

Tonasket City Council Agenda
Tuesday, April 9, 2019
7:00 pm

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Kurt Danison Report
- 4) Unfinished Business
- 5) Mayor/Council/Committee Reports
- 6) Department Head Reports
- 7) New Business
 - a) Arbor Day Proclamation
 - b) Approval of Task Force Agreement-----Action Item
 - c) Resolution 2019-10 Airport Land Lease Agreement-----Action Item
 - d) Approval of Peddlers Permit---Action Item
 - e) Police Equipment—Proposed Resolution 2019-11—Surplus—Possible Action
 - f) Set Date for City Auction-----Action Item
 - g) Rules of Conduct for Council meetings---Discussion
 - h) Authorize Mayor to sign agreement with Ann MacFarlane for training—Action item
- 8) Consent Agenda: Minutes of the previous meeting, the March Payroll and the April Bills
Action Item
- 9) Miscellaneous and Correspondence
- 10) Public Comment
- 11) Adjournment

Council Memo
For Tuesday, April 9, 2019

TO: Mayor and City Councilmembers

FROM: City Clerk-Treasurer

At this time I do not have any unfinished business for the agenda. If the Council would like to add something please let me know.

I am working on a plaque for Jason—may be able to add it to the agenda if it is ready.

The Arbor Day Proclamation is prepared for April 26th.

The Task Force Agreement is included and ready for approval. The dollar amount in the budget is \$2500. Requires action.

An Airport Land Lease agreement is ready to be adopted. Mr. Koffel sold his space to Mr. Haney. Requires action.

A lady that annually acquires a peddler's permit has applied again. I have presented it to you for approval. I have not had any complaints regarding her and do not think it requires any additional checking or background investigations. Requires action.

Police Equipment—I am asking the Council to re-consider selling the Dodge Police car. It is possible another agency may be interested in purchasing it. Also, I would like the Council to consider selling the most recently purchased 4 handguns—I may have a local agency interested in purchasing those too. In the case that the Council is agreeable to this I will include the vehicle details and details of the guns at Council. May require action.

In order to hold an auction for all of the city surplused items a date needs to be set. Requires action.

I have included the City's Rules of Conduct for Council meetings and also Okanogan's. Omak does not have any. This is for discussion at this time.

I have included the agreement with Ann MacFarlane for training which needs to be signed by the Mayor. Requires action. The potential date for the training is April 23rd at 4:30 pm. Not confirmed by Ann yet.

Minutes of the Regular City Council Meeting, Tuesday, March 26, 2019

DRAFT

Present: Mayor Brown and Councilmembers Kriner, Levine, Moreno, Ritter and Sackman.

Staff: Attwood and C. Johnson

The meeting was called to order at 7:00 pm and the pledge of allegiance was given by all.

Motion to approve the minutes of the previous meeting, the special meetings February 6, 2019 and February 21, 2019, M/Sackman, S/Ritter. Carried 4:0.

Councilmember Moreno arrived.

Julie Alley sent in a request to close the alley between Fifth St. and Fourth St. for the talent show to be held at the CCC on April 13th. There was a brief discussion and it was mentioned the Fire Department should be informed.

Motion to approve the request from Julie Alley to close the alley behind the Community Cultural Center on April 13th, 2019 for the talent show. M/Ritter, S/Levine. Carried 5:0.

Unfinished Business

Building Official Christian Johnson was in attendance to answer questions regarding the proposed franchise agreement with Bluebird. Nick a Bluebird representative was also present. Plans have been presented and Christian suggests no annual fee due to the fact the mechanical bridge is not consuming any usable space. There were questions about how long the road will be blocked during construction. Christian replied maybe 4 – 6 hours.

Motion to proceed with the franchise for the mechanical bridge crossing over Railroad Ave and enter into a franchise agreement with Bluebird, the term to be 50 years, actual costs and no annual fee, and authorize the Mayor to sign applicable documents and adopt Ordinance #801. M/Ritter, S/Levine. Carried 5:0.

Motion to adopt Resolution 2019-08 which declares certain property surplus to the City's needs. M/Ritter, S/Moreno. Carried 5:0.

Mayor/Council/Committee Reports

Levine: Reported she has been contacted by another local person asking if the pool will be open this year and also with concerns of cleanliness at the pool, the slide and the cover for the pool. Levine reported the Perfect Passage meeting will be held at 6:00 pm on March 28th at the City Hall. Stated the Council should come up with a plan to work on the Personnel Policy.

Kriner: Reported she, Christian Johnson, Public Works and Alisa Weddle will be meeting at Little Learners Park to review the work to be done. Reported the Library Friends met, Kurt Danison was there and discussed funding for a new Library.

There was discussion on a report from Steve Perry that should have been done after his work on evidence at the Police Department. The Council requested a copy.

Ritter: Stated that at the January 8th City Council meeting they had been asked to honor Jason Utecht for his many years of volunteering at the Police Department and if anything had been done to recognize him. The Clerk stated she had not been directed as to what the Council wanted to do for Jason. It was stated a plaque would be nice. The Clerk will take care of this matter. Ritter asked that all resolutions be posted on the website. There were concerns regarding the fee schedule resolution and that it was adopted and no one knew what was being changed. Ritter also mentioned concerns at the Round Up building and asked the Mayor to have Christian Johnson take care of the matter. Christian stated he will review it tomorrow. Also a van on 7th Street has been parked there a long time, the Texas family diner matter needs attention and the Water Park needs maintenance. A cleaning plan should be in place before the splash park is open.

DRAFT

Sackman: Reported that at the retreat the Mayor shifted Councilmembers on Committees and she is concerned that by putting her on Public Safety it is setting it up for failure. The Mayor will look into it.

Moreno: Committees were changed at the retreat she is now on Public Safety. At the retreat it was good to go over goals and hear employees needs and then work into the budget. Asked if Christian could follow up on the house on Hwy 20.

Mayor: Stated his priority is the Police Department.

Motion to allow up to \$50 for a plaque for Jason Utecht. M/Ritter, S/Moreno. Carried 5:0.

Motion to authorize the Mayor to sign the applicable documents for the USDA/Rural Development loan/grant for a pickup truck for the Public Works Department. M/Kriner, 2/Sackman. Carried 5:0.

Motion to set the Public Hearing for the USDA/Rural Development grant/loan to inform the public the City is seeking funds for a pick-up truck during the April 23, 2019 City Council meeting. M/Levine, S/Ritter. Carried 5:0.

Motion to set the Public Hearing for the surplus items from the water/sewer department during the April 23, 2019 City Council meeting. M/Kriner, S/Levine. Carried 5:0.

Motion to authorize the Mayor to sign the paperwork for the street striping for 2019. M/Sackman, S/Ritter. Carried 5:0.

Motion to approve the CERB agreement and authorize the Mayor to sign the document with the name of the project changed to Perfect Passage. M/Ritter, S/Levine. Carried 5:0.

Motion to extend the due date for the City Hall complex Roofing Project to April 18th. M/Moreno, S/Levine. Carried 5:0.

Motion to adopt Resolution 2019-09 for the City Clean-up. M/Levine, S/Ritter. Carried 5:0.

Motion to allow up to \$2000 to be spent on testing for asbestos on the roof at City Hall. M/Moreno, S/Levine. Carried 5:0.

