

**City of Tekoa**  
**COUNCIL MEETING AGENDA**

***Monday – October 21, 2024***

*Meeting time –6:00 p.m.*

*Tekoa City Hall*

**I. CALL TO ORDER:**

**II. PLEDGE OF ALLEGIENCE:**

**III. ROLL CALL:**

**MAYOR SCHULZ:**

**CM MANDI PRINCE:**

**CM MARGIE JAEGER:**

**CM PETE MARTIN:**

**CM MIKE HALE:**

**CM SHELLY AUSMUS:**

**CM DAVE TYSZ:**

**CM CHERI CURRIER:**

**IV. AGENDA MODIFICATIONS:**

**V. OCTOBER 21, 2024, COUNCIL MEETING MINUTES:**

**V. PUBLIC COMMENTS, PUBLIC HEARINGS AND CORRESPONDENCE:**

**A. PUBLIC COMMENTS FROM THE AUDIENCE:**

**B. COMMUNITY GROUP UPDATES:**

**VI. UNFINISHED BUSINESS:**

**A. WATER METER ORDINANCE CLARIFICATION:**

**B. RUHL PARK TRANSFER TO PARKS & REC. DISTRICT:**

**C. ETHICS POLICY:**

**D. TINY HOMES:**

**E. DOG TAGS:**

**VII. NEW BUSINESS:**

**A. PAY ESTIMATE, SCRUB SEAL CHANGE ORDER AND WATER/SEWER RATE  
DISCUSSION WITH MATT MORKERT, CENTURY WEST:**

**B. TAX LEVY HEARING: RESOLUTION 24-04:**

**C. HARASSMENT POLICY:**

**VIII. ANNOUNCEMENTS AND REPORTS:**

**A. MAYOR'S REPORT:**

**B. STAFF REPORT:**

**A. COUNCIL REPORTS:**

**IX. MAYOR AND COUNCIL NEW BUSINESS AND NEW INITIATIVES:**

**X. APPROVAL OF VOUCHERS AND CLAIMS:**

**XI. EXECUTIVE SESSION:**

**XII. CONTINUED PUBLIC COMMENTS:**

**XIII. ADJOURNMENT:**

**Next meeting – Monday, November 18, 2024 – 6:00 P.M.**

**City of Tekoa**  
**COUNCIL MEETING MINUTES**  
***Monday – October 21, 2024, 6 P.M.***  
**Tekoa City Hall**

**I. CALL TO ORDER:** Mayor Schulz called the meeting to order at 6:03 P.M.

**II. PLEDGE OF ALLEGIENCE:** Mayor Schulz led in the Pledge of Allegiance.

**III. ROLL CALL:**

MAYOR SCHULZ: present  
CM MANDI PRINCE: present  
CM MARGIE JAEGER: present  
CM PETE MARTIN: present  
CM MIKE HALE: present  
CM SHELLY AUSMUS: present  
CM DAVE TYSZ: present

**IV. NEW COUNCIL POSITION INTERVIEWS & APPOINTMENT:** Mayor Schulz explained the process of selecting questions for the prospective council applicants. There was discussion re: the process. CM Ausmus suggested an executive session for 10 minutes to select questions.

**V. EXECUTIVE SESSION:** Mayor Schulz called executive session At 6:05 P.M. for 10 minutes for the council to decide on the questions they would like to ask the potential council appointee. Mayor Schulz adjourned executive session at 6:15 P.M. Mayor Schulz explained the process for interviewing applicants and called applicants in the order they were received by the office.

Dan Thomas introduced himself as a local who has been interested in serving for a long time. He believes the new sewer plant and paying for insurance for employees are the most pressing issues for the city. Dan believes the current number of hours covered by Whitman County Sheriff's department are not enough. He let the council know he feels comfortable expressing his opinion in meetings. Dan said he would abide by the new ethics policy and help craft it. He said the sewer plant process should be reaching an end, but he would need to be educated about the current status. Dan also expressed that he had heard things about how the council and city have performed, but prefers not to say anything about that as those are rumors.

