needed such as, but not limited to, cleaners, toilet paper, air freshener, etc.

The CONTRACTOR shall be responsible for their own records and agrees to pay all wages and taxes due to and for employees that have been hired, i.e., FICA, L&I, etc.

The CONTRACTOR shall be responsible to perform safety inspections for all portable toilets and to make repairs as needed. In addition, remove graffiti once it becomes discovered on any portable toilet surface.

4) The CONTRACTOR shall name the City as an additional insured and maintain such insurance as will fully protect both the CONTRACTOR and the CITY from any and all claims under any Workman's Compensation Act or employer's liability laws, and to maintain liability insurance with minimum limits of \$1,000,000 per occurrence from any and all claims of whatsoever kind or nature for the damage to property, or for personal injury, including death, made by anyone whomsoever that may arise from operations or performance carried out under this contract, either by the CONTRACTOR, his agents or employees, or by anyone directly or indirectly engaged or employed by him. In addition, the CONTRACTOR agrees to provide the CITY with certificates evidencing the required coverage before CONTRACTOR begins work hereunder.

5) The work and services provided for herein shall be performed by the CONTRACTOR or his bonded employees and no other firm or subcontractor shall be engaged to perform such services without the express written permission of the CITY, provided that this provision shall not apply to clerical and/or similar incidental services needed by the CONTRACTOR to assist in the performance of this contract.

6) The CITY's representative, for purposes of administering this contract, shall be the Clerk Treasurer.

7) If, through any cause the CONTRACTOR shall fail to fulfill in a timely and proper manner his obligations under this contract, or, if the CONTRACTOR shall violate any of the provisions of this contract, the CITY shall thereupon have the right to terminate this contract upon the giving of seventy-two (72) hours written notice to the CONTRACTOR describing such defaults or violation. Provided, that the CITY shall pay the CONTRACTOR for all phases or portions of phases already completed under this contract up to the date of termination.

8) The CONTRACTOR shall not be deemed to be an employee of the CITY.

9) The CITY's failure to insist upon strict performance of any provision of this contract, or to exercise any right based upon a breach thereof, shall not constitute a waiver of any right under this contract.

10) The CONTRACTOR agrees to indemnify and hold harmless the CITY, its officers, agents, and employees against any and all damages and claims resulting, or allegedly resulting, from the contractor's performance or lack of performance as required in this contract.

11) This contract shall be construed and enforced in accordance with the laws of the State of Washington. Venue of any lawsuit between the parties out of this contract shall be in Okanogan County, Washington, and the prevailing party shall be entitled to their reasonable attorneys' fees and costs incurred.

IN WITNESS WHEREOF, the CITY and CONTRACTOR have executed this contract as of the day and year first-above written.

C O N T R A C T O R:

CITY OF OKANOGAN,
A municipal corporation:

By: _____

Wayne L. Turner, Mayor

P. O. Box 752

Okanogan, WA 98840

UBI No. _605-610-032_____

TIN: _____

By: _____

Jessica Blake, Clerk Treasurer



713 N Hogan St, Spokane WA 99202
Phone: 509-466-7575 Fax: 509-466-2601
www.1stclassos.com

Service Contract

1. This contract agreement is between "Customer" stated below and "1st Class Office Solutions, LLC." This contract covers the equipment and time period stated.
2. 1st Class Office Solutions, LLC. OBLIGATION HEREUNDER SHALL INCLUDE; providing periodic preventative maintenance inspections and diagnostic checks on the machine(s), and all unscheduled service required including parts (unless specifically excluded), labor, and travel to keep your equipment operating within factory specifications.
3. Any in-warranty parts or labor provided by 1st Class Office Solutions, LLC. under a warranty made by the manufacturer shall be provided pursuant to the terms and conditions of said warranty and not pursuant to this agreement.
4. Service shall be performed during 1st Class Office Solutions, LLC. Usual business hours, however, service when and if available after 1st Class Office Solutions, LLC. Usual business hours and on Saturdays, Sundays and holidays, shall be charged at 1st Class Office Solutions, LLC. Then current maintenance rate OF \$185.00 per hour for labor, travel, and expenses in addition to any charge paid by the Customer hereunder.
5. If the machine(s) is regularly used more than one (1) shift or personnel, "the charge set forth herein shall be increased by fifty (50) percent for each additional shift regularly using the machine.
6. 1st Class Office Solutions, LLC. OBLIGATION HEREUNDER SHALL NOT INCLUDE service required due to accident, misuse, negligence, specification changes, use of supplies not meeting equipment specifications as deemed by 1st Class Office Solutions, LLC., or causes other than normal use, or any service in connection with attachments to, or alterations of the machine(s).
7. The condition of the equipment will be inspected and reviewed annually and this contract renewal will be at the discretion of 1st Class Office Solutions, LLC.
8. Any parts supplies hereunder shall be free from manufacturing defects in material and workmanship under normal use for a period of ninety (90) days. This warranty does not apply to any part that has been tampered with or repaired by persons other than a person authorized by 1st Class Office Solutions, LLC. to perform service on the machine(s) or if the part has been subjected to misuse or abuse.
9. Termination of Contract - There is no pro-ration or refund on contracts cancelled prior to agreed contract term except to the following; if 1st Class Office Solutions, LLC. fails to make equipment perform to product specifications, a refund of the service contract will be granted to the customer.

Company: City of Okanogan **Location:** Okanogan WA

Equipment Covered: DS63 Inserter

Period Covered: 02/01/26 **Through:** 01/31/27 **Cost:** 1351.00

PLEASE SIGN, DATE, CHECK THE APPROPRIATE BOX AND RETURN CONTRACT TO OUR OFFICE

Customer Signature: _____ **Date:** _____
☐ **Accept** ☐ **Decline**

Reminder: Please remember to return the enclosed invoice back with this form, or reference the invoice number to update your account information more efficiently.



Invoice

713 N Hogan St
Spokane, WA 99202-2832

Phone #

5094667575

Date

12/1/2025

Invoice #

30427

Bill To

City of Okanogan
PO Box 752
Okanogan WA 98840

Ship To

City of Okanogan
120 3rd Ave
Okanogan, WA 98840

ID #	Ordered by	P.O. No.	terms	Ship Date	Ship Via
TW	Craig Atwood		Due on receipt	2/1/2026	Federal Express

Item	Description	Quantity	Rate	Amount
Accept or Decline	Accept or Decline annual maintenance offer: YES NO			
Contract NASPO	Start Date: 2/1/2026 End Date:1/31/2027 Maintenance Per NASPO Agreement Equipemnt: DS63 2.5 station Folder Inserter	1	1,351.00	1,351.00T

It's been a pleasure working with you!

Sales Tax (8.3%)

\$112.13

Payments/Credits

\$0.00

Balance Due

\$1,463.13



Thank you for partnering with 1st Class Office Solutions and allowing us the continued opportunity to earn your business. It's time to offer you our annual maintenance contract to cover your mailing equipment.

This contract provides comprehensive coverage for all equipment listed on your invoice, including:

- Parts and labor for repairs
- Preventive maintenance
- Coverage for normal wear due to regular use
- In-person or virtual service calls

Why is regular maintenance important?

Mailing equipment is a vital part of your daily operations, and routine maintenance ensures everything runs smoothly and efficiently. Preventive service helps reduce unexpected downtime, extends the life of your machines, and keeps your business moving without interruption.

What makes our service stand out?

We pride ourselves on fast, reliable support. In most cases, we aim to be at your location within **24 to 48 hours** of your initial request. Often, we have technicians in your area who can assist the **same day**, ensuring you receive quick and accurate service when you need it most.

If you have any questions about what's covered under the contract, or if you'd like help reviewing your equipment list, we are happy to assist.

Thank you for your continued trust in us, we appreciate the opportunity to serve your business and support your ongoing success.

The Team at 1st Class Office Solutions

INTERLOCAL AGREEMENT BETWEEN THE OKANOGAN
IRRIGATION DISTRICT AND THE CITY OF OKANOGAN FOR
GENERAL EQUIPMENT AND/OR SERVICES

THIS INTERLOCAL AGREEMENT, hereinafter "Agreement", is made and entered into this 8th day of December, 2025, between the Okanogan Irrigation District, an Irrigation District organized under the laws of the State of Washington, hereinafter "District", and the City of Okanogan, a Washington municipal corporation, hereafter "City", and collectively the "parties", pursuant to the authority granted by Chapter 39.34 RCW, Interlocal Cooperation Act.