Miscellaneous and Correspondence

The City Clerk asked the Council the best date to set up the parliamentary class with Ann Macfarlane and it was the consensus that 4:30 pm on April 23rd would be a good time.

Public Comment

Ann Cook voiced her concern regarding the sidewalk along Highway 20 and also the property behind the Lutheran Church.

Gary McNulty questioned why the increase in Airport Hangar Land Lease from \$200 to \$270.

Brenda Jones reported people in History Park after 1 am and that there is garbage in the Park.

Jennifer Ward questioned the process of hiring the Internal Compliance Administrator.

There being no further business the meeting was declared adjourned at 8:55 pm.

Alice J. Attwood, Clerk-Treasurer



Arbor Day Proclamation

Whereas, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

Whereas, the holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

Whereas, Arbor Day is now observed throughout the nation and the world, and

Whereas, trees can reduce the erosion of our precious topsoil by wind and water, lower our heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and

Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

Whereas, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

Whereas, trees, wherever they are planted, are a source of joy and spiritual renewal,

NOW, THEREFORE, I Dennis Brown Mayor of the City of
Tonasket, do hereby proclaim
April 26, 2019 as

Arbor Day

in the City of Tonasket, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

Further, I urge all citizens to plant and care for trees to gladden the heart and promote the well-being of this and future generations.

Dated this 26th day of April in the year 2019

Mayor _____

NORTH CENTRAL WASHINGTON
NARCOTICS TASK FORCE
OPERATIONAL AGREEMENT

THIS OPERATIONAL AGREEMENT is entered into pursuant to RCW 10.93 and RCW 39.34 and describes the duties and responsibilities of each jurisdiction and the operation of the North Central Washington Narcotics Task Force (NCWNTF). The participating jurisdictions are listed in Attachment A. This Agreement shall supersede all previous Task force Agreements upon its execution.

I. PROJECT DESCRIPTION

- 1.1 The North Central Washington Narcotics Task Force shall operate within the participating jurisdictions. The Task Force shall continue to be composed of personnel assigned from federal law enforcement agencies, the Washington State Patrol, law enforcement agencies within the counties, tribal law enforcement and the prosecutors' offices.
- 1.2 Each agency will participate for a period effective January 1, 2019 through the end of December 31, 2019.

II. BOARD OF DIRECTORS AND STRUCTURE OR ORGANIZATION

- 2.1 Overall governance of the NCWNTF's operations, including the setting of investigative priorities and general operating procedures as outlined in the task force grant, will be vested in a Board of Directors consisting of the chief law enforcement officer or agent from each participating jurisdiction including state and federal and the Okanogan and Ferry

County Prosecutors. The participating jurisdictions recognize that two or more jurisdictions may employ the same chief law enforcement officer or agent. In such event, the chief law enforcement officer or agent shall be entitled to cast a vote for each represented jurisdiction.

- 2.2 Each jurisdiction represented on the Board or by members of the Board of Directors shall have an equal vote in the conduct of its business. A quorum at a scheduled board meeting shall constitute seven votes. Each Board member may designate a subordinate to attend any particular Board meeting, which designee shall have full voting authority. When the board votes on any matter, a majority of those voting at a duly called meeting at which a quorum is present shall be required to conduct business. The Board shall have the authority to act and amend the policies and procedures which govern the actions of the Task Force.
- 2.3 The Board of Directors may assign or delegate such duties as it chooses to an Executive Committee selected from its members. The Executive Committee shall consist of three members of the Board who shall be appointed by the Chairperson.
- 2.4 The Board of Directors shall elect a chairperson from among its members to serve for one year. The Board of Directors shall meet at least four times a year. The chairman shall have the authority to call a special meeting of the board upon at least seven days notice to each board member.
- 2.5 The Board of Directors shall designate a Task Force Commander and a Financial Coordinator for the North Central Washington Narcotics Task

Force. All persons assigned to the NCWNTF shall work under the immediate supervision and direction of the Task Force Commander. In the event that the Task Force Commander or the Financial Coordinator is gone for an extended period of time, the Executive Board will meet to determine a temporary replacement of that position. All persons assigned to the NCWNTF shall adhere to the rules and regulations as set forth in the NCWNTF's Policy and Procedures Manual, as well as their individual departmental rules, policies and procedures.

- 2.6 Personnel assigned to or otherwise participating in activities of the NCWNTF shall be deemed to be continuing under the employment of the jurisdiction assigning said individuals, or otherwise permitting their participation, and said subject employer(s) jurisdiction(s) shall remain liable for all acts or neglect of their said employee(s) and each such employer jurisdiction further agrees to indemnify and hold harmless all of the other jurisdictions/parties to this agreement, including their officers, agents and employees from all damages of every kind and nature whatsoever that may be claimed or accrued by reason of the acts or neglect of their assigned and/or participating employee(s).
- 2.7 Employees hired directly by the NCWNTF shall be special employees of the Okanogan County Sheriff's Office and are exempt from Civil Service hiring. Guild membership is allowed to obtain the sheriff's office medical and dental benefits only – as approved by the Guild.
- 2.8 Any duly sworn peace officer, while assigned to duty with the NCWNTF as herein provided and working at the direction of the Executive Board, its

chairperson, and the Task Force Commander, shall have the same powers, duties, privileges and immunities as are conferred upon him/her as a peace officer in the participating jurisdictions that employ him/her.

- 2.9 Participating agencies may withdraw from the NCWNTF by written statement of termination directed to the chairperson of the Board. Termination of an agency's participation will take place automatically thirty (30) days after receipt of such written notice or immediately upon written notification that said agency is unable to sustain the required funding.

III. CONTEMPLATED NCWNTF TASKS

- 3.1 The general priority will be to continue investigations centering on narcotics trafficking, attempting to impact the highest-level dealers and wholesalers possible. When a determination of specific priorities must be made, the Board will direct the Task Force Commander. The NCWNTF will be responsible for accomplishing the Board's objectives.

IV. NCWNTF OBJECTIVES

- 4.1 This section identifies specific targeted measures to be attained by the North Central Washington Narcotics Task Force during the program year.
- A. Continue to disrupt drug organizations within the participating jurisdictions.
 - B. Continue to gather and report intelligence data relating to illegal drug activities within the participating jurisdictions.
 - C. Continue to make arrests that will impact the highest-level dealer and wholesaler as possible.

- D. Continue to effectively prosecute drug traffickers.
- E. Continue to promote law enforcement cooperation through multi-agency investigations.
- F. Continue to impact drug trafficking organizations.

V. FINANCIAL COMMITMENT

- 5.1 The agreed contribution fees of each participating jurisdiction are set out in the schedule, which is included as Attachment B. Agencies that are unable to pay all of their participation fee will be reviewed for membership on a case by case basis. Contributions will be monetary unless otherwise approved by the board. The board may impose sanctions such as ineligibility to share multi-agency forfeited assets, equipment distribution and abstaining from the voting process.