Reid Smith introduced himself as having been in the Air Force and bounced around a fair amount. He and his wife loved Tekoa and the PNW and decided to make it their home after waiting for an appropriate house to come on the market. He has been interested in joining the city council since moving here, and now seems a good time to do it. He thinks, after attending meetings for months, the biggest issue facing the council is the difficulty in getting along as members. Reid thinks the level of policing is sufficient. He would like to be able to have the Sheriff's deputies closer, sooner. Reid expressed he can speak to issues that need to be addressed. He agreed to abide by the ethics policies and rules and regulations and would add his opinion to their crafting. Reid said he understands the need to keep our waterways pure, but he doesn't know exactly what is needed now for the sewer plant. Reid

said the performance of city hall and council is good, but there seems to be some friction, and he would like to see that buffered out.

Cheri Currier introduced herself as a long-time resident (since 1989) and a postal retiree. She said it is important to her to make sure the voices of the town people are heard and issues that people are expressing are put on the table. She wants to include everyone. Sheri thinks the biggest issue the council is facing is that things aren't put out on the table. People need to go to the people they have problems with. She believes that because of the care center the remainder of the town does not have adequate police coverage. Sheri said she usually listens to the facts before jumping to a conclusion, and she will approach difficult subjects if she feels comfortable. She may wait if she needs more time to address issues. Sheri said she will follow procedure and voice her concerns. She commented that sewer rates will have to go up, but people are "crunched" with the cost of everything. She knows the sewer needs to be worked on constantly but doesn't know "the whole" of the sewer projects. Sheri thinks there have been a lot of knee-jerk reactions. She didn't think the mayor should have allowed an investigation re: employee/council relations.

**EXECUTIVE SESSION:** Mayor Schulz called for an executive session for 5 minutes at 6:33 P.M. to discuss prospective council member qualifications. The mayor adjourned the executive session at 6:40 P.M. The voting was as follows:

CM Prince voted for Dan Thomas  
CM Hale voted for Reid Smith  
CM Jaeger voted for Cheri Currier  
CM Tysz voted for Cheri Currier  
CM Ausmus voted for Dan Thomas  
CM Martin voted for Cheri Currier.

**VI. AGENDA MODIFICATIONS:** None.

**VII. OCTOBER 7, 2024, COUNCIL MEETING MINUTES:** CM Ausmus would like the New Business statement by Doug Palmer speaking about former mayor John Jaeger and house-buying scuttlebutt removed. The mayor said he would let it stand but the council could override that. CM Ausmus moved to strike that sentence. The motion passed unanimously. CM Tysz moved to approve the minutes and CM Martin seconded the motion. The motion passed unanimously.

**VIII. PUBLIC COMMENTS, PUBLIC HEARINGS AND CORRESPONDENCE:**

- A. PUBLIC COMMENTS FROM THE AUDIENCE:** Doug Sienknecht came to thank the council for their prompt and smooth process in getting the sewer line installed on the new easement on Triple D Centennial Farms land. He is very pleased with how it went.
- John Jaeger: spoke re: his past property purchasing and how he would talk about it to anyone that has questions. He called attention to the ethics policy and said he thinks the investigation of council behavior was a sham. He then apologized as he didn't realize that there had been a finding. There was discussion about written findings. CM Martin said there was no written finding. John Jaeger asked about the basis of findings. The mayor responded that the attorney said even though the complaints weren't actionable, that didn't mean the behavior wasn't objectionable. CM Ausmus spoke about the investigation process she had been through and her understanding of the circumstances. She thought it was very confusing. John Jaeger suggested that there be a written complaint process. CM Martin said that once a complaint has been worked out, it becomes public. He made comments about his experience. The mayor relayed his understanding of the circumstances, and the attempts made to deal with it. If there appears to be a threat of legal action, the city is under obligation to inform the risk management company. The mayor gave an example

of an ethics ordinance. He said there was a lot of room for improvement all the way around. Atty. Hanson suggested it would be best to stick to the agenda and not revisit this. CM Tysz asked whether he can ask questions and if that is ok. Atty. Hansen explained the separation of powers and to stick to that.