RECITALS:

Whereas, the District and City are in need of reciprocal assistance for general equipment and/or services for the maintenance, construction and operations of each; and

Whereas, the District and City may provide equipment and services to the other for their respective uses in the maintenance and operations of their public works.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions contained herein, the parties do hereby agree as follows:

Section 1 - Purpose. The purpose of this Agreement is to set forth the terms and conditions under which the District and City will provide equipment and/or services through their respective public works, as requested by either party in a manner convenient to the entity providing the equipment or service. Either party to this Agreement shall make a reasonable effort to assure the availability of the equipment and/or services to the other party.

Section 2 - Administration.

2.1 Administrator. The following individuals are designated as representatives of the respective parties. Representatives shall be responsible for administration of this Agreement and for coordinating and monitoring performance under this Agreement. In the event such representatives shall change, the party making the change shall notify the other party.

2.2 District's Representative. The District's Representative shall be the District Manager.

2.3 City's Representative. The City's Representative shall be the City's Public Works Director.

Section 3 – Scope. This Agreement shall allow the following activities:

- a. The use of equipment and/or machinery ("equipment") owned by either party; and
- b. The use of qualified operators of either party for said equipment and/or machinery.

Section 4 – Duration and Renewal. This Agreement shall be effective when executed by both parties and shall continue unless terminated in writing upon 30 days' notice by either party. Thereafter, this Agreement shall automatically renew annually on January 1st, unless terminated by either party.

Section 5 – Compensation. The parties hereby agree to reimburse the other for the costs of the services performed or equipment rented as requested and shall be based on the current hourly rate of pay (including overtime if necessary) for the employees involved, including benefit costs, and the hourly rate for the equipment, as established by either party and as provided reciprocally to each on January 1st of each year. An invoice for the costs shall be provided within 30 days of the service or equipment rental. The amount shall be paid within 30 days after billing.

Section 6 – Performance of Agreement.

6.1 Compliance with all Laws. Each party shall comply with all federal, state and local laws, rules, regulations and ordinances applicable to the performance of this Agreement, including without limitation, all laws pertaining to wages and hours, confidentiality, disabilities and discrimination.

6.2 Treatment of Assets and Property. No fixed assets or personal or real property are jointly or cooperatively acquired, held, used or disposed of pursuant to this Agreement.

6.3 Assignment and Subcontracting. No portion of this Agreement may be assigned or subcontracted to any other individual, firm or entity without the express and prior written approval of both parties' authorized representatives.

Section 7 – Notice. For all purposes under this Agreement, except service of process, notice to the District shall be to the District Manager, 37A Douglas Road, Okanogan, WA 98840, and notice to the City shall be to the Public Works Director, City of Okanogan, P.O. Box 752, Okanogan, WA 98840.

Section 8 – Indemnification. Each party agrees to and shall defend, indemnify, and hold the other harmless, its appointed and elected officials, agents and employees, from and against all loss or expense, including but not limited to judgments, settlements, attorney's fees, and costs by reason of any and all claims and demands upon the other, its elected or appointed officials, agents or employees for damages because of personal or bodily injury, including death at any time resulting therefrom, sustained by any person or persons on account of damage to property including loss of use thereof, whether such injury to persons or damage to property is due to the negligence of the other, its elected officers, employees or their agents, except only such injury to persons or damage to property as shall be occasioned by the sole negligence of one party, its appointed or elected officials, agents or employees.

Section 9 – Disputes.

9.1 Governing Law and Venue. This Agreement shall be dealt with exclusively by the laws of the State of Washington. Okanogan County Superior Court shall be the sole proper venue for any and all suits brought to enforce or interpret the provisions of this Agreement.

9.2 Attorney's Fees. Any legal action or other proceeding that is brought for the enforcement of this Agreement, or because of an alleged dispute, breach, default or misrepresentation in connection with any of the provisions of this Agreement, the prevailing party shall be entitled to recovery of the costs of litigation, including arbitration and appeal, and including reasonable attorney's fees and costs.

Section 10 – Termination. Either party may terminate this Agreement upon 30 days' notice in writing either personally delivered or mailed with postage prepaid by certified mail, return receipt requested, to the party's last

known address for the purpose of giving notice under this paragraph. If this Agreement is so terminated, the party shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

Section 11 – General Provisions.

11.1 Changes, Modifications, Amendments and Waivers. This Agreement may be changed, modified, amended and waived only by written agreement signed by the parties' authorized representatives and approved by each parties' legislative authority. Any waiver of a term or condition of this Agreement shall apply only to the specific act, occurrence or omission and shall not constitute a waiver as to any other term or condition or future act, occurrence or omission. A waiver or breach of any term or condition of this Agreement shall not be considered a waiver of any prior or subsequent breach.

11.2 Severability. In the event any term or condition of this Agreement or application therefore to any person or circumstances is held invalid, such invalidity shall not affect other terms, conditions or application of this Agreement which can be given effect without the invalid term, condition or application. To this end, the terms and conditions of this Agreement are declared severable.

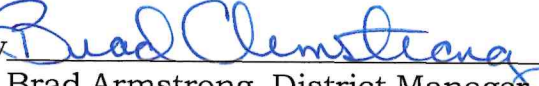
11.3 Filing or Posting. This Agreement shall be filed or posted pursuant to RCW 39.34.040.

11.4 Necessary Return. Either party may reclaim any equipment at any time from the other as deemed necessary in the case of an emergency.

DATED the day and year first above written.

DISTRICT:

By 
Mark H. Christoph, Board President

By 
Brad Armstrong, District Manager

CITY:

By _____
Wayne Turner, Mayor

ATTEST:

Jessica Blake, Clerk-Treasurer



December 5, 2025

Ms. Jessica Blake
Clerk-Treasurer
City of Okanogan
120 3rd Avenue North
Okanogan, Washington 98840

SUBJECT: FINAL PROGRESS ESTIMATE 4, PROJECT ACCEPTANCE, AND
RELEASE OF RETAINAGE, ELMWAY WATER MAIN
EXTENSION – PHASE 3
CITY OF OKANOGAN, OKANOGAN COUNTY, WASHINGTON
G&O #24887.00

Dear Ms. Blake:

This letter provides the City with guidance regarding the final progress estimate, accepting the project as complete, and release of the retainage.

1. FINAL PROGRESS ESTIMATE

We have attached the signed Final Contract Voucher and Progress Estimate 4, which is the final progress estimate for this project. The City should place the progress estimate in its files and forward a copy of the progress estimate to the contractor with the payment. The amount due the contractor and the amount to be deposited in the retainage account are as follows:

<u>Payment to Contractor</u>	<u>Amount to be Deposited in Retainage Account</u>
\$4,185.64	\$202.21

2. PROJECT COMPLETION ACCEPTANCE

The project has been completed in compliance with the Contract, with the exception of the contractor submitting Affidavits of Wages Paid for all subcontractors on the project. After the contractor has submitted documentation that all required Affidavits of Wages Paid forms have been submitted to the Department of Labor and Industries, we

Ms. Jessica Blake
December 5, 2025
Page 2



recommend the City accept the project as complete and submit the “Notice of Completion of Public Works Contract” form online via the Awarding Agency Portal (<https://lni.wa.gov/licensing-permits/public-works-projects/awarding-agencies/awarding-agency-portal>).

Note that the form will not be available if the prime contractor has not filed their affidavit or if it is still pending approval by the Department of Labor and Industries. The following data is provided to assist with the form submittal:

		Date Work Completed August 18, 2025	Date Work Accepted September 19, 2025
Is this a Federally Funded Transportation Project? ☐ Yes ☒ No If yes, attach the Contract Bond Statement			
Have Subcontractors been used? ☒ Yes ☐ No If yes, complete Addendum A			
☒ Contract/Payment Bond Waived? ☐ Yes ☒ No ☐ Retainage Bond Waived? ☐ Yes ☐ No			
Detailed Description of Work Completed			
1. Furnish and install approximately 1,220 feet of 12-inch PVC water main, 100 feet of 12-inch ductile iron water main, three fire hydrants, one gate valve, and associated fittings and appurtenances. 2. Furnish and install 40 feet of 30-inch steel casing pipe by jacking and boring installation. 3. Surface restoration of all disturbed surfaces.			
DOR Tax Information			
Contract Amount	\$546,177.00	Liquidated Damages	\$0
Additions (+)	\$78,302.33	Amount Disbursed	\$587,399.67
Reductions (-)	\$56,943.41	Amount Retained	\$28,376.80
Subtotal	\$567,535.92	Other	\$0
Sales Tax Amount	\$48,240.55	Sales Tax Rate	8.5%
Total	\$615,776.47	Total	\$615,776.47
Both totals must be equal – If multiple sales tax rates, attach a list			

After the City has accepted the project, please sign the attached “Final Contract Voucher” and forward a copy to the contractor and Gray & Osborne, Inc.