VI. BUDGET

- 6.1 The Financial Coordinator, under the supervision of the Board Chairperson, shall be responsible for the accounting of NCWNTF expenditures.
- 6.2 Forfeited assets will stay with the NCWNTF. The distribution of multi-agency forfeited assets will be decided by the Executive Board. Funds derived from asset forfeitures or court orders shall be held by the Task Force and used to fund its future operations. Equipment purchased with Task Force funds will belong to the NCWNTF. In the event, the NCWNTF is disbanded; such NCWNTF equipment derived from seizures will be distributed in proportion to that agency's contribution, both monetary and in-kind services. However, if less than all agencies terminate, equipment

derived from seizures will remain with the NCWNTF. Any equipment loaned to the NCWNTF by an agency will be returned to that agency.

- 6.3 The NCWNTF will maintain a fund to be used for drug buys and for the purchase of information. This fund will continue to serve as the basis for enforcement work and will not be used for normal expense.

VII. CONCLUSION

Law enforcement agencies continue to be faced with the responsibility of increased narcotics investigations with decreasing resources. The North Central Washington Narcotics Task Force has proven its ability to make significant impacts on crime. The NCWNTF is an extremely efficient use of law enforcement expenditures. The cost effectiveness of the NCWNTF for city, county and tribal resources is enhanced by the participation of the Okanogan and Ferry County Prosecutor's Offices, the Washington State Patrol, Colville Tribal Police Department and other federal enforcement authorities. This integrated law enforcement approach to narcotics investigations has been proven as a positive approach to combating the increasing lawlessness that surrounds narcotics within our respective counties.

NORTH CENTRAL WASHINGTON NARCOTICS

TASK FORCE CONTINUED

OPERATIONAL AGREEMENT

Agreement to Participate

Attachment A
List of Participating Agencies

City of Pateros	City of Republic
City of Okanogan	City of Twisp
City of Brewster	City of Winthrop
City of Coulee Dam	City of Omak
City of Oroville	City of Tonasket
United States Border Patrol	Washington State Patrol
Colville Tribal Police Department	United States Port of Entry
Okanogan County Sheriff's Office	
Okanogan County Prosecuting Attorney's Office	
Homeland Security Investigations	
Ferry County Prosecuting Attorney's Office	
Ferry County Sheriff's Office	

NORTH CENTRAL WASHINGTON NARCOTICS

TASK FORCE CONTINUED

OPERATIONAL AGREEMENT

Agreement to Participate

Attachment B - Schedule of Cash Contributions

\$2,000.00

City of Oroville

\$2,300.00

City of Pateros

City of Coulee Dam

\$3,300.00

City of Okanogan

City of Winthrop

City of Republic

City of Brewster

City of Twisp

Ferry County Sheriff's Office

City of Tonasket

\$5,300.00

City of Omak

\$6,300.00

Okanogan County Sheriff's Department

NORTH CENTRAL WASHINGTON NARCOTICS

TASK FORCE CONTINUED

OPERATIONAL AGREEMENT

Agreement to Participate

Support for Continuation of NCWNTF

MAYOR, City of Pateros

MAYOR, City of Omak

MAYOR, City of Coulee Dam

MAYOR, City of Brewster

MAYOR, City of Oroville

MAYOR, City of Twisp

MAYOR, City of Republic

MAYOR, City of Winthrop

MAYOR, City of Okanogan

MAYOR, City of Tonasket

RESOLUTION NO. 2019-10

A RESOLUTION authorizing Airport Land Lease Agreement

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TONASKET, WASHINGTON, the Airport Land Lease agreement attached hereto as "**Exhibit A**" between the City of Tonasket and Harry Haney, is hereby approved and the Mayor and City Clerk are hereby directed to execute the same for and on behalf of the City of Tonasket.

PASSED BY THE CITY COUNCIL this _____ day of _____, _____.

APPROVED:

Dennis Brown, Mayor

ATTEST:

Alice J. Attwood, City Clerk-Treasurer

“Exhibit A”

TONASKET AIRPORT LAND LEASE

THIS AGREEMENT, made and entered into this _____ day of _____, _____, by and between the **CITY OF TONASKET**, a municipal corporation, hereinafter referred to as the "**Lessor**", and _____ hereinafter designated as the "**Lessee**".

WITNESSETH:

WHEREAS, the **Lessor** is the owner of the Tonasket Municipal Airport located Northwest of the City of Tonasket; and

WHEREAS, the **Lessee** desires to lease the property on which a hangar is located or will be constructed,

NOW, THEREFORE, IT IS AGREED BETWEEN THE PARTIES as follows:

1. For and in consideration of the rents and covenants herein specified to be kept and performed by the parties hereto, the **Lessor** does hereby lease and demise to the said **Lessee** that parcel of real property situated on the Tonasket Municipal Airport in Section 8, Township 37 North, Range 27 E.W.M. located in the County of Okanogan, State of Washington, as shown and depicted as Hangar Site No. _____, with the lot size of _____, on the drawing attached hereto as Exhibit B and incorporated herein by this reference as fully set forth.

2. **Lessee** is hereby leasing said land for the purpose of maintaining a hangar.

Tonasket Airport Land Lease Continued

3. Monthly rental shall be the sum of _____ per month or _____ per year, plus all applicable local, state, and federal taxes, paid in advance. Said rental payment shall be subject to periodic adjustment by the City of Tonasket as adopted by Resolution. In addition thereto, the **Lessee** shall be responsible for the payment of any and all utilities provided to the premises.

4. It is further understood and agreed by and between the parties hereto that the **Lessee** will maintain the premises and any improvements thereon in good condition, both inside and outside, and will not allow the same to deteriorate unduly, reasonable wear and tear excepted, so that said hangar will at all times during this lease period be maintained in a reasonably good condition so that it will not in any way be detrimental to the appearance or safety of the airport. Areas between hangars will be the responsibility of the hangar owner for graveling and weed control.

5. It is agreed and understood by and between the parties hereto that the **Lessee** shall have the right to use taxiways for ingress and egress to reach the runway and other facilities located at the airport. Said taxiways as described shall not be used exclusively by the **Lessee** and may be used by an individual authorized to do so by the **Lessor**.

6. It is further agreed and understood that the **Lessee** has the right to sublease the property above described that he is leasing without the written consent of the **Lessor**.

Tonasket Airport Land Lease Continued

7. It is agreed and understood that the **Lessee** shall indemnify and agree to hold the **Lessor** harmless for any operations or activities or injuries, damage or liabilities arising from any of the **Lessee's** operations relative to his hangar, or otherwise, or any other operation, which he may conduct on said leased premises, or in any way connected with his operation on the premises.

8. It is agreed and understood that the **Lessee** shall not be engaged in any activity, which would unnecessarily increase the fire hazard or other risk at the airport. The storage of fuel on or about the premises is strictly prohibited. **Lessee** shall not use the site for maintenance purposes other than to perform those preventative maintenance items allowed by the FAA to be performed by aircraft owners.

9. **Lessee** agrees to observe and obey all rules and regulations of the city, state, federal government and any governmental agency including, but not necessarily limited to, the Federal Aviation Administration.

10. The **Lessor**, its agents and employees shall have the right to enter upon the premises and any hangars located thereon in the event of emergency, which requires said entry.

11. **Lessee**, its customers, passengers, guests and other invitees shall have at all times the full and free right of ingress and egress to and from the premises.