Todd Jenson gave a container update about various containers in town.

- B. COMMUNITY GROUP UPDATES:** CM Ausmus reminded everyone about the Empire Theatre “Wheatstalk” Music Festival this Saturday, from 2-10 P.M.

**IX. UNFINISHED BUSINESS:**

- A. WATER METER ORDINANCE CLARIFICATION:** This will be discussed at the next meeting.
- B. SALARY COMMITTEE RECOMMENDATION:** CM Hale said he would like to see the council approve the stipend raised to \$625/mo. CM Tysz spoke about stipends related to healthcare. He was concerned about the employees getting harmed in their retirement by the stipend vs. insurance. There was discussion about best options. CM Tysz moved to accept the \$125 dollar stipend raise this year. CM Hale seconded the motion. The motion passed unanimously.
- C. ETHICS POLICY:** CM Martin spoke about the need for establishing ethics guidelines. He went over some of the proposed Ethics Policy. CM Hale would like to have the attorney go over the guidelines. CM Tysz had some questions about executive session. Atty. Hanson suggested that we move on and he can answer questions later.
- D. TEMPORARY OFFICE HELP:** Mayor Schulz let the council know that the office needs more help until a deputy clerk can be found and trained. He would like the council to approve more hours for this week. There was discussion about getting another person to work for up to half time at up to \$22-25/hour. CM Ausmus moved to approve additional help for up to half-time at \$22-25/hour. CM Hale seconded the motion, and it passed unanimously.
- E. DOG TAGS:** CM Ausmus would like to do a little more research and come back to the next meeting with some suggestions.

**X. NEW BUSINESS:**

- A. TINY HOMES:** CM Ausmus would like to look again at the packet Steve Haxton had presented and have Atty. Hanson look at it and see what he thinks. Clerk Evans-Teague will get it to Atty. Hanson and it will be on the agenda for the next meeting where he is present.
- B. RUHL PARK TRANSFER TO PARKS & REC. DISTRICT:** Connie Marsh spoke about how Ruhl Park was presented to the City of Tekoa. It was thought it had been passed to the Tekoa Parks and Recreation District. That did not happen at the same time other parks were transferred to the Parks Dist. She noted the Parks Dist. would like to ask the city to issue a quit claim deed to the Parks Dist. for Ruhl Park. Heidi Turnbough presented the figures for maintaining the park since 2018. The Parks District requested that the city reimburse the Parks for the W/S/G bill as a credit. Connie Marsh explained the need to get the park quit-claimed to be able to install grant-funded equipment. There was discussion. CM Ausmus moved to quit-claim Ruhl Park to the Park and Rec. District contingent on attorney review. CM Martin seconded the motion. The motion passed unanimously.

- C. NEW WELL:** CM Tysz noted that the water supply coming from the Line St. well is very sulphury smelling. He would like to see if the city could get a grant to put in a new well where there is not a sulfur bed and that we would need to talk to Matt Morkert from Century West about this. Steven Thomas spoke about the well procedures. There was discussion about using different wells to lessen water from the sulfurous well and the challenges therein.

**XI. ANNOUNCEMENTS AND REPORTS:**

- A. MAYOR'S REPORT:** Mayor Schulz let the council know he had been approached about people buying a couple of city buildings. He has had some market analyses done and will get them to the council.

**B. STAFF REPORT: Clerk/Treasurer**

- A. COUNCIL REPORTS:** CM Hale let the council know that the Port Commissioners approved of the match help. He also reported on the end of the 3<sup>rd</sup> quarter budget. CM Tysz spoke about the need to raise water rates over time. CM Ausmus spoke about the meetings with Atty. Jennifer Robinson as being good and healthy and that everyone is learning. She would like to have regular reports from Public Works and our Code Enforcement Officer; even written reports would be fine. CM Martin spoke about his time at county meetings and encouraged people not to interpret what happens in meetings personally. He has spoken with the Parks and Rec. Dist. re: the interpretive panels. He is still working on placing them. CM Martin let the council know the Tekoa Golf Course lease demands full liability in all seasons of the year. In addition, the structural engineer suggested taking the Tekoa Golf Clubhouse down instead of remodeling it.