3. RELEASE OF RETAINAGE

We have also attached the release of retainage progress estimate for this project. The City should place this estimate in its files and forward a copy of the release of retainage progress estimate to the contractor with the payment. The retainage should be released to the contractor contingent upon the following requirements being fulfilled:

1. Sixty days have elapsed since the Contract Completion Date.
2. The City receives the Washington State Department of Revenue “Certificate of Payment of State Excise Taxes by Public Works Contractor” (RCW 60.28).

Ms. Jessica Blake
December 5, 2025
Page 3



3. The City receives the “Certificate of Payment of Contribution Penalties and Interest on Public Works Contract” from the Washington State Employment Security Department.
4. There are no claims or liens filed for labor and materials furnished on this Contract.
5. The City receives notification from the Washington State Department of Labor and Industries that the contractor and their subcontractors are current with payments of industrial insurance and medical aid premiums.

Please contact me if you have any questions or concerns regarding these matters.

Sincerely,

GRAY & OSBORNE, INC.

A handwritten signature in black ink that reads 'David G. Ellis'.

David G. Ellis, P.E.

DGE/ch
Encl.
By email

cc: Mr. Brandon Rudnick, Rudnick & Sons, LLC

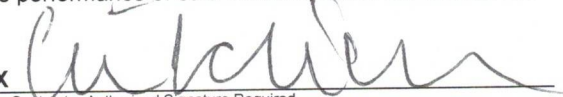
Final Contract Voucher Certificate

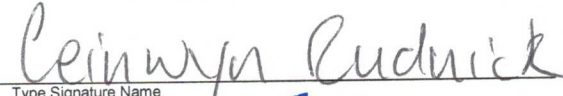
Contractor Rudnick & Sons, LLC			
Street Address 61 East Dry Coulee Road			
City Okanogan	State WA	Zip 98840	Date November 21, 2025
Project Number (Owner) 24887			
Job Description (Title) Elmway Water Main Extension - Phase 3			
Date Work Physically Completed August 18, 2025		Final Amount (including Sales Tax) \$615,776.47	

Contractor's Certification

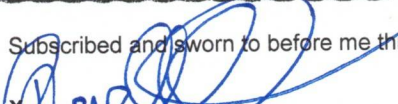
I, The undersigned, having first been duly sworn, certify that I am authorized to sign for the claimant; that in connection with the work performed and to the best of my knowledge no loan, gratuity or gift in any form whatsoever has been extended to any employee of the City of Okanogan nor have I rented or purchased any equipment or materials from any employee of the City of Okanogan; I further certify that the attached final estimate is a true and correct statement showing all the monies due me from the City of Okanogan for work performed and material furnished under this Contract; that I have carefully examined said final estimate and understand the same; have paid all labor, material, and other costs for this project; and that I hereby release the City of Okanogan from any and all claims of whatsoever nature which I may have, arising out of the performance of said contract, which are not set forth in said estimate.

RACHEL LOUISE BARTLETT
Notary Public
State of Washington
License Number 25025637
My Commission Expires
June 26, 2029

x 
Contractor Authorized Signature Required


Type Signature Name

Subscribed and sworn to before me this TUESDAY, NOVEMBER day of 25 2025

x  Notary Public in and for the State of WASHINGTON

Residing at OKANOGAN COUNTY, OMAHA

City of Okanogan Certification

I, certify the attached final estimate to be based upon actual measurements, and to be true and correct.

Approved Date _____

x 
Project Engineer

x _____
City of Okanogan

This Final Contract Voucher Certification is to be prepared by the Engineer and the original forwarded to the City of Okanogan for acceptance and payment.

Contractors Claims, if any, must be included and the Contractors Certification must be labeled indicating a claim attached.

FINAL PROGRESS ESTIMATE 4
NOVEMBER 21, 2025

CITY OF OKANOGAN
 OKANOGAN COUNTY
 WASHINGTON

PROGRESS ESTIMATE PERIOD
 MAY 20, 2025 TO AUGUST 18, 2025

PROJECT:
 CITY OF OKANOGAN
 ELMWAY WATER MAIN EXTENSION - PHASE 3
 G&O JOB NUMBER #24887

CONTRACTOR:
 RUDNICK & SONS, LLC
 61 EAST DRY COULEE ROAD
 OKANOGAN, WA 98840

BID ITEMS				QUANTITIES		PROJECT COSTS		PERCENT OF CONTRACT QUANTITY	
NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL THIS PERIOD	TOTAL TO DATE	AMOUNT THIS PERIOD		AMOUNT TO DATE
1	Mobilization and Demobilization	1	LS	\$10,000.00	15.00%	100.00%	\$1,500.00	\$10,000.00	100%
2	Trench Excavation Safety Systems	1	LS	\$650.00	0.00%	100.00%	\$0.00	\$650.00	100%
3	Temporary Erosion Control	1	LS	\$1,500.00	0.00%	100.00%	\$0.00	\$1,500.00	100%
4	Traffic Control	1	LS	\$38,000.00	0.00%	100.00%	\$0.00	\$38,000.00	100%
5	SPCC Plan	1	LS	\$1,000.00	0.00%	100.00%	\$0.00	\$1,000.00	100%
6	Exploratory Excavation	15	EA	\$980.00	0.00	19.00	\$0.00	\$18,620.00	127%
7	Controlled Density Fill	9	CY	\$200.00	5.00	7.00	\$1,000.00	\$1,400.00	78%
8	Clearing and Grubbing	1	LS	\$18,000.00	0.00%	100.00%	\$0.00	\$18,000.00	100%
9	Minor Change	1	CALC	\$30,000.00	4.25%	19.19%	\$1,276.10	\$5,757.09	19%
10	Foundation Gravel	40	CY	\$54.00	-15.00	0.00	(\$810.00)	\$0.00	0%
11	Bank Run Gravel for Trench Backfill	670	CY	\$29.00	0.00	265.00	\$0.00	\$7,685.00	40%
12	Casing Pipe 30 In. Diam. - Elgin Creek Crossing (Jack and Bore)	1	LS	\$122,000.00	0.00%	100.00%	\$0.00	\$122,000.00	100%
13	PVC Pipe for Water Main 12 In. Diam. (Incl. Bedding Material)	1,220	LF	\$127.00	-10.00	1,240.00	(\$1,270.00)	\$157,480.00	102%
14	DI Pipe for Water Main 12 In. Diam. (Incl. Bedding Material)	100	LF	\$160.00	10.00	80.00	\$1,600.00	\$12,800.00	80%
15	DI Pipe for Fire Hydrant 6 In. Diam. (Incl. Bedding Material)	9	LF	\$340.00	2.20	14.20	\$748.00	\$4,828.00	158%
16	Gate Valve 12 In.	1	EA	\$4,500.00	0.00	1.00	\$0.00	\$4,500.00	100%
17	Fire Hydrant Assembly	3	EA	\$9,500.00	0.00	3.00	\$0.00	\$28,500.00	100%
18	Water Main Fittings	1	LS	\$9,000.00	0.00%	100.00%	\$0.00	\$9,000.00	100%
19	Additional Water Main Fittings	1,000	LB	\$3.40	0.00	1,295.00	\$0.00	\$4,403.00	130%