Tonasket Airport Land Lease Continued

12. **Lessee** will maintain in force and carry at his expense at all times during the terms of this agreement, liability insurance in the amount of \$500,000.00 or more. **Lessor** shall be furnished with copies of all such insurance policies obtained by **Lessee** in compliance with this section. **Lessee** agrees to notify **Lessor** in writing as to any amendment or cancellation of such policies.

13. Subject to earlier termination as hereinafter provided, the initial term of this agreement shall be for a period of 20 years commencing _____ and terminating _____. At the expiration of said initial term, the **Lessee** shall have the option of extending the lease.

14. If **Lessee** fails to keep and perform any of the covenants and agreements herein contained, the **Lessor** may cancel this lease at its option and re-enter and claim the said premises and any improvements thereon. **Lessee** may elect at any time to terminate this agreement by giving 30 days' written notice to **Lessor**.

15. The parties agree that in the event of litigation to enforce any of the covenants or conditions of this lease, the prevailing party will, in addition to any other sums found to be due in such litigation, be entitled to recover as costs such sum as the court may adjudge as reasonable attorney's fees.

Tonasket Airport Land Lease Continued

16. It is fully agreed and understood by and between the parties thereto that this lease shall be binding upon the parties hereto, their heirs, executors, assigns and administrators and successors in interest.

EXECUTED on this date _____.

LESSOR:
CITY OF TONASKET, a municipal corporation:

By: _____
Dennis Brown, Mayor

By: _____
Alice J. Attwood, City Clerk

LESSEE:

Print Name

Sign

Tonasket Airport Land Lease Continued

STATE OF WASHINGTON
County of Okanogan

On this day personally appeared before me _____
And _____, known to me to be the Mayor and City Clerk,
respectively of the municipal corporation that executed the within and foregoing
instrument and acknowledged said instrument to be the free and voluntary act
and deed of said municipal corporation, for the uses and purposes therein
mentioned, and on oath stated that they were authorized to execute said
instrument and that the seal affixed is the corporate seal of said municipal
corporation.

IN WITNESS THEREOF, I HAVE HEREUNTO SET MY HAND AND SEAL
THIS _____ day of _____, 20__.

Notary Public in and for the State of Washington,
residing at Tonasket.
My appointment expires _____.

STATE OF WASHINGTON
County of Okanogan

On this day personally appeared before me

know to me to be the individual(s) described in and who executed the within and
foregoing instrument and acknowledged that he/they signed the same as his/their
free and voluntary act and deed for the uses and purposes therein mentioned.

IN WITNESS THEREOF, I have hereunto set my hand and seal this
_____ day of _____, 20__.

Notary Public in and for the State of Washington,
residing at _____.
My appointment expires _____.

**APPLICATION FOR LICENSE
PEDDLERS, CANVASSERS AND TRANSIENT MERCHANTS
Tonasket City Municipal Code 5.12
(ORDINANCE # 346)**

A. Name and date of birth of applicant/s and workers (continue on back if needed)

First Maria First Esteban
Last Garcia Last Flores
Middle M. Middle _____
Date of Birth 03-14-71 Date of Birth 02-15-02

B. Complete permanent home and local address of the applicant and, in case of transient merchants, the local address from which sales will be made:

Home: 443 Hwy 7 #36 Tonasket, WA phone (509) 486-1569
P.O. Box 906, Tonasket, Wa. 98855 Fax _____

Business La Norfenita phone (509) 560-0244
Fax _____

Washington State Business License # 0206461011

Driver's License # GARCINM298UM WDL52B87223B

C. A brief description of the nature of the business and the goods to be sold:

ice cream, sodas, chips
We use a car that has a freezer inside.

D. If employed, the name and address of the employer, together with credentials establishing the exact relationship: Esteban Flores (Son)

E. The length of time for which the right to do business is desired: _____

April - september When temperature is hot

F. The source of supply of the goods or property proposed to be sold, or orders taken for the sale thereof, where such goods or products are located at the time said application is filed, and the proposed method of delivery: We get our products from
walmart

G. The names of at least two property owners of Okanogan County, Washington, who will certify as to the applicant's good character and business respectability; or in lieu of the names of references, such other available evidence as to the good character and business responsibility of the applicant as will enable an investigator to properly evaluate such character and business responsibility: Maria M. Garcia
Esteban Flores

H. A statement as to whether or not the applicant has been convicted of any crime, misdemeanor, or violation of any municipal ordinance, other than traffic violations, the nature of the offense and the punishment or penalty assessed therefore:
No

I. The last cities, not to exceed three, where applicant carried on business immediately preceding the date of application and the addresses from which such business was conducted in those municipalities: Omak, Wa

J. At the time of filing the application, an application fee shall be paid to the City Clerk to cover the cost of investigation of the facts stated therein.

I SWEAR THE ABOVE INFORMATION I HAVE GIVEN IS ACCURATE AND TRUE.

Sworn: *Maria Garcia*
Date: *04/04/18*

Received by City Clerk, date: _____

Referred to City Council, date: _____

Council Action: _____

RESOLUTION NO. 2002-04

A RESOLUTION to establish rules of conduct for Council Meetings.

WHEREAS, a predetermined order of procedure for City Council meetings will be the most expedient means of conducting council meetings; and

WHEREAS, such order of procedure will avoid confusion and aid in the expeditious handling of business,

NOW, THEREFORE,

THE CITY COUNCIL OF THE CITY OF TONASKET, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. The order of procedure herein contained shall govern deliberations and meetings of the City Council of the City of Tonasket, Washington.

Section 2. Regular meetings of the Council shall be held as provided for by Ordinance.

Section 3. At all meetings of the Council, a majority of the council members shall constitute a quorum for the transaction of business.

Section 4. All meetings of the Council shall be presided over by the Mayor, or, in his absence, by the Mayor Pro Tempore. If the Clerk is absent from a council meeting, the Mayor or Mayor Pro Tempore shall appoint one of the members of the Council as Clerk Pro Tempore. The appointment of a council member as Mayor Pro Tempore or as a Clerk Pro Tempore shall not in any way abridge his/her right to vote upon all questions coming before the Council.

Section 5. Any person who is not a member of the Council shall not be allowed to address the same while in session without the permission of the presiding officer.

Section 6. All resolutions and ordinances shall be in writing.

Section 7. The Clerk shall keep minutes of all meetings, except executive sessions.

Section 8. Each member present must vote on all questions put to the Council, except as to matters with respect to which such council member has a personal financial interest.

Section 9. All regular meetings of the Council shall be public, except executive sessions from which the public is excluded, may be held for purposes as allowed by law.

Section 10. The rules of the Council may be altered, amended, or temporarily suspended by a vote of two-thirds of the members present.

Section 11. The Clerk shall attend all Council meetings, and the Public Works Superintendent, City Attorney, and Chief of Police, and such other officers or employees of the City of Tonasket shall, when requested, attend meetings of the Council and shall remain in the council room for such length of time as the Council may direct.