**XII. MAYOR AND COUNCIL NEW BUSINESS AND NEW INITIATIVES:**

- XIII. APPROVAL OF VOUCHERS AND CLAIMS:** CM Tysz moved to app, Ausmus, unanimously.

- XIV. EXECUTIVE SESSION:** None.

- XV. CONTINUED PUBLIC COMMENTS:** None.

- XVI. ADJOURNMENT:** CM Martin moved to adjourn the meeting. CM Tysz seconded the motion. The motion passed unanimously. Mayor Schulz adjourned the meeting at 8:24 P.M.

**APPROVED:**

\_\_\_\_\_  
Roy Schulz - Mayor

**ATTEST:**

\_\_\_\_\_  
Eliza M. Evans-Teague- Clerk/Treasurer

10-24-2024

To. City of Takoma Washington

My NOTICE TO VACATE THE  
OLD CITY HALL AT S. 129 CROSBY ST.  
GIVING OCT. 1, 2024 AS REQUIRED  
A SIXTY DAY NOTICE HAS BEEN  
GIVEN TO YOU. PER DARNELL!

My lease is over AT THE  
END OF DECEMBER 2024 BUT  
I'M REQUESTING YOU ALLOW ME TO  
BE ABLE TO END THE LEASE AS  
THE END OF NOVEMBER IS 60 DAY  
AS REQUIRED OF LEASE TERMS OF AGREEMENT.

I'M ON A FIXED INCOME AND WOULD  
REALLY APPRECIATE IT. ALSO I'LL BE COMPLETELY  
VACATED BY THE END ON OCT~~30~~ 2024

Alfred E. E. E.

## **City of Tekoa Code of Ethics**

### **Purpose:**

The purpose of the City of Tekoa code of ethics is to provide a clear statement of the minimum standards of ethical conduct expected of both city officials and employees and local responsibility for compliance with adopted standards. The City of Tekoa code of ethics contain standards similar to the provision of state statute found in Chapter 42.23 RCW governing the ethical conduct expected of local government officials and employees statewide.

### **Ethical Standards:**

In order to avoid becoming involved or implicated in a conflict of interest or impropriety or just as important, an appearance of conflict of interest or impropriety, public officials and employees shall not:

1. Knowingly use their office of position for personal or family gain or profit: or
2. Use city owned property or services for personal of family gain or profit:
3. Use information acquired in confidence by reason of their official position from a city customer, supplier, lessee or contractor for other than town purposes.

### **Conflict of Interest:**

- (1) Public officials and city employees shall not knowingly engage in activities which are in conflict, or which have the potential to create conflict, with performance of official duties.

Examples of conflicts or potential conflicts of interest include, but are not necessarily limited to, circumstances where a public official or city employee:

- a. Influence the selection or non selection of, or the conduct of business between the city and any entity in which the public official, city employee or their spouses or domestic partners has a financial interest.
- b. Accepts any retainer, compensation, gift, or anything of value that is contingent upon a specific action or nonaction by the public official or city employee.
- c. Intentionally uses or discloses information not available to the general public and acquired by reason of his or her official position which benefits himself or herself, family, friends or others.

- (2) Public officials and city employees shall not take part in any council action, as that term defined in Chapter 42.30 RCW, concerning any contract, property, or other matter of any kind, in which the public official , city employee or his or her immediate family has a financial interest, or which otherwise creates a conflict or interest.