FINAL PROGRESS ESTIMATE 4
NOVEMBER 21, 2025

CITY OF OKANOGAN
 OKANOGAN COUNTY
 WASHINGTON

PROGRESS ESTIMATE PERIOD
 MAY 20, 2025 TO AUGUST 18, 2025

PROJECT:
 CITY OF OKANOGAN
 ELMWAY WATER MAIN EXTENSION - PHASE 3
 G&O JOB NUMBER #24887

CONTRACTOR:
 RUDNICK & SONS, LLC
 61 EAST DRY COULEE ROAD
 OKANOGAN, WA 98840

BID ITEMS				QUANTITIES		PROJECT COSTS		PERCENT OF CONTRACT QUANTITY	
NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL THIS PERIOD	TOTAL TO DATE	AMOUNT THIS PERIOD		AMOUNT TO DATE
20	Additional Concrete Thrust Block	9	CY	\$163.00	0.00	3.50	\$0.00	\$570.50	39%
21	Connection to Existing System	1	EA	\$8,000.00	0.00	1.00	\$0.00	\$8,000.00	100%
22	Observation Well Decommissioning	1	LS	\$1,100.00	0.00%	100.00%	\$0.00	\$1,100.00	100%
23	Cement Concrete Traffic Curb	20	LF	\$75.00	0.00	20.00	\$0.00	\$1,500.00	100%
24	Crushed Surfacing Top Course	300	TN	\$65.00	0.00	215.00	\$0.00	\$13,975.00	72%
25	HMA for Pavement Repair Cl. 3/8 In. PG 64H-28	150	SY	\$82.00	0.00	43.00	\$0.00	\$3,526.00	29%
26*	HMA for Pavement Repair Cl. 3/8 In. PG 64H-28 (SR 215)	365	SY	\$152.00	0.00	389.00	\$0.00	\$59,128.00	107%
27	Site Restoration and Rehabilitation	1	LS	\$9,000.00	0.00%	100.00%	\$0.00	\$9,000.00	100%
*Quantities/Unit Price Revised per Change Order 1.									
CHANGE ORDERS:									
CO1	Item 1 - Extend Northern Terminus of New 12-Inch Water Main from STA 24+00 to STA 25+35	1	LS	\$20,620.00	0.00%	100.00%	\$0.00	\$20,620.00	100%
	Item 2 - Realignment of New 12-Inch Water main South of Elgin Creek Crossing - See Bid Item 26 above	1	LS						
	Item 3 - New 5/8" x 3/4" Water Service Connection	1	LS	\$3,993.33	0.00%	100.00%	\$0.00	\$3,993.33	100%

FINAL PROGRESS ESTIMATE 4
NOVEMBER 21, 2025

CITY OF OKANOGAN
OKANOGAN COUNTY
WASHINGTON

PROGRESS ESTIMATE PERIOD
MAY 20, 2025 TO AUGUST 18, 2025

PROJECT:
CITY OF OKANOGAN
ELMWAY WATER MAIN EXTENSION - PHASE 3
G&O JOB NUMBER #24887

CONTRACTOR:
RUDNICK & SONS, LLC
61 EAST DRY COULEE ROAD
OKANOGAN, WA 98840

	PROJECT COSTS	
	AMOUNT THIS PERIOD	AMOUNT TO DATE
SUBTOTAL EARNED TO DATE	\$4,044.10	\$567,535.92
SALES TAX	8.50% \$343.75	\$48,240.55
MATERIALS ON HAND	\$0.00	\$0.00
TOTAL	\$4,387.85	\$615,776.47
LESS 5% RETAINED (BEFORE TAX)	\$202.21	\$28,376.80
TOTAL EARNED TO DATE LESS RETAINAGE		\$587,399.67
<u>LESS AMOUNTS PREVIOUSLY PAID</u>		
PROGRESS ESTIMATE 1		\$286,778.32
PROGRESS ESTIMATE 2		\$209,941.80
PROGRESS ESTIMATE 3		\$86,493.91
TOTAL PAYMENT NOW DUE:	\$4,185.64	\$4,185.64
ORIGINAL CONTRACT AMOUNT (WITHOUT TAX)	\$546,177.00	
CONTRACT AMOUNT WITH CHANGE ORDERS	\$612,590.33	
CONTRACT PERCENTAGE TO DATE	93%	

FINAL PROGRESS ESTIMATE 4
NOVEMBER 21, 2025

CITY OF OKANOGAN
OKANOGAN COUNTY
WASHINGTON

PROGRESS ESTIMATE PERIOD
MAY 20, 2025 TO AUGUST 18, 2025

PROJECT:
CITY OF OKANOGAN
ELMWAY WATER MAIN EXTENSION - PHASE 3
G&O JOB NUMBER #24887

CONTRACTOR:
RUDNICK & SONS, LLC
61 EAST DRY COULEE ROAD
OKANOGAN, WA 98840

I HEREBY CERTIFY THE ABOVE ESTIMATE IS A
TRUE AND CORRECT STATEMENT OF THE WORK
PERFORMED UNDER THIS CONTRACT.

GRAY & OSBORNE, INC.



DAVID G. ELLIS, P.E.

I HEREBY CERTIFY THAT THE WAGES HAVE BEEN PAID IN
ACCORDANCE WITH RCW 39.12 (PREVAILING WAGES).

RUDNICK & SONS, LLC



CONTRACTOR'S REPRESENTATIVE

SUMMARY AND DISTRIBUTION OF PAYMENTS

PAY EST NO.	PROGRESS ESTIMATE PERIOD DATES	TOTAL					TOTAL PAYMENT
		EARNED PER PERIOD	SALES TAX RATE	SALES TAX AMOUNT	MATERIALS ON HAND	RETAINAGE (5%)	
1	MARCH 10, 2025 TO MARCH 22, 2025	\$236,033.00	8.50%	\$20,062.81	\$42,484.16	\$11,801.65	\$286,778.32
2	MARCH 23, 2025 TO APRIL 25, 2025	\$243,889.82	8.50%	\$20,730.63	(\$42,484.16)	\$12,194.49	\$209,941.80
3	APRIL 25, 2025 TO MAY 19, 2025	\$83,569.00	8.50%	\$7,103.36	\$0.00	\$4,178.45	\$86,493.91
4	MAY 20, 2025 TO AUGUST 18, 2025	\$4,044.10	8.50%	\$343.75	\$0.00	\$202.21	\$4,185.64
TOTAL:		\$567,535.92		\$48,240.55	\$0.00	\$28,376.80	\$587,399.67

RELEASE OF RETAINAGE PROGRESS ESTIMATE 5
DECEMBER 5, 2025

CITY OF OKANOGAN
 OKANOGAN COUNTY
 WASHINGTON

PROJECT:
 CITY OF OKANOGAN
 ELMWAY WATER MAIN EXTENSION - PHASE 3
 G&O JOB NUMBER #24887

CONTRACTOR:
 RUDNICK & SONS, LLC
 61 EAST DRY COULEE ROAD
 OKANOGAN, WA 98840

BID ITEMS				QUANTITIES		PROJECT COSTS		PERCENT OF CONTRACT QUANTITY	
NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL THIS PERIOD	TOTAL TO DATE	AMOUNT THIS PERIOD		AMOUNT TO DATE
1	Mobilization and Demobilization	1	LS	\$10,000.00	0.00%	100.00%	\$0.00	\$10,000.00	100%
2	Trench Excavation Safety Systems	1	LS	\$650.00	0.00%	100.00%	\$0.00	\$650.00	100%
3	Temporary Erosion Control	1	LS	\$1,500.00	0.00%	100.00%	\$0.00	\$1,500.00	100%
4	Traffic Control	1	LS	\$38,000.00	0.00%	100.00%	\$0.00	\$38,000.00	100%
5	SPCC Plan	1	LS	\$1,000.00	0.00%	100.00%	\$0.00	\$1,000.00	100%
6	Exploratory Excavation	15	EA	\$980.00	0.00	19.00	\$0.00	\$18,620.00	127%
7	Controlled Density Fill	9	CY	\$200.00	0.00	7.00	\$0.00	\$1,400.00	78%
8	Clearing and Grubbing	1	LS	\$18,000.00	0.00%	100.00%	\$0.00	\$18,000.00	100%
9	Minor Change	1	CALC	\$30,000.00	0.00%	19.19%	\$0.00	\$5,757.09	19%
10	Foundation Gravel	40	CY	\$54.00	0.00	0.00	\$0.00	\$0.00	0%
11	Bank Run Gravel for Trench Backfill	670	CY	\$29.00	0.00	265.00	\$0.00	\$7,685.00	40%
12	Casing Pipe 30 In. Diam. - Elgin Creek Crossing (Jack and Bore)	1	LS	\$122,000.00	0.00%	100.00%	\$0.00	\$122,000.00	100%
13	PVC Pipe for Water Main 12 In. Diam. (Incl. Bedding Material)	1,220	LF	\$127.00	0.00	1,240.00	\$0.00	\$157,480.00	102%
14	DI Pipe for Water Main 12 In. Diam. (Incl. Bedding Material)	100	LF	\$160.00	0.00	80.00	\$0.00	\$12,800.00	80%
15	DI Pipe for Fire Hydrant 6 In. Diam. (Incl. Bedding Material)	9	LF	\$340.00	0.00	14.20	\$0.00	\$4,828.00	158%
16	Gate Valve 12 In.	1	EA	\$4,500.00	0.00	1.00	\$0.00	\$4,500.00	100%
17	Fire Hydrant Assembly	3	EA	\$9,500.00	0.00	3.00	\$0.00	\$28,500.00	100%
18	Water Main Fittings	1	LS	\$9,000.00	0.00%	100.00%	\$0.00	\$9,000.00	100%
19	Additional Water Main Fittings	1,000	LB	\$3.40	0.00	1,295.00	\$0.00	\$4,403.00	130%