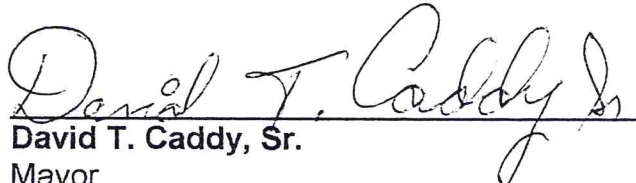
Section 12. It shall be the duty of the Mayor to:

1. Call the meeting to order;
2. Keep the meeting to its order of business;
3. State each motion and require a second to that motion before permitting discussion;

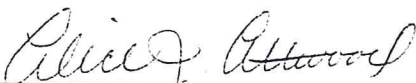
4. Handle discussion in an orderly manner:
 - a. Give every council member who wishes an opportunity to speak;
 - b. Permit audience participation at appropriate times;
 - c. Keep all speakers to the rules and to the questions;
 - d. Give pro and con speakers alternating opportunities to speak;
5. Put motions to a vote and announce the outcome.

Section 13. *Roberts Rules of Order, Newly Revised*, shall govern the deliberations of the Council, except when in conflict with any of the foregoing rules.

This resolution adopted this 9th day of April, 2002.


David T. Caddy, Sr.
Mayor

Attest:


Alice Attwood, City Clerk-Treasurer

RESOLUTION No. 2003-3

A RESOLUTION OF THE OKANOGAN CITY COUNCIL AMENDING THE COUNCIL RULES OF PROCEDURE TO CLARIFY THE VOTING RIGHTS OF THE MAYOR PRO-TEM AND ALTERNATE MAYOR PRO-TEM

WHEREAS, the Okanogan City Council adopted updated Council Rules of Procedure by passage of Resolution No. 2003-1 on February 4, 2003; and

WHEREAS, during the discussion regarding the Council Rules of Procedure, a point was raised regarding the voting rights of the Mayor Pro-Tem and Alternate Mayor Pro-Tem when presiding at a meeting of the Council in the absence of the Mayor; and

WHEREAS, it has been determined that a Councilmember acting as a Mayor Pro-Tem retains the right to vote on matters that come before the council.

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

Section 1. The following document titled "Council Rules of Procedure" with a revision date of March 4, 2003 attached as Exhibit "A" is hereby adopted as the Rules of Procedure for conduct of business by the City Council of the City of Okanogan, superceding all previous Rules of Procedure and Resolutions regarding the conduct of meting, and voting requirements.

Section 2. This resolution shall be in full force and effect from and after the date of its passage as provided by law.

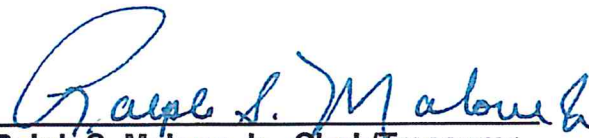
PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF OKANOGAN this 4th day of March, 2003.

APPROVED:



Michael Blake, Mayor

ATTEST:



Ralph S. Malone Jr., Clerk/Treasurer

CITY COUNCIL RULES OF PROCEDURE

(Revised 3-4-03, Resolution No. 2003-3)

1. General Rules

- a. Meetings to be Public: All official meetings of the Council shall be open to the public with the exception of executive sessions for certain limited topics, as defined in RCW Chapter 42.30.
- b. Quorum: Four Councilmembers shall be in attendance to constitute a quorum and be necessary for the transaction of business. If a quorum is not present, those in attendance shall be named in the minutes and shall adjourn the meeting to a later date. No adjournment shall be for a longer period than until the next regular meeting.
- c. Attendance, Excused Absences: RCW 35A.12.060 provides that a Councilmember shall forfeit his/her office by failing to attend three consecutive regular meetings of the Council without being excused by the Council. Members of the Council may be excused by complying with this section. The member shall contact the Mayor prior to the meeting and state the reason for his/her inability to attend the meeting. If the member is unable to contact the Mayor, the member shall contact the Clerk-Treasurer or Deputy Clerk-Treasurer, who shall convey the message to the Mayor.

The Chair shall inform the Council of the member's absence, state the reason for such absence and inquire if there is a motion to excuse the member. Upon passage of such a motion by a majority of members present, the absent member shall be considered excused and the Clerk-Treasurer will make an appropriate notation in the minutes. If the motion is not passed, the Clerk-Treasurer will note in the minutes that the member was unexcused.

- d. Journal of Proceedings: A journal of all proceedings of the Council shall be kept by the City Clerk and shall be entered in a book constituting the official record of the Council. The journal of proceedings, or minute book, shall be open to public inspection.
- e. Right of Floor: Any member desiring to speak shall be recognized by the Mayor and shall confine his/her remarks to the subject under consideration or to be considered. Councilmembers shall signal their desire to be recognized by extending a hand forward toward the front of the dais where it will be clearly visible to the Mayor. The Mayor shall keep a list of Councilmembers who seek the floor, and shall recognize them in the order that they sought the floor. Councilmembers shall not speak or take the floor without being recognized except to raise a point of order as provided in Roberts Rules.

Members of the Staff may indicate to the Mayor that they have information to share with the Council as issues are debated by raising their hand. The Mayor may elect to allow staff to provide input during the discussion of a motion. Staff shall not

otherwise speak during a Council Meeting except when given the floor during Department Head Reports.

- f. Rules of Order: Robert's Rules of Order Newly Revised shall be the guideline procedures for the proceedings of the Council. If there is a conflict, these rules shall apply.

2. Types of Meetings

- a. Regular Council Meetings: The Council shall meet on the first and third Tuesday of each month at 7:00 p.m. in the Council Chambers at Okanogan City Hall. When a Council meeting falls on a holiday, the Council may cancel the meeting or hold the meeting on any day after the regularly scheduled meeting but before the next regularly scheduled meeting. All regular meetings shall be held in the Council Chambers at City Hall unless specified otherwise by a majority vote of the Council. All regular and special meetings shall be public.
- b. Special Meetings: The Mayor or any four members of the Council may call special meetings. The Clerk-Treasurer shall prepare a notice of the special meeting stating the time, place, and business to be transacted. The Clerk-Treasurer shall attempt to notify each member of the Council, either by personal contact, telephone, mail, fax or e-mail, of the special meeting. At least twenty-four hours notice of the special meeting shall be given to the official newspaper and other local media who have filed a written request with the Clerk-Treasurer to be notified of special meetings. No subjects other than those specified in the notice shall be considered. The Council may not make final disposition on any matter not mentioned in the notice.

Special meetings may be called in less than twenty-four hours, and without the notice required in this section, to deal with emergencies involving injury or damage to persons or property or the likelihood of such injury or damage if the notice requirements would be impractical or increase the likelihood of such injury or damage.

- c. Continued and Adjourned Sessions: Any session of the Council may be continued or adjourned from day to day, or for more than one day, but no adjournment shall be for a longer period than until the next regular meeting.
- d. Study Sessions and Workshops: The Council may meet informally in committee meetings and workshops at the call of the Mayor or of any three or more members of the Council, provided that all discussions and conclusions shall be informal and do not constitute official actions of the Council. Any meeting, in which a quorum of the Council is present, other than a regular meeting, is a special meeting of the Council, and notice is required pursuant to RCW 42.30.080.
- e. Executive Sessions: Executive sessions or closed meetings may be held in accordance with the provisions of the Washington State Open Public Meetings Act,

RCW Chapter 42.30. The Council may hold an executive session during a regular or special meeting. Before convening in executive session the Mayor shall publicly announce the purpose for excluding the public from the meeting and the time when the executive session shall be concluded. If the Council wishes to adjourn at the close of a meeting from executive session, that fact will be announced along with the estimated time for the executive session. The announced time limit for executive sessions may be extended to a stated later time by the announcement of the Mayor or his/her designee.