(3) Public officials and city employees shall not be deemed to violate subsection (2) of this section when they only have a remote interest in a contract or sale. Public officials and department heads shall disclose the fact and extent of a remote interest for the official minutes of the city council prior to the city council taking any action related to the interest and thereafter all action taken by the city council related to such interest shall be by vote sufficient for the purpose without counting the vote of the public official or town employee having the remote interest.

(4) Members of the city of Tekoa public officials and employees are prohibited from being awarded contracts with the city.

Notwithstanding subsection (4) of this section, public officials and city employees may have a beneficial interest in a contract with the city under the following circumstances:

- a. If an item of business related to the contract comes before the public official or city employees, the official or employee must identify the contract on the record and recuse himself or herself from acting in any way on that item. The individual shall not remain in the meeting room during the discussion of that item; and
- b. The official or employee has not lobbied the city to enter into the contract; and
- c. The official or employee has not influenced city policy with the primary purpose of creating the need for the contract; and
- d. The contract cannot be made by, through or under the supervision of the official or employee, in whole or in part, or for the benefit of his or her office.

#### **Gifts and Gratuities:**

Public officials and city employees shall not, directly or indirectly, solicit any gift or accept or receive any gift, weather it be money, services, loan, travel, entertainment, hospitality, promise, or any other form, under the following circumstances:

1. It could be reasonably inferred or expected that the gift was intended to influence them in the performance of their official duties; or
2. The gift was intended to serve as a reward for any official action on their part. Public officials and city employees may accept de minimis gifts such as, but not limited to calendars, coffee mugs, flowers, candy, and other similar items that are given as a customary business practice and have no material significance to the recipient, with such gifts from any one source not to exceed \$100.00 in value in any 12-month period. City employees should report any gift to their immediate supervisor. This section shall not apply to gifts made to the city. All such gifts shall be given to the mayor for official disposition.

**Confidential Information- Disclosure prohibited:**

Public officials and employees shall not, except as required or reasonably believed to be required for the performance of his/her duties, disclose confidential information gained by reason of his/her official position or use such information for his/her own personal interest. "Confidential information" is all information, whether transmitted orally or in writing, that the employee has been informed, is aware, or has reason to believe is intended to be used only for city purposes, is not intended for public disclosure, or is otherwise of such nature that is not, at the time, a matter of public record or public knowledge. Confidential information includes, but is not limited to, personal information regarding city officials and employees; private financial and other personal information provided by city taxpayers, license holders, contractors, and customers; intelligence and information, including the identity of persons filing complaints; formula assessments, or opinions, and recommendations concerning town policies and actions. Any public official who is uncertain as to whether certain information is confidential should consult the mayor.

**Specific complaint against public official or city employee:**

- a. Any person may submit a written complaint to the mayor alleging one or more violations of this ethics code by a public official. If said complaint or allegation is against the mayor the complaint shall be submitted to the Deputy Mayor. The allegation shall set forth specific facts with precision and detail, sufficient for a determination of sufficiency by the mayor. Complaints should be signed by the person or persons submitting them, including the submitter's correct name, address at which mail may be personally delivered to the submitter, and the telephone number at which the submitter may be contacted.
- b. The mayor or his/her designee shall inform the council of the complaint and shall submit the complaint to the city council for determination of sufficiency of the complaint within 24 hours of its receipt. Voice mail, e-mail or similar notification of the defendant is acceptable if actual notice is not immediately practicable. A copy of the complaint shall also be sent to the defendant by registered mail within three days of receipt. A complaint cannot be sufficient unless it precisely alleges and describes unjustified acts which constitute a prima facie showing violation of a specified provision or provisions of the code.
- c. The complaint shall have the responsibility for proving the allegations in the complaint by a preponderance of the evidence.
- d. Complaints shall be subject to a one year statute of limitations. The limitations period shall commence from the date that information on completion of the alleged misconduct was reasonably available to the public.
- e. Complaints may be amended as authorized by the decision-maker as justice requires: provided that the time frames of the review process provide the defendant with a fair opportunity to respond.