RELEASE OF RETAINAGE PROGRESS ESTIMATE 5
DECEMBER 5, 2025

CITY OF OKANOGAN
 OKANOGAN COUNTY
 WASHINGTON

PROJECT:
 CITY OF OKANOGAN
 ELMWAY WATER MAIN EXTENSION - PHASE 3
 G&O JOB NUMBER #24887

CONTRACTOR:
 RUDNICK & SONS, LLC
 61 EAST DRY COULEE ROAD
 OKANOGAN, WA 98840

BID ITEMS				QUANTITIES		PROJECT COSTS		PERCENT OF CONTRACT QUANTITY
NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL THIS PERIOD	TOTAL TO DATE	AMOUNT THIS PERIOD	AMOUNT TO DATE
20	Additional Concrete Thrust Block	9	CY	\$163.00	0.00	3.50	\$0.00	\$570.50
21	Connection to Existing System	1	EA	\$8,000.00	0.00	1.00	\$0.00	\$8,000.00
22	Observation Well Decommissioning	1	LS	\$1,100.00	0.00%	100.00%	\$0.00	\$1,100.00
23	Cement Concrete Traffic Curb	20	LF	\$75.00	0.00	20.00	\$0.00	\$1,500.00
24	Crushed Surfacing Top Course	300	TN	\$65.00	0.00	215.00	\$0.00	\$13,975.00
25	HMA for Pavement Repair Cl. 3/8 In. PG 64H-28	150	SY	\$82.00	0.00	43.00	\$0.00	\$3,526.00
26*	HMA for Pavement Repair Cl. 3/8 In. PG 64H-28 (SR 215)	365	SY	\$152.00	0.00	389.00	\$0.00	\$59,128.00
27	Site Restoration and Rehabilitation	1	LS	\$9,000.00	0.00%	100.00%	\$0.00	\$9,000.00
*Quantities/Unit Price Revised per Change Order 1.								
CHANGE ORDERS:								
CO1	Item 1 - Extend Northern Terminus of New 12-Inch Water Main from STA 24+00 to STA 25+35	1	LS	\$20,620.00	0.00%	100.00%	\$0.00	\$20,620.00
	Item 2 - Realignment of New 12-Inch Water main South of Elgin Creek Crossing - See Bid Item 26 above	1	LS					
	Item 3 - New 5/8" x 3/4" Water Service Connection	1	LS	\$3,993.33	0.00%	100.00%	\$0.00	\$3,993.33

RELEASE OF RETAINAGE PROGRESS ESTIMATE 5
DECEMBER 5, 2025

CITY OF OKANOGAN
OKANOGAN COUNTY
WASHINGTON

PROJECT:
CITY OF OKANOGAN
ELMWAY WATER MAIN EXTENSION - PHASE 3
G&O JOB NUMBER #24887

CONTRACTOR:
RUDNICK & SONS, LLC
61 EAST DRY COULEE ROAD
OKANOGAN, WA 98840

		PROJECT COSTS	
		AMOUNT THIS PERIOD	AMOUNT TO DATE
SUBTOTAL EARNED TO DATE		\$0.00	\$567,535.92
SALES TAX	8.50%	\$0.00	\$48,240.55
MATERIALS ON HAND		\$0.00	\$0.00
TOTAL		\$0.00	\$615,776.47
LESS 5% RETAINED (BEFORE TAX)		(\$28,376.80)	\$0.00
TOTAL EARNED TO DATE LESS RETAINAGE			\$615,776.47
<u>LESS AMOUNTS PREVIOUSLY PAID</u>			
PROGRESS ESTIMATE 1			\$286,778.32
PROGRESS ESTIMATE 2			\$209,941.80
PROGRESS ESTIMATE 3			\$86,493.91
PROGRESS ESTIMATE 4			\$4,185.64
TOTAL PAYMENT NOW DUE:		\$28,376.80	\$28,376.80
ORIGINAL CONTRACT AMOUNT (WITHOUT TAX)		\$546,177.00	
CONTRACT AMOUNT WITH CHANGE ORDERS		\$612,590.33	
CONTRACT PERCENTAGE TO DATE	93%		

RELEASE OF RETAINAGE PROGRESS ESTIMATE 5
DECEMBER 5, 2025

CITY OF OKANOGAN
OKANOGAN COUNTY
WASHINGTON

PROJECT:
CITY OF OKANOGAN
ELMWAY WATER MAIN EXTENSION - PHASE 3
G&O JOB NUMBER #24887

CONTRACTOR:
RUDNICK & SONS, LLC
61 EAST DRY COULEE ROAD
OKANOGAN, WA 98840

I HEREBY CERTIFY THE ABOVE ESTIMATE IS A
TRUE AND CORRECT STATEMENT OF THE WORK
PERFORMED UNDER THIS CONTRACT.

GRAY & OSBORNE, INC.



DAVID G. ELLIS, P.E.

SUMMARY AND DISTRIBUTION OF PAYMENTS

PAY EST NO.	PROGRESS ESTIMATE PERIOD DATES	TOTAL	SALES TAX RATE	SALES TAX AMOUNT	MATERIALS ON HAND	RETAINAGE (5%)	TOTAL PAYMENT
		EARNED PER PERIOD					
1	MARCH 10, 2025 TO MARCH 22, 2025	\$236,033.00	8.50%	\$20,062.81	\$42,484.16	\$11,801.65	\$286,778.32
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3	APRIL 25, 2025 TO MAY 19, 2025	\$83,569.00	8.50%	\$7,103.36	\$0.00	\$4,178.45	\$86,493.91
4	MAY 20, 2025 TO AUGUST 18, 2025	\$4,044.10	8.50%	\$343.75	\$0.00	\$202.21	\$4,185.64
5	DECEMBER 5, 2025	\$0.00	8.50%	\$0.00	\$0.00	(\$28,376.80)	\$28,376.80
TOTAL:		\$567,535.92		\$48,240.55	\$0.00	\$0.00	\$615,776.47



National Hose Testing Specialists, Inc.

Western Division

P.O. Box 1024 - Dallas, OR 97338 (503) 623-9422

Prepared on: December 11, 2025

CITY OF OKANOGAN FIRE DEPARTMENT

Dept. ID: WA224

State: WASHINGTON

Dear Valued Customer,

Thank you for your interest in National Hose Testing Specialists, Inc. (NHTS). We appreciate your business and base on the information provided to us; we have prepared the following agreements for the service(s) you are requesting. Here is a brief description of the service and pricing that NHTS is offering.

<u>Description</u>	<u>Rates</u>	<u>Quantity</u> <u>Estimates</u>	<u>Total Cost</u> <u>Estimates</u>
Fire Hose Testing – Unload, inspect, pressure test, re-roll, and re-load all fire hoses. Documentation provided for your records.	\$.41 (cents/foot)	6,480(feet)	\$2,656.80
Ground Ladder Testing – Conduct physical inspection, horizontal bending test, roof hook test, and hardware test. Input and install heat sensors as needed. Documentation provided for your records.	\$2.50 (per/foot)	0(feet)	\$0.00
Heat Sensor Labels – Labels to be applied as needed. (Worn, missing, or expired)	\$2.00 (each)	N/A	\$0.00
Nozzle and Appliance Hydrostatic Testing - hydrostatic pressure test, conduct physical inspections and provide test documentation for your records.	\$10.00 (each)	N/A	\$0.00

Pump Testing available please contact Tom Moore for Quote –

503-623-9422 or tom@nhts.com

FOR SCHEDULING PURPOSES, PLEASE CONFIRM QUANTITY ESTIMATES ARE CORRECT. SHOULD NHTS HAVE TO RETURN TO COMPLETE TESTING A TRIP CHARGE WILL BE APPLIED.

