CITY OF OKANOGAN
COUNCIL MINUTES

September 2, 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 Turner Councilmembers: Greg Oyler, Steve Streeter, Eric Lind, Lisa Bauer, Denise Varner and Robert Gillespie.

Also Present: Clerk Treasurer Jessica Blake, Utilities Clerk Laura Divis, Public Works Director Shawn Davisson, Fire Chief Brad Armstrong, Building Official Bryan Forbus, Code Enforcement Craig Caswell and through zoom Planner Christopher Johnson

Unexcused: John Lyles

APPROVAL OF AGENDA AND CONSENT AGENDA

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

EXCUSE COUNCILMEMBERS

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

APPROVAL OF MINUTES

The Minutes of the Regularly Scheduled Council Meeting of August 19, 2025 were approved with passage of the Consent Agenda.

APPROVAL OF VOUCHERS

Claims Vouchers numbered 56464 through 56486 dated September 2, 2025 in the amount of $538,428.43, and Payroll Checks numbered 56387 through 56402 and 56448 through 56463 in the amount of $163,719.25 for August 2025 were approved with the Consent Agenda.

PUBLIC COMMENT

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

DEPARTMENT HEAD REPORTS

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

- Performed filling the vault on Queen Street.
- Performed preparing roadway for hot mix asphalt on Queen Street.
- Performed additional preparation at the CVSC for a softball tournament.
- Performed monitoring the 3rd Avenue project.

Building Official/Permit Administrator Bryan Forbus did not submit a written report but announced:

- Performed 5 inspections.
- Issued permit for deck.
- Blue Mountain is making progress on compliance with violations.
- Approved short plat application.

Fire Chief Brad Armstrong submitted a written report to council and announced:

- Updated calls to 182.

Clerk Treasurer Jessica Blake submitted a written report and in addition announced:

- Budget requests have been submitted by department heads.
- Working on contracts for both unions.

Code Enforcement/Assistant Permit Administrator Craig Caswell submitted a written report and reviewed his report.

City Planner Christopher Johnson did not submit a written report but announced:

- Working on the zoning overlay to establish boundaries for public structures such as schools, governments and churches.
- Will meet with the commissioners for approval of the Land Exchange between the City and County.
- Working on getting a kayak grant in collaboration with Rotary for a boat launch area at the Legion Park.

Sheriff's Office submitted a written report and was not present at the meeting.

COMMITTEE REPORTS

Water, Wastewater, and Solid Waste Committee

Committee Chair Lisa Bauer presented the committee report to council. The Water Committee met on Monday, August 25th at 10am to discuss a request for an NSF fee adjustment. Those present were Committee Chair, Councilmember

John Lyles, Councilmember Greg Oyler, Mayor Wayne Turner, and Clerk Treasurer Jessica Blake.
The customer paid a bill through our online system on 7/8 and before it was processed, his bank placed a block on his account due to a fraud investigation. We received documentation from the customer's bank to corroborate this information. We reached out to Invoice Cloud, our payment processor, and they have agreed to refund the City the $15 NSF fee that they charge. The other part of the NSF fee is the $30 charged by the City. Our bank does not charge any fees for NSF transactions.
The committee is recommending that we adjust the $45 NSF fee since this was a situation out of the control of the customer.
Further discussion will occur during the new business portion of this meeting.

The committee also met about 435 6th North, Rosemary Carnicel. Customer asked to dismiss her June bill because she reports she did not use any water. Staff who spoke to her in May reported they informed her that we do not prorate bills and base rates are charged when water is on for any portion of the month. Customer called June 3rd to have water turned off. The meter read indicated 1,000 gallons of water was used. Her request was denied by the committee.

UNFINISHED BUSINESS

There was no Unfinished Business on the Agenda.

NEW BUSINESS

NSF Fee Adjustment Request
Mayor Turner asked City Clerk Treasurer Jessica Blake to introduce NSF Fee Adjustment Request.

Bauer moved, seconded by Oyler to approve the NSF fee adjustment and authorize a refund in the amount of $45 to Daniel Van Gasken.

There was a brief discussion.

Vote on the motion.

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

Noes: None

Motion Carried: 6 Ayes: 0 Noes

Progress Estimate 3 – 3rd Avenue Reconstruction & Utility Replacement – Pipkin Construction

Mayor Turner asked Public Works Director Shawn Davisson to introduce Progress Estimate 3 – 3rd Avenue Reconstruction & Utility Replacement Project.

Varner moved, seconded by Streeter that the City issue payment to Pipkin Construction for Progress Estimate 3.
There was no discussion.

Vote on the motion.

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

Noes: None

Motion Carried: 6 Ayes: 0 Noes

Resolution 2025-8 City/County Land Exchange
Mayor Turner asked City Planner Christopher Johnson to introduce Resolution 2025-8 City/County Land Exchange.

Varner moved, seconded by Lind to adopt Resolution 2025-8.

There was a brief discussion.

Vote on the motion.

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

Noes: None

Motion Carried: 6 Ayes: 0 Noes

2025 Backflow Assembly Contract Award
Mayor Turner asked Public Works Director Shawn Davisson to introduce 2025 Backflow Assembly Contract.

Gillespie moved, seconded by Streeter to accept AWA Backflows quote and award the contract in the amount of $1,839.08.

There was a brief discussion.

Vote on the motion.

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

Noes: None

Motion Carried: 6 Ayes: 0 Noes

Okanogan County-City of Okanogan In-Kind Agreement
Mayor Turner asked Public Works Director Shawn Davisson to introduce In-Kind agreement between the Okanogan County Fairgrounds and the City of Okanogan.

Varner moved, seconded by Bauer to authorize Mayor Turner sign the Okanogan County Fairgrounds In-Kind agreement.

There was no discussion.

Vote on the motion.

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

Noes: None

Motion Carried: 6 Ayes: 0 Noes

PUBLIC COMMENT

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

COUNCILMEMBER'S COMMENT

Councilmember Varner announced:
- October 4th is Harvest Fest. In need of food vendors. There will be a parade and car show.
- October 1st is Town Tidy up.
- October 25th is the Rotary steak night.

Councilmember Gillespie announced:
- School needs football officials.

Councilmember Bauer announced:
- Attended Economic Alliance Meeting.
- Attended the WA-CELI conference in Yakima last week.

MAYOR'S REPORT

Mayor Turner announced:

- Attending WA-CELI conference next week in Tri-Cities. Would like to schedule a workshop with council.

ADJOURNMENT

There being no further business before the Council, the Meeting was adjourned at 7:42 p.m.

Minutes taken and prepared by Utilities Clerk Laura Divis

APPROVED:

_____
Wayne L Turner, Mayor

ATTEST:

_____
Jessica Blake, Clerk Treasurer