- f. All public officials and employees, excluding the alleged violator, shall observe strict confidentiality as to the complaint and alleged violator until the review is complete, to the extent that the information is acquired as a result of a person's status as a public official or employee.
- g. In the event the final determination by the city council provides that the individual against whom the complaint has been filed has violated the code of ethics, the council shall convene and render its decision within 30 days of the receipt of said determination unless an extension is requested by the defendant and granted by the council. In the event that the city council members agree by majority vote that one or more of the violations occurred, then as to the violations the city council may take any of the following action by a majority vote of council; provided, that penalties may only be based upon violations alleged in the complaint or amended complaint and not upon other violations discovered during the complaint process.
  - i. Admonition. An admonition shall be a verbal nonpublic statement made by the mayor to the individual.
  - ii. Reprimand. A reprimand shall be administered to the individual by letter.
  - iii. Censure. A censure shall be a written statement administered personally by the individual.

August 22, 2017

## What you need to know about “Tiny Homes”

L&I frequently receives inquiries regarding the rules and requirements for “tiny homes”.

There is no official definition of “tiny home”. All “tiny homes” in Washington must meet either the State Building Code requirements (RCW 19.27.031), Park Model RV (PMRV) requirements, the Recreational Vehicle (RV) requirements (RCW 43.22.340) or the HUD Manufactured Home Construction and Safety Standard (CFR 3280) depending on how it will be used and constructed.

Please note that while L&I inspects and labels several of these types of structures, or units, cities and counties are responsible for regulating how all structures, or units, including, RV’s, PMRV’s modular buildings and manufactured homes can be used within their jurisdictions. If you have questions about using an RV, PMRV, modular building or manufactured home as a “tiny home”, please contact your local building department first. **L&I can only approve the construction of RV’s, PMRV’s and modular buildings, not how they are used or where they can be located.**

Step by step – Getting your tiny home approved by L&I.

**Step 1).** Determine if your structure, or unit, can be approved by L&I.

- Your structure cannot be approved by L&I if:
  - The home will be used to live in as a *dwelling unit\** and –
  - The home is being built on the site where it will be used or
  - The home is a HUD approved manufactured home or
  - The home is converted from something else such as a shipping container, shed or other open framed building (like those found home improvement stores, or ordered online), and the conversion is taking place on the site where it will be used.

*\* DWELLING UNIT. A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.*

Site built, or converted tiny homes are regulated by the local cities and counties, please contact your local building department with questions about permitting and inspections.

- Your structure can be approved by L&I as a modular building if:
  - The home will be used to live in as a *dwelling unit\** (this is the only type of structure approved by L&I to be used as a *dwelling unit\**) and –
  - The home is being constructed somewhere other than where it will be used and

- The home is built to the State Building Code requirements. NOTE: The building can be any size allowable by the code(s).

*\* DWELLING UNIT. A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.*

- Your unit can be approved by L&I as a Park Model RV (PMRV) if:
  - The home is primarily designed to provide temporary living quarters for recreational, camping or seasonal use and -
  - The home is built on a single chassis, mounted on wheels so that it can be moved around. PMRV's may be wider than 8'-6" (but must be transportable on the road, contact the Washington State Patrol and Department of Transportation for more information) and
  - the unit does not exceed 400 square feet when set up. If square footage will exceed 400 square feet see the modular building requirements. NOTE: this is not a complete definition. See WAC 296-150P for complete details.
- Your unit can be approved by L&I as a Recreational Vehicle (RV) if:
  - The home is designed primarily for recreational camping or travel use and -
  - The home no wider than 8'-6" in travel mode and is a vehicular type unit, or built on a vehicle chassis, so that it can be moved around and
  - does not exceed 400 square feet in area when set up. NOTE: this is not a complete definition. See WAC 296-150R for complete details.

**Step 2).** Submit plans showing how you will build your Modular "tiny home", RV or Park Model RV. We will review your plans to the codes, or standards, that apply. Please see the following fact sheets RV's ([link](#)), PMRV's ([link](#)), modular homes ([link](#)) for additional information.