We appreciate your business and look forward to being of service to your department.

Sincerely,

Tom Moore

Tom Moore, Chief of Operations
National Hose Testing Specialists, Inc.

PLEASE SEE THE ATTACHED “DEPARTMENT INFORMATION SHEET”



National Hose Testing Specialties, Inc.

Western Division

P.O. Box 1024 - Dallas, OR 97338 (503) 623-9422

DEPARTMENT INFORMATION SHEET

Please return the signed agreement(s) and THIS completed page to:

Mail: National Hose Testing Specialties, Inc.
P.O. Box 1024
Dallas, OR 97338

Fax: (503) 623-7424

Email: nancy@nhts.com

or

or

Department Name:	CITY OF OKANOGAN FIRE DEPARTMENT
Fire Chief:	Brad Armstrong
Phone:	509-422-5757
Email:	Fire41@okanogancity.com
Primary Contact for Services/Scheduling:	Brad Armstrong
Title:	Fire Chief
Contact Telephone #1:	509-422-5757
Contact Telephone #2:	509-322-2463
Contact Email:	Fire41@okanogancity.com
Test Site Address:	235 Oak Street
City/State:	Okanogan, WA
Send Invoices to the Attention:	Susan Stewart
Email Address:	accountspayable@okanogancity.com
Contact Telephone #:	509-422-3600
Send Documentation to the Attention:	Brad Armstrong
Email Address:	Fire41@okanogancity.com
Contact Telephone #:	509-422-5757
Optional Info:	
Additional Email:	
Department Website:	
Additional Contact (1) and Telephone #:	
Additional Contact (2) and Telephone #:	

PO # (if applicable) _____

Payment: Full payment is due upon delivery by NHTS, Inc. of its final test documentation. A **Convenience Fee of 2.5%** will be assessed on the total payment amount for **credit & debit transactions**.

Acceptance

Please review, sign and send the agreement(s) for the services you wish to schedule, unless you are currently in a multi-year agreement. We will contact you to set up a test date and discuss any further questions you may have.



National Hose Testing Specialties, Inc.

2026 FIRE HOSE TESTING AGREEMENT

Date issued: December 11, 2025

Dept. ID # WA224

This agreement is entered into by and between National Hose Testing Specialties, Inc., a corporation (hereinafter known as, **National**) and **"CITY OF OKANOGAN FIRE DEPARTMENT"**, a municipal corporation, district or political subdivision of the State of **WASHINGTON** (hereinafter known as, **Department**).

THIS DOCUMENT MUST BE SIGNED AND RETURNED PRIOR TO YOUR SERVICE TEST DATE.

1. **Department** hereby engages **National** and **National** agrees to unload, pressure test, re-load, conduct physical inspections and to provide test documentation on the fire hoses of **Department** per **Department's** Special Instructions, if any, and according to the National Fire Protection Association 1930 Standard on Fire and Emergency Service Use of Thermal Imagers, Two-Way Portable RF Voice Communication Devices, Ground Ladders, Rescue Tools, Fire Hose, and Fire Hose Appliances, Edition 2025, or current edition (hereinafter known as, NFPA Standard).
 - a. **National** shall conduct a physical inspection, prior to pressure testing, as specified in the NFPA Standard. All hoses failing physical inspection shall be identified and tagged for removal from service, without being pressure tested. **Department** shall be responsible to store or discard any hose tagged by **National**. If **Department** elects to place back into service any hose tagged by **National**, **Department** shall be responsible for service testing the hose prior to placing it back into service.
 - b. **National** shall conduct service pressure test in accordance with Chapter 22 of NFPA Standard, 2025 Edition.
 - c. **National** shall service test all attack fire hose to a minimum of 300 psi and all supply fire hose to a minimum of 200 psi regardless of manufactured date unless specified differently by **Department**. See "**Department's** Special Instructions" for requested test pressure changes. **National** shall not test any hoses higher than 400 psi, this being agreed with the **Department**, by the signing of this agreement.
 - d. **National** shall inspect all apparatus after completion of testing and reloading for accuracy as found or requested by department prior to releasing to **Department**.
 - e. **Department** shall inspect all hose loads and connections on all apparatus prior to placing back into service.
 - f. **National**, within thirty (30) days of completed service, shall deliver to **Department** final test documentation. Documentation provided electronically, to include date of test, service test pressure, diameter, length, hose identification number, and test results as to each length of hose. A hard copy of summary reports for all hoses tested, available upon request.
 - g. **National** shall provide hydrostatic equipment required to perform **Department's** hose test.
 - h. **Department** shall provide **National** a suitable location for performance of the service test. The location shall include an adequate water source for **National's** hydrostatic equipment, which water shall be provided by **Department**.
 - i. **Department** shall make available to **National** all hoses to be tested at the time and place established for the conduct of the service testing and shall disclose to **National** any known defects or dangerous conditions therein.
 - j. **Department** will assemble any specialty hose packs (i.e., grass packs, forestry packs) following testing by **National**.
2. The service test date(s) will be established by agreement between the parties.
3. Based on the footage estimate provided, **Department** agrees to pay **National** \$.41 cents per foot, times 6,480 feet; with actual hose tested per documentation being used for billing which may increase or decrease final invoice.
4. Fire hoses handled by **National** that are to be removed from apparatus or service at the **Department's** request due to age or other factors and not pressure tested will be subject to 14 cents per foot handling fee. Full payment is due upon delivery by **National** of its final test documentation.
5. To the extent of any limitation on liability for public bodies under state law, **Department** agrees to release and to defend, indemnify and hold **National** harmless from any claims, liabilities, demands, damages or actions for property damage, personal injury or death, and any claims incident thereto, including attorney fees and costs incurred in defense thereof, arising out of or relating to the failure for any reason of any hose tested and certified by **National** unless it can be established by clear and convincing evidence that **National** breached its obligation to test said hose and accurately report the result thereof in accordance with the terms of this contract and that said hose was not, as of the date tested, in fact capable of withstanding the standard test pressure established by the said NFPA Standard when tested according to the procedures therein.
6. In the event of suit or litigation arising out of or relating to this agreement, the prevailing party in such action shall be entitled to recover judgment for its reasonable attorney fees as may be awarded by the Court in which such suit or action is tried, heard, or decided, and any appeal there from.

DEPARTMENT'S SPECIAL INSTRUCTIONS: _____

7. **National** will not be bound by any of the Department's Special Instructions unless it has agreed to be bound and signed or initialed the Special Instructions prior to testing. If agreed, **National** shall return an initialed copy to the **Department**.

Dated: December 11, 2025

DATED: _____

NATIONAL HOSE TESTING SPECIALTIES, INC.

AUTHORIZED DEPARTMENT REPRESENTATIVE

Bob Evans

Signature: _____

Bob Evans, President

Title: _____

Return to: National Hose Testing Specialties, Inc., P.O. Box 1024, Dallas, OR 97338 or fax to (503) 623-7424 or email to nancy@nhts.com

Note: The terms of this agreement are void if not signed and returned within three months of date of issue (sign & submit copy to National).

A Convenience Fee of 2.5% will be assessed on the total payment amount for credit & debit transactions.

Association of Washington Cities
Workers' Compensation Retro Program
Safety Alliance

Participation Agreement

City of Okanogan

Member name

011, 491-00

L&I account number

As a member in good standing with the Association of Washington Cities, this Participation Agreement is made and entered into between the Association of Washington Cities Retro Program Safety Alliance ("Safety Alliance"), a member service of the Association of Washington Cities ("AWC") and [insert member name] ("Safety Alliance Member") for participation in the Retro Program to administer workers' compensation claims made to the Washington State Department of Labor and Industries ("L&I").

AWC Retro Program Safety Alliance:

Terms of participation are set forward in the AWC Retro Program Policies approved by the AWC Retro Board with the recommendations of the Retro Advisory Committee. The program policies set forth two classes of membership with separate eligibility requirements and conditions for participation:

1. Retro Pool members
2. Safety Alliance members

The Safety Alliance offers Association of Washington Cities ("AWC") member and associate member jurisdictions the ability to have professional claims management and loss prevention services without sharing in the risk of assessments nor the reward of refunds as in the AWC Workers' Comp Retro Pool ("AWC Retro Pool").

The AWC Retro Pool is an approved retrospective rating pool under RCW 51.18 and L&I retrospective rating program rules WAC 296-17B.

The Retro Program Policies may be updated from time to time by the AWC Retro Board with or without notice to members.

1. Mission and goals

Mission

- A. Professional management of all L&I claims;
- B. Proactive risk management; and
- C. A forum for innovative techniques in risk reduction.

Goals of the program

- A. Be the premier workers' compensation program in the State of Washington;
- B. Achieve and maintain the highest standards for comprehensive employee safety programs; and
- C. Provide financial stability and exceptional stewardship of public resources.

2. Administration and management of the program:

AWC is responsible for the day-to-day operation of the Safety Alliance, which include:

- A. Assisting Safety Alliance members in reducing the frequency and severity of industrial injuries;
- B. Educating Safety Alliance members in the most appropriate ways to control costs;
- C. Providing claims management services, including access to online claims management system;
- D. Providing program information and training materials;
- E. Providing loss prevention and risk management services;
- F. Reviewing each Safety Alliance member annually for qualification for membership in the AWC Retro Pool;
- G. Representation at the Board of Industrial Insurance Appeals (BIIA) through mediation;
- H. Providing assistance with abatement and appeals of DOSH citations;
- I. Gathering required information and submitting Stay at Work (SAW) reimbursement applications with L&I;
- J. Maintaining the OSHA Injury and Illness log for all members.

3. Member agrees to:

- A. Remain a member of the Safety Alliance through the annual term of this agreement;
- B. Abide by all AWC Retro Program Policies as adopted by the AWC Retro Board;
- C. During the contract term, maintain an individual account for workers' compensation insurance in good standing with the Department of Labor & Industries;
- D. Comply with all applicable laws, rules and regulations set forth by L&I;
- E. Participate in safety and loss prevention programs available as a Safety Alliance member, including participating in programmed safety consultations with AWC staff;
- F. Demonstrate a commitment to maintaining a safe workplace and utilizing return-to-work strategies to reduce claims costs;
- G. Maintain membership in the Association of Washington Cities through the year for each year of Safety Alliance participation;
- H. Pay a service fee for each year of participation;
- I. Provide notification 12 months in advance of the effective date of termination (December 31) if the Safety Alliance member wishes to terminate the automatic renewal of the Participation Agreement;
- J. Consent that non-payment of service fees as agreed by this Participation Agreement will result in termination from the program.

4. Retro Program Service Fee:

Each year the agreement is in effect, the Safety Alliance member shall pay the AWC Retro Program three- and one-quarter percent (3.25%) of its annual L&I premium for the previous twelve (12) month calculation prior to each year of service. This rate is in effect until the member is terminated from the Safety Alliance or the Safety Alliance member terminates the Participation Agreement.

Annual payments invoiced to Member will be based on a January to December calendar year. Except for agreements effective after January 1, for the first year the Agreement is in effect, the AWC Retro Program will invoice a prorated amount through the end of calendar year.

Member will remit payment within 30 days from the date of invoice.

5. Insurance:

The AWC Retro Program will maintain professional liability and general liability insurance through AWC of at least \$1,000,000 for each category during the performance of services. At Member's request, AWC agrees to provide certificates of insurance to evidence such coverage.

6. Indemnification/Liability:

Each party shall indemnify and hold harmless the other and its directors, officers, employees, agents, parents, subsidiaries, successors and assigns from and against any and all liabilities, claims, suits, actions, demands, settlements, losses, judgments, costs, damages, and expenses (including reasonable attorney's fees) arising out of or resulting from, in whole or part, the acts or omissions of the indemnifying party, its employees, agents or contractors and the indemnifying party's affiliated companies and their employees, agents or contractors.

7. Public records:

Each party acknowledges that the other party is subject to the Washington State Public Records Act, Chapter 42.56 RCW. Any specific information that is claimed by the member to be confidential or proprietary must be clearly identified as such by the member. If a request is made to view the member's information and AWC determines that release of the information is required by the Act or otherwise appropriate, AWC will notify the member of the request and the date that such records will be released to the requester unless member obtains a court order enjoining that disclosure. If the member fails to obtain the court order enjoining disclosure, AWC will release the requested information on the date specified.

8. Terms of agreement:

The term of this agreement shall be from the enrollment date of the Safety Alliance member until December 31 of that same year and renew automatically each subsequent year for additional one-year terms, in accordance with program policies and eligibility criteria, unless the AWC Retro Safety Alliance is notified in writing twelve (12) months prior to the beginning of the next calendar year that the Safety Alliance member wishes to terminate the Participation Agreement.

Authorized by AWC Retro Program Safety Alliance Member

Susan Stewart

Printed name

Deputy Clerk Treasurer

Title

Signature

Date

City of Okanogan

Member city or jurisdiction

Address/Street

Authorized by AWC Retro Program



Deanna Dawson, AWC CEO

Date

(Form revised 12/1/25)

**Staff Memorandum
Action Requested**

DATE: November 6, 2025

TO: City of Okanogan Planning Commission

FROM: Chris Johnson, Contract Planner

* * * * *

BACKGROUND

WHEREAS: The Planning Commission and City Council have previously reviewed the Draft ADU Ordinance, staff findings and conclusions, and Planning Commission recommendations, and

WHEREAS: The City of Okanogan staff and the City Attorney have has reviewed and accepted the proposed ADU Ordinance under consideration, and

WHEREAS: Okanogan Municipal Code Section 18.108.030 requires that the Okanogan Planning Commission conduct a Public Hearing prior to adoption of the Draft ADU Ordinance, and

WHEREAS: The Okanogan Clerk's Office advertised the public hearing in the October 22, and October 29 editions of the Omak-Okanogan County Chronicle, as required by RCW 35A.63.070

WHEREAS: The ADU Ordinance that is designed to provide an incentive for badly needed development of smaller alternative housing in the residential zones allowing accessory dwelling units in our developed neighborhoods to increases the overall supply and variety of housing options, and

WHEREAS: The proposed ADU ordinance complies with WA state guidance for ADU codes and meets the objectives of HB 1337.

Now Therefore, Planning staff recommends that the Planning Commission review the Draft ADU Ordinance at the scheduled Public Hearing and provide a recommendation to the City Council to approve the proposed ADU Ordinance, subject to any consideration brought forward at the November 10, 2025 Public Hearing.

SUGGESTED MOTION FOLLOWING PUBLIC HEARING

"I move to accept the Finding of Facts, Conclusions and Recommendations provided by the

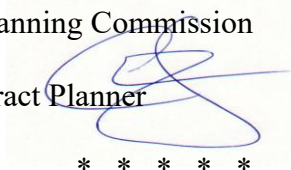
Planning and Building staff, together with any comments received during the advertised Public Hearing and move to advance the draft Accessory Dwelling Unit Ordinance to the City Council for their consideration and adoption to encourage and control development of additional housing within the existing residential zoning districts within the City of Okanogan.”

**Staff Memorandum
Action Requested**

DATE: November 6, 2025

TO: City of Okanogan Planning Commission

FROM: Chris Johnson, Contract Planner



* * * * *

BACKGROUND

WHEREAS: The Planning Commission reviewed the Draft Public / Institutional (PI) Zoning Overlay, staff findings and recommendations at their regular scheduled meeting on September 08, 2025, and

WHEREAS: The City of Okanogan staff and the City Attorney have has reviewed and accepted the proposed PI Ordinance under consideration, and

WHEREAS: Okanogan Municipal Code Section 18.108.030 requires that the Okanogan Planning Commission conduct a Public Hearing prior to adoption of the Draft PI Zoning Overlay Ordinance, and

WHEREAS: The Okanogan Clerk's Office advertised the public hearing in the October 22, and October 29 editions of the Omak-Okanogan County Chronicle, as required by RCW 35A.63.070

WHEREAS: The PI Zoning Overlay Ordinance that is designed to reduce the regulatory burden on development of public and institutional uses and structures within a defined area of the City of Okanogan in furtherance of the City's adopted Comprehensive Plan, and

WHEREAS: The PI Zoning Overlay Ordinance that includes protections for integration of public and institutional uses and structures within the framework of other existing land uses and structures within the defined area,

Now Therefore, Planning staff recommends that the Planning Commission review the Draft PI Zoning Overlay Ordinance at the scheduled Public Hearing on November 10, 2025 and provide a recommendation to the City Council to approve the proposed ADU Ordinance, subject to any consideration brought forward at the Public Hearing.

SUGGESTED MOTION FOLLOWING PUBLIC HEARING

“I move to accept the Finding of Facts, Conclusions and Recommendations provided by the Planning and Building staff, together with any comments received during the advertised Public Hearing and move to advance the PI Zoning Overlay Ordinance to the City Council for their consideration and adoption to encourage and control development of Public and Institutional uses within the defined overlay zone, in furtherance of the City’s Comprehensive Plan.”

CITY OF OKANOGAN
PLANNING COMMISSION MINUTES
November 10, 2025

CALL TO ORDER

The Meeting of the Okanogan Planning Commission was called to order by Chairman Dennis O'Connor at 7:00 p.m.

The following were:

Present: Chairman Dennis O'Connor; Members: Jim Martin, Bryan Smith and Sarin Molnar

Staff: Clerk 1 Kaylee Beetchenow, Planner Christopher Johnson and Building Official Bryan Forbus

Excused Absence: Doug Woodrow

APPROVAL OF AGENDA

Chairman O'Connor asked if there were any alterations to the Agenda. Member Martin moved to approve agenda. Member Molnar seconded. Seeing no objections, the motion carried.

APPROVAL OF MINUTES

Chairman O'Connor asked if there were any changes, additions, or corrections to the minutes for September 8, 2025. Hearing none, member Molnar moved to approve the minutes as presented, seconded by member Martin. Seeing no objections raised, the motion carried.

PUBLIC COMMENT

No Public Comment.

UNFINISHED BUSINESS

**Open Public Hearing for Accessory Dwelling Units and Public Institutional
Overlay District**

Chairman O'Connor opened the public hearing by stating the purpose of the meeting is to take testimony relevant to a decision to approve, conditionally approve, or deny an application for zoning code amendments adding Chapter 18.70 Accessory Dwelling Units and adding a Public/Institutional Overlay District to Chapter 18.54 filed by City of Okanogan.

Chairman O'Connor provided for any challenges to the Commission Jurisdiction. There were none

Chairman O'Connor provided the opportunity for disclosure of any conflicts of interest or appearance of fairness issues or disclose any pertinent information. There were none.

Chairman O'Connor provided the opportunity for the disclosure of any ex-parte communication, such that everyone will have the benefit of the information. In that this is a quasi-judicial decision such communications may be merit for a member to be excluded from participating in the process. There were none stated.

Chairman to provide for challenges of hearing body's membership. There were none.

Chairman opened the hearing to hear public testimony regarding the ADU Ordinance. There were no members of the public present. No public testimony

Planner refers members to the memo. Member Martin question regarding a recorded deed as it pertains to properties that apply for ADU.

Brief discussion.

No further questions from the members. Member Molnar moved to approve the ADU Ordinance. Member Smith seconded. No objections, motion carried.

Closed Public hearing as to the ADU Ordinance at 5:45 pm.

Chairman opened the public hearing as it pertained to Public/Institutional Zoning Overlay.

Planner goes overdraft ordinance and changes from what they discussed last meeting.

Brief discussion of school plan. No further questions from the Commission

Member Smith moves to approve Findings of Fact and advance to Council for their consideration and as amended to include comments from the school district. Member Martin seconded the motion. No objections. Motion carried.

Public Hearing as to the Public/Institutional Zoning Overlay closed.

NEW BUSINESS

No New Business.

STAFF UPDATE

Planner Official Update: Working on SMP. Working with the state and looking at small grants that are available. Planners met with individuals that is in charge of parks and there really aren't that many small grants available for the Legion Parks Project. \$20,000.00 may not go that far.

Building Official Update: Bryan went over permits in comparison to last year around this time. We had 42 permits last year; we are already at 35 for this year and believe we will surpass last year's number.

Brief discussion of Chukar Ridge.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:13 pm.

Minutes taken and prepared by Clerk I, Kaylee Beetchenow

APPROVED:

Dennis O'Connor, Chairman

ATTEST:

Kaylee Beetchenow, Clerk I

**CITY OF OKANOGAN
COUNCIL MINUTES
December 02, 2025**

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 Wayne L. Turner Councilmembers: Lisa Bauer, Greg Oyler, Eric Lind Sr., John Lyles, Robert Gillespie, Steve Streeter, and Denise Varner.

Also Present: Clerk-Treasurer Jessica Blake, Deputy Clerk-Treasurer Susan Stewart, Public Works Director Shawn Davisson, Code Enforcement Officer Craig Caswell, Building Official/Permit Administrator Bryan Forbus, and Fire Chief Brad Armstrong. Undersheriff Dave Yarnell of the Okanogan County Sheriff's Office was present through Zoom.

APPROVAL OF AGENDA AND CONSENT AGENDA

Mayor Turner asked if there were any alterations to the Agenda or Consent Agenda. Bauer 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.

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 and Public Hearing of November 18, 2025 were approved with passage of the Consent Agenda.

APPROVAL OF VOUCHERS

Claims Vouchers numbered 56791 through 56822 dated December 02, 2025 in the amount of \$145,976.07, and Payroll Checks numbered 56717 – 56732 and 56775 – 56790 and two direct deposit runs in the amount of \$125,641.98 were approved with the Consent Agenda.

PUBLIC COMMENT

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

DEPARTMENT HEAD REPORTS

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

- Performed digging test holes at the WWTP
- Performed setting and installing lights on the community Christmas Tree
- The City was unsuccessful with the Transportation Improvement Board for grant funding for the two applications submitted in August 2025 for chip seal and sidewalks
- The City's new mechanic Jay Hurst started CDL training
- Performed interviewing for the vacant Maintenance I position, an offer was extended and accepted by Miguel Figueroa, he will start on December 8, 2025
- Attended a meeting regarding the Quality Inn

Fire Chief Armstrong submitted a written report and updated the number of calls for 2025 from 235 to 253.

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

Building Official Bryan Forbus submitted a written report, reviewed the information in his report, and announced the following:

- 40 total permits to date in 2025
- Issued a Certificate of Occupancy for 20 Dunning Road
- Received a Variance Petition to install a carport in the front setback zone at 1009 4th Avenue, North which is currently out for Public Comments and a Hearing scheduled for January 5th, 2025 at 5:30 pm. in Council Chambers
- Met with Quality Inn owners and their real estate agent to discuss requirements to bring the building up to current code and a potential plan for reopening

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

- City Attorney W. Scott DeTro is retiring effective February 1st, 2026

Sheriff's Office submitted a written report and Undersheriff Yarnell reviewed the information in the report.

COMMITTEE REPORTS

There were no committee reports on the Agenda.

UNFINISHED BUSINESS

There was no Unfinished Business on the Agenda.

NEW BUSINESS

Resolution 2025-9 – Hotel Motel Allocations

Clerk-Treasurer Blake introduced Resolution No. 2025 – 9 – Hotel Motel Allocations.

Varner moved, seconded by Lyles to approve Resolution No. 2025 – 9.

There was a brief discussion.

Vote on the motion.

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

Noes: None

Motion carried: 7 Ayes: 0 Noes

Revize Website Agreement

Clerk-Treasurer Blake introduced Revize Website Agreement.

Lyles moved, seconded by Lind, Sr. to authorize Mayor Turner sign the Revize Custom Design Web Services Sales Agreement.

There was no discussion.

Vote on the motion.

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

Noes: None

Motion carried: 7 Ayes: 0 Noes

2026-2028 Teamsters Local 760 Union Contract

Mayor Turner introduced the 2026 – 2028 Teamsters Local 760 Union Contract.

Lind, Sr. moved, seconded by Gillespie to authorize Mayor Turner to sign the 2026 – 2028 Teamsters Local 760 Clerk's Office Union Contract.

There was a brief discussion.

Vote on the motion.

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

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

Varner reported Wednesday, December 3, 2025 is the Farm Lights Festival with line up at 5:30 pm, the parade is scheduled to start at 6:00 pm, and anyone wanting to ride in the City of Okanogan pickup should meet at the Okanogan Grange Hall between 5:30 – 6:00 pm.

MAYOR'S REPORT

Mayor Turner expressed his appreciation to Staff for getting the Union Contracts and negotiations finalized.

Mayor Turner requested that the Councilmembers attending the Elected Official's Training in Wenatchee on Saturday, December 6th, 2025 meet him in front of City Hall at 6:00 am.

ADJOURNMENT

There being no further business before the Council, the Meeting was adjourned at 7:28 p.m.

Minutes taken and prepared by Deputy Clerk-Treasurer Susan Stewart

APPROVED:

Wayne L. Turner, Mayor

ATTEST:

Jessica Blake, Clerk Treasurer