- f. Attendance of Media at Council Meetings: All official meetings of the Council shall be open to the media, freely subject to recording by radio, television, and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meetings.

3. Mayor, Mayor Pro-Tem and Alternate Mayor Pro-Tem Duties

- a. Mayor: The Mayor, if present, shall preside as Chair at all meetings of the Council. In the absence of the Mayor, the Mayor Pro-Tem shall preside. In the absence of both the Mayor and Mayor Pro-Tem, the Alternate Mayor Pro-Tem shall preside over the meeting. Any reference to the Mayor in this text shall include the Mayor Pro-Tem or the Alternate Mayor Pro-Tem as the circumstances dictate.
- b. Mayor Pro-Tem and Alternate Mayor Pro-Tem Voting Privileges: When presiding over a Council Meeting in the absence of the Mayor, the Mayor Pro-Tem or the Alternate Mayor Pro-Tem shall retain the right and be required to vote on all motions that come before the Council subject to the provisions of Section 5 of these Rules of Procedure.
- c. Preservation of Order: The Chair shall preserve order and decorum, prevent attacks on personalities or the impugning of members' motives, and confine members in debate to the question under discussion.
- d. Questions to be Stated: The Chair shall repeat all motions made, announcing the result of vote.
- e. Mayor – Powers: The mayor may not make or second motions, but may participate in debate to the extent that such debate does not interfere with chairing the meeting. If the Mayor wishes to participate vigorously in the debate of an issue, the Mayor shall turn over chairing of that portion of the meeting to the Mayor Pro-Tem, or to the Alternate Mayor Pro-Tem should the Mayor Pro-Tem be absent. The mayor's voting rights and veto power are as specified in RCW 35A.12.100.

4. Order of Business and Agenda

- a. Order of Business: The order of business for all regular meetings shall be transacted as follows, unless the Council, by majority vote of the members present, suspends the rules and changes the order:
1. Public Hearing(s), if applicable
 2. Call to Order/Pledge of Allegiance
 3. Approval of Agenda and Consent Agenda
 4. Approval of Minutes
 5. Approval of Vouchers
 6. Public Comment
 7. Department Head Reports
 8. Committee Reports
 9. Unfinished Business
 10. New Business
 11. Correspondence
 12. Public Comment
 13. Executive Session, if applicable
 14. Councilmember's Comments
 15. Mayor's Report
 16. Adjournment
- b. Council Agenda: The Clerk-Treasurer, with aid from the Mayor, shall prepare the agenda for Council meetings. Subject to the Council's right to amend the agenda, no legislative item shall be voted upon which is not on the Council agenda, except in emergency situations (defined as situations which would jeopardize the public's health, safety, or welfare).
- c. Consent Agenda: Items of a routine nature may be placed on a "Consent Agenda". Consent Agenda items shall be indicated on the Agenda by placement of an asterisk in the margin to the left of the Consent Agenda item. All items remaining on the Consent Agenda are automatically approved when the Council approves the agenda for the meeting. When approving the Agenda and Consent Agenda, any Councilmember may ask that an item on the Consent Agenda be removed from Consent. If an item is removed from the Consent Agenda, it is not automatically approved with adoption of the Agenda, and must be acted upon by the Council in the order that it appears on the agenda.

5. Motions and Voting

- a. Motions: No action shall be entertained or debated until a motion is made and seconded. The motion shall be recorded in the minutes and, if desired by any Councilmember, the Clerk-Treasurer shall read it before a vote is taken. By consent of the Council, a motion may be withdrawn at any time before action is taken on the motion.
- b. Voting: All motions made and seconded shall be voted upon unless the motion is withdrawn. A roll call vote shall be taken on all motions to appropriate funds or amend the Okanogan Municipal Code. If a roll call vote is required the Clerk-Treasurer shall call the name of each Councilmember for their vote. Each Councilmember must vote by saying "aye" (in favor), "nay" (against) or "abstain" (see requirements for abstaining).

Motions to approve routine matters not affecting budgets or resulting in changes to the Okanogan Municipal Code may be approved "Without Objection". In this instance the Mayor will ask the Councilmembers present if there is objection to the motion. If no objection is raised, the motion will be declared to have passed without objection. If any objection is noted, a roll call vote will be taken on the motion as provided above.

- c. Abstaining from Voting: Councilmembers are allowed to abstain from voting under the following conditions:
 - The Councilmember cannot vote because it is a conflict of interest or appearance of fairness issue.
 - A new Councilmember requests to be excused from voting because of lack of knowledge on the issue, during the meeting in which the Councilmember takes office.

If a Councilmember feels he/she cannot vote due to a conflict of interest or appearance of fairness, the Councilmember must state the reason and shall disqualify himself/herself prior to any discussion of the matter and shall leave the Council Chambers to allow free discussion amongst the remaining members. If a Councilmember questions the disqualification, a vote may be taken to determine if the Councilmember has a reasonable reason for disqualification.

If a Councilmember fails to vote or abstains from voting without a valid disqualification, that vote shall be counted in the affirmative on the motion.

Jurassic Parliament
P.O. Box 77553
Seattle WA 98177
Tel: 206-542-8422
www.jurassicparliament.com

March 5, 2019

Ms. Alice Attwood
City Clerk
City of Tonasket
PO Box 487
Tonasket WA 98855
By email to tonasket@nvinet.com

Dear Alice,

Thank you for our conversation. Jurassic Parliament offers to provide two one-hour videoconference training sessions to the Tonasket City Council and staff, at dates to be mutually agreed upon. Here is a description of the sessions:

1) Follow four fundamental guidelines for successful meetings

Robert's Rules of Order is a daunting book, yet the system depends on key principles that are easy to learn—though sometimes challenging to apply. Participants will engage in PowerPoint study and exercises to learn four fundamental guidelines. See article on Four Fundamental Guidelines for details.

PURPOSE To invigorate participants to run effective meetings using four fundamental guidelines.

OURCOME After taking this workshop, participants will be able to make and process a Point of Order when the guidelines are broken.

2) Managing council discussion and public comment

This session will develop the points about council discussion made in session 1, and then cover public comment. Taking input from the public sometimes becomes a difficult and contentious exercise. We will present a set of guidelines and specific tips to run effective public comment sessions, based on the presenter's 15 years of working with municipal governments. We will discuss common pitfalls pertaining to the free speech rights of citizens.

PURPOSE To provide essential information to manage council discussion and public comment

OUTCOMES After taking this workshop, participants will be able to:

1. List five points for effective council discussion.
2. List best practices for responding to public comment by elected officials.
3. Prepare a policy for the jurisdiction on public comment.

In order to present the workshops, the City of Tonasket will need to have a large screen under which a laptop can be placed with a camera facing the participants. We will run a practice session in advance to make sure that the technical arrangements work well.

Our fee for these sessions will be \$375/hour, with a maximum of 10 participants per session. This fee includes handouts for the workshops and reference materials. We will send you these materials in advance for you to print them out. We will invoice you after both sessions are completed.

INTELLECTUAL PROPERTY

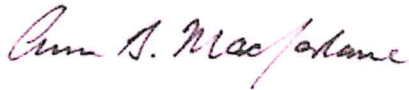
The intellectual property, training material and documents prepared by Jurassic Parliament for this training session are and remain the property of Jurassic Parliament. However, the PowerPoint will be licensed to the City of Tonasket for training of its members and staff for one year. The sessions may not be recorded.

DISCLAIMER

Jurassic Parliament will use its best efforts to provide accurate and relevant information within the area of its professional expertise. Jurassic Parliament provides these services as an independent contractor and not as an employee of the City of Tonasket or any company affiliated with the City of Tonasket. Nothing in the presentation provided will constitute legal or business advice. Participants with legal or business questions will be advised to seek qualified counsel.

If there are any questions about these terms, please contact me so we can resolve them. If these terms are satisfactory, a signature will constitute acceptance. Thank you for the opportunity to provide this proposal. I look forward to working with you!

Sincerely yours,



Ann G. Macfarlane
Professional Registered Parliamentarian
Principal, Jurassic Parliament
EIN 91-1858072 UBI 601-816-428

ACCEPTED:

Signature

Date

Name (please print)

April 1, 2019

@0630 letter to the City about moving the items from this building into the next, sent to Alice.

@0706 phone messages

Several messages from Marty Hill AG's office dating back to 7/6/2018 regarding the SA kits. I'll call to check on compliance.

@0925 received two items from Alice

A Glock firearm with tag attached (S18-07725) (18SP-1865) Tonasket Firearm Safekeeping. I called and spoke to Chief Communications Deputy Mike Warden and inquired about the complaint number appearing to generate from the County. In checking the record Mike was able to tell me it looked as if Deputy Ray had received the firearm when it was turned in by Chief Odegaard. Mike confirmed the SN# BGTY803. Also received a Glock firearm box which was secured and unopened. COT 00572 (G17 GEN5 SN# BGTY804) Both firearms will be placed on the inventory log and then locked in the brown gun lock box in room one.

City Crew Moved boxed items to Old TPD building.

@1150 spoke to PA Bailey about information on a 2018 case. I suggested she see if Mike Warden could pull the videos and photos from Spillman and provide to her.

@1333 revised Inventory

@1353 boxing up items from rooms one and two and garbage run.

April 2, 2019

@0645 email to City.

@0648 going through items from rooms one and two from yesterday.

TOSHIBA EXTERNAL DRIVE

The external drive contains several files and documents from many past employees which include both work related and personal documents or files. I cannot be sure of who, but its obvious that at some point this was used to copy all or some of the files and documents from TPD and stored on this drive. This will be packaged separately and given to Alice.

Three Spillman pass keys, LK 62001388, 62011413 and 62011412. I sent an email to Walt Stalder OCSO to see if he would like these returned.

All the thumb drives and 32GB scandisk were clean (no files or info) from desk in room two. I will give these to Alice.

Located two-page stapled document. First page appears to have been written by Officer Perez, second page written by Darin Odegaard. Second page is signed by both Odegaard and Deputy Ray U20 and contains items turned in to the City on 12-23-2018.

@0947 began boxes 19 and 20.

@0949 Dennis stopped by.

@1012 left and returned with two blue US Bank envelopes. Dennis said the envelopes came from the safe and he was told contained important or sensitive information and to guard it with his life. I marked the two bags 1 and 2.

BAG 1

COT Visa Card ending 1007

Tonasket PD K9 Fund check book beginning 1001

Center Place Market receipt \$14.93

Pettrac Verification Documents for TAZ

US Bank Document

Business Debit Card for Travis West hasn't been activated.

Copy of Cashier's check

Envelope Marked:

Evidence#000811

Case# 95-6622

Victim School

This envelope is sealed with evidence tape and dated 05/02/1995 (placed in temp evidence.)

This envelope has been sealed and opened before.

BAG 2

Login for Intoximeters

HIDTA and RISS Intel information/Contacts

Combinations

Login Information for Darren Curtis

Note about misappropriating funds in vault audio recording w/mayor as witness.

PD Checklist

Note about a box behind the files told to Steve. (I'm assuming Steve Perry, but I do not know that.)

All the banking documents, cards, checks etc. will be given to Alice. I will contact RISS, Intoximeters etc. and advise them they can disable any logins associated with the Tonasket Police Department to include those of employees who were before the prior admin/officers like Darren Curtis. All combinations will be turned over to Dennis.

@1110 called Intoximeters 800-451-8639, they did not have a Darren Curtis on any account they had officer Ray and Chief Burks. They closed this account.

@1119 sent email to Rich Wiley WSIN RISSIntel.

@1138 returned to blue bank bags and external hard drive to Alice.

@1145 working on inventory list.

I've placed all keys located in a clear KOMZ storage container. Once moved from this building I will transfer all the keys to the other building and place them in a safe.

Spoke to Detective Behymer @ 1228 OCSO regarding the sex offender registrations. She believes she should have all the registrations. If an offender came to TPD to do a change of address or something else that form should have been faxed to OCSO. To ensure that this has been done and all documents needed have been sent to OCSO I will box up the entire SOR file cabinet and deliver them to the OCSO. Detective Behymer will go through all the files and take possession of all SOR documents.

@1354 boxed up all accident forms I could locate.

Box of law enforcement training flyers, catalogs, blank forms, vendor packets to be shredded. They have no value to the City.

April 3, 2019

@645 began sorting misc. paperwork from room three.

@0820 began misc. letters, documents and notes file.

@0851 Diane Lingle called wanting to get her fingerprints, I directed her to OCSO.

@1015 call from Sirchie about an unpaid bill. Asked that he send the information so that the COT clerk has it.

@1111 met with OCSO Chief Criminal Deputy Laura Wright in the presence of Alice and Denice, she agreed to take all SOR files to OCSO and deliver them to Detective Behymer. Letter was signed by both Wright and I @1205 and she took the SOR's.

Continue working on and filing misc. letters or documents that are located. Separating them into categories so they can easily be located in the future if a specific document is needed. This is something that is ongoing throughout my time here.

@1240 began with box 21 and inventory of additional items.

@1335 took all firearms from Building one and placed them in the green gun safe upstairs of building two in the presence of the Mayor.

Continue with misc. letters, notes, docs.

April 4, 2019

Continuation of misc. letters, notes, docs. Print out of invoice from Sirchie will go to Alice.

@0818 several case files that were in room one, these appear to have never been filed. This is just my guess based on the sticky notes that are on the outside that say things like, "What's what?" "Fraud case T18- File and Save" I've not looked at these in much detail but notice some of these go back to August of 2018. I will set them aside and go through these later.

@0912 took everything I believe belongs to TPD from the attic downstairs and will begin inventory.

Building 1 Attic

Large plastic bag of very old uniform tops, bottoms, jumpsuits and carriers.
Large cardboard box of duty belt gear
Card Board box of old ballistic vests
Several airsoft rifles and pistols
Rifle cases
Gun cleaning kit
Box of PDR's
Large bag of smaller sized zip lock baggies (Probably used for evidence)
Large Rubbermaid tote of old radios and charges
Large box of "Free ride to jail" posters
Old version of night vision spotting scope
Airsoft BB's and cartridges
Very old Radar equipment

@1028 During my inventory of the items in the attic I located a black and silver OPI hard case. Written on the top of the case are the names Norry and Allen. The case contains an assortment of gun cleaning equipment, brushes, patches, oils, rods etc. I remember Dennis telling me Cruz attempted to locate a gun cleaning kit before leaving TPD and couldn't find it. I will tag this as possibly his and notify Dennis. (He was notified later that same day and advised he didn't think it belonged to Cruz and the Kit was Green in color not Black.)

I took all the old radio equipment out of the Rubbermaid tote and put it in Box 24, these have no value to the City.

Continue with inventory.

Shredder in room three was full, it was emptied and placed on the inventory. Had note attached to outside shred box (Case numbers T18-0447 and T18-0446) Note was kept in case it has meaning further down the road.

@1100 Dennis stopped by.

@1147 Dennis left.

Continue with inventory, misc. notes, letters and documents.

FYI Keys for the brown stand up lock box are in the Grey key box and tagged as number 25.

@1244 began box 26 and placed on inventory.

@1343 removing pre-boxed items already labeled from room three.

@1403 beginning to box all misc. items that have no real value to the city. There is a lot of garbage and junk in room three. Things like plastic eating utensils, empty baggies, stickers, candy wrappers, clothes hangers, very old patches, random office supplies etc.

@1430 Dodge keys that came from brown stand up lock box were given to Marylou, so the city crew could get those vehicles started.

April 5, 2019

Most of today will be spent on the inventory list and separating misc. files from all rooms that were laying out in the open and it doesn't appear they were ever filed.

@0947 located exempt plates 71523C, will give to Alice. Also, a Verizon Jetpack, it's the only one I've located, the others may be inside the vehicles I'm not sure how many the City has.

@1017 had a gentleman stop by looking for the Garden apartments, directed him to that location.

@1242 obtained documents and print outs for the City.

Sometime around 1400 I will deliver weekly report, updated inventory, located letters, invoices and release of SOR signature page to Alice. Also, I had spoken to Alice earlier today and was advised Cruz wanted his cleaning kit returned. Cruz said it was in the attic and was a large case with hundreds of dollars' worth of cleaning equipment. That is exactly where I found the cleaning case and do believe it's his. There's nothing in the box or marked on the outside of the box indicating its City Property. I advised Alice it was located, and arrangements should be made with Cruz for its return.

No further suggestion this week other than those already discussed or mentioned in the daily log.

Building & Permits Department Activity Synopsis
April 9, 2019 Council Meeting

Status of City Projects:

Risk Mapping: New flood maps prepared for consideration in 2020.

South R/R Crossing: No activity

Parry's Acres: No activity.

City Hall Complex: Suggested that the asbestos survey include the areas for future remodeling.

Airport County Zoning Map Amendment: No activity.

Public Works Shop: No activity.

Highway 20 Retaining Wall: No activity.

Permitting Activity:

46 Bonaparte Ave. Issued a Notice of Decision (approval with conditions); assisted owner with Shoreline Substantial Development Permit Application

318/316 Whitcomb Ave., S. Issued a permit to open the wall between the two buildings (with conditions).

Status of Larger Projects/Issues:

Pleasant Glades Work on the buildings is continuing

Mill Drive Long Plat Awaiting construction plans.

Alternative High School – Under temporary occupancy; until some minor issues are completed.

Little Learner's Park – Preparing to issue the permit for the work.

Double S Meats – Application determined complete, proceeding with Notice; PC slated to have hearing on May 21st.

Other Activities:

Site Analysis: Provided information regarding property ownership along the Okanogan River; DNR owns the lands below the ordinary high water mark; there is no city ownership between the platted lots and the river. Provided the process for dedicating on street handicap parking and vacating right-of-way.

Code Analysis: Provided information on exiting, sidewalk improvements, converting a packing line into an exercise business.

General: Will be attending North Central Washington Building Official meeting in Ephrata and on vacation at the end of the month.

Compliance:

319 Whitcomb Ave., S. Substandard housing. Vacation order on a. Prompted owner to remove significant collection of garbage from rear of the lot.

225 ½ 1st St., W. Possible substandard housing. Provided owner a report, monitoring progress.

204 3rd St., E. Possible dangerous building. Owner is continuing to removing the building.

225 1st St., S. Possible substandard housing. Owner has secured permit to make repairs, awaiting action by the owner.

220 Whitcomb Ave., S. Possible substandard housing. Attempting entry with the assistance of City Attorney.

203 5th St., E. Work without a permit. Owner has applied for the permit, awaiting plans.

36 Hwy 20, E. Substandard Housing/Garbage. Met with agent of mortgage holder regarding clean up.

21 6th St. W. Substandard Property. Re-sent owner a request for yard maintenance to corrected address.

7th St. & Tonasket Ave. Possible Hazards. Sent owner letter and spoke with owner regarding yard maintenance and removal of dying tree.

For more information, contact:
Danny Cohn, 402-473-9563
dcohn@arborday.org



FOR IMMEDIATE RELEASE:

Arbor Day Foundation Names Tonasket Tree City USA

Tonasket, WA, was named a 2018 Tree City USA by the Arbor Day Foundation in honor of its commitment to effective urban forest management.

Tonasket achieved Tree City USA recognition by meeting the program's four requirements: a tree board or department, a tree care ordinance, an annual community forestry budget of at least \$2 per capita and an Arbor Day observance and proclamation.

"Tree City USA communities see the impact an urban forest has in a community first hand," said Dan Lambe, president of the Arbor Day Foundation. "Additionally, recognition brings residents together and creates a sense of community pride, whether it's through volunteer engagement or public education."

Trees provide multiple benefits to a community when properly planted and maintained. They help to improve the visual appeal of a neighborhood, increase property values, reduce home cooling costs, remove air pollutants and provide wildlife habitat, among many other benefits.

More information on the program is available at arborday.org/TreeCityUSA.

About the Arbor Day Foundation: The Arbor Day Foundation is a million member nonprofit conservation and education organization with the mission to inspire people to plant, nurture, and celebrate trees. More information is available at arborday.org.

Mayor Dennis Brown
P.O. Box 487
Tonasket, WA 98855

Dear Tree City USA Supporter,

On behalf of the Arbor Day Foundation, I write to congratulate Tonasket on earning recognition as a 2018 Tree City USA. Residents of Tonasket should be proud to live in a community that makes the planting and care of trees a priority.

Tonasket is one of more than 3,500 Tree City USAs, with a combined population of 150 million. The Tree City USA program is sponsored by the Arbor Day Foundation in partnership with the U.S. Forest Service and the National Association of State Foresters.

If ever there was a time for trees, now is that time. Communities worldwide are facing issues with air quality, water resources, personal health and well-being, and energy use. Tonasket is stepping up to do its part. As a result of your commitment to effective urban forest management, you are helping to provide a solution to these challenges.

We hope you are excited to share this accomplishment. Enclosed in this packet is a press release for your convenience as you prepare to contact local media and the public.

State foresters coordinate the presentation of the Tree City USA recognition materials. We will forward information about your awards to your state forester's office to facilitate presentation. It would be especially appropriate to make the Tree City USA award a part of your community's Arbor Day ceremony.

Again, we celebrate your commitment to the people and trees of Tonasket and thank you for helping to create a healthier planet for all of us.

Best Regards,



Dan Lambe
President

cc: Alice Attwood

enclosure