**Step 3).** Have your structure, or unit, inspected. Once your plans are approved we will provide you instructions on how to schedule inspections. We will charge you for the time and mileage to do the inspection, normally around \$200 each trip (within the state). Two to three trips are typically required.

### **Modular "home" fact sheet.**

Modular homes are structures, which are used as dwellings and are built somewhere other than where they will be used or installed. They can be mounted on chassis or moved by means of a separate trailer. Modular homes can be installed permanently or moved from place to place but the installation and use always requires permits from the local city or county building department. All modular buildings must meet the requirements of the Washington State Building Code and must be inspected and approved by

Labor & Industries. Any foundation system for a modular home, including types such as a chassis, post & pier, footing & stem wall, etc. must be permitted, reviewed and approved by the local building department. Modular homes can be of any size and shape within the broad limits of the building code.

To have your modular home approved by L&I, first prepare construction plans for your home showing that it will meet the requirements of the Washington State Building code. You can find out more about the codes that apply to your project at the Washington State Building Code website <https://fortress.wa.gov/ga/apps/sbcc/Default.aspx>. If you are unfamiliar with building code requirements or with construction techniques, you should employ a design professional such as a Professional Engineer or Architect to help you.

The plans must include floor plans, elevations, cross sections, structural details, truss drawings foundation/anchoring plans, plumbing, mechanical and electrical drawing. A packet of information with more detailed information on modular buildings can be found on the L&I website <http://www.lni.wa.gov/TradesLicensing/FAS/OtherMobileStructures/default.asp>

The structural portions of the plans must be stamped by a Washington State registered Professional Engineer or Architect and include a basic structural analysis showing the building meets the minimum structural design requirements of the building code. Other non-structural drawings such as electrical and plumbing drawings are not required to be stamped except when they have been prepared by a licensed architect or engineer.

Modular homes must also meet the requirements of the Washington State Energy Code. Information on the energy code be found at the Energy WSU website <http://www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx>. The web site also has the compliance forms that need to be filled out and submitted with your plans.

When your plans are ready, mail us three complete sets of plans, calculations and supporting documents. Include a completed "plan application" (form F623-006-000) from our web site <http://www.lni.wa.gov/FormPub/results.asp?Section=4&SubSection=102> and the plan review fee. Please contact us at [FAS1@lni.wa.gov](mailto:FAS1@lni.wa.gov) for help figuring the plan review fee; for a small home under 400 square feet it will be around \$450. Our mailing address is on the application form. You should also include a completed Insignia request (form F623-014-000) and NLEA (form F623-013-000). The insignia/NLEA fee for a home built in one piece is \$310.40. All fees can be on the same check.

New modular plans are put in line for review and normally there is a backlog of several weeks before we start reviewing them. If the plans examiner has questions or needs additional information, we will contact you directly. Once we have reviewed and approved your plans, you will be able to have us inspect your modular home. Depending on the complexity of your home there will be two or more inspections while you are building it. Inspections are about \$200 each (in state) depending on how far the inspector has to travel. The inspector will verify that the modular home meets the requirements of the Washington State Building Code and once your home has passed inspection, he will put the Washington State Modular insignia (gold seal) on the unit.

The work on all electrical and plumbing systems must be performed by Washington State licensed electricians and plumbers with some exceptions for owners working on their own property as allowed by RCW 19.28 and RCW 18.106.

#### **RV fact sheet for units built by an individual or small manufacturer.**

Recreational Vehicles (RV's) are trailers or motorized vehicles used for recreational camping or travel and must meet the requirements found in the NFPA 1192 Standard on Recreational Vehicles. RV's must be a licensed legal vehicle so they cannot be over 8'-6" wide or 14' in height when in travel mode and they cannot exceed 400 square feet in set up mode (fifth wheel units are limited to 430 square feet).

While most RV's are built by specialized factories, individuals can also build an RV. Whether you are building an RV for your personal use or you are a small business located in Washington State that is building RV's for in-state consumers, you will need to have your RV inspected and approved by L&I. RV's being built for sale or lease in Washington must pass L&I inspections and have a Washington State RV label. If you are building an RV for your personal use you should have it inspected and labelled by L&I so that it can be licensed and insured. Sometimes people use existing vehicles in alternate ways. L&I is only involved with vehicle conversions if systems such as 110/120V electrical, propane gas, or plumbing systems are added.

To have your RV approved by L&I, first obtain a copy of the NFPA 1192 standard and the UPA-1 plan guide from NFPA.org or the RVIA.org bookstore. Next, prepare construction plans for your RV using the UPA-1 as a guide. The plan set should include the drawings listed in the UPA-1 and show all relevant information as outlined in the guide. You can omit any information that is not applicable to your design. Your plans do not need to be stamped by an engineer or architect.

When your plans are ready, mail us two copies along with a completed "plan application" (form F622-006-000) from our web site <http://www.lni.wa.gov/FormPub/results.asp?Section=4&SubSection=99> and the plan review fee of \$93.90. Our mailing address is on the application form. You should also include a completed RV Insignia order (form F622-021-000) and the \$25 insignia fee. Both fees can be on the same check.

New RV plans are put in line for review and normally there is a backlog of several weeks before we start reviewing them. If the plans examiner has questions or needs additional information, we will contact you directly. Once we have reviewed and approved your plans, you will be able to have us inspect your RV. Depending on the complexity of your RV there will be one or more inspections while you are building it. Inspections are about \$200 each (in state) depending on how far the inspector has to travel. The inspector will verify that the RV meets the requirements of the NFPA 1192 standard and once your RV has passed inspection, he will put the Washington State RV insignia on the unit.

You are not required to use licensed electricians and plumber for wiring and plumbing systems in RV's, however the plumbing, gas and electrical systems must still be designed, and installed, to code. If you

are not familiar with plumbing and electrical systems, you need to employ licensed professional electricians and plumbers to help you and who will make sure the work is installed to code. L&I cannot advise you on, or help you learn, how to do this work.

**PMRV fact sheet for units built by an individual or small manufacturer.**

Park Model Recreational Vehicles (PMRV's) are trailers that provide temporary living quarters for recreational, camping or seasonal use and must meet the requirements found in the ANSI A119.5 Park Model Recreational Vehicle Standard. PMRV's must be built on a single permanent chassis, mounted on wheels, and be transportable down the highway. If they exceed 8'-6" in width or 14' in height when in travel mode they will need special transportation permits and may be limited on where and how they can be moved over the road. PMRV's cannot exceed 400 square feet in overall floor area, including projections in set up mode.

While most PMRV's are built by specialized factories, individuals can also build a Park Model RV. Whether you are building a PMRV for your personal use or you are a small business located in Washington State that is building Park Models for in-state consumers, you will need to have your PMRV inspected and approved by L&I. Park Model RV's being built for sale or lease in Washington must pass L&I inspections and have a Washington State PMRV label. If you are building a Park Model RV for your personal use you should have it inspected and labelled by L&I so that it can be licensed and insured.

To have your Park Model RV approved by L&I, first obtain a copy of the ANSI A119.5 standard and the UPA-1 plan guide from the RVIA.org bookstore. Next, prepare construction plans for your PMRV using the UPA-1 as a guide. The plan set should include the drawings listed in the UPA-1 and show all relevant information as outlined in the guide. In addition, if your PMRV is over 8'-6" wide you need to provide structural drawings, such as cross sections, framing details, truss drawings and elevations showing that the roof, walls, floor and chassis meet the construction requirements of chapter 5 in the ANSI standard. Other structural designs can be approved, when stamped by a Washington State registered Professional Engineer or Architect.

When your plans are ready, mail us two copies along with a completed "plan application" (form F622-006-000) from our web site <http://www.lni.wa.gov/FormPub/results.asp?Section=4&SubSection=99> and the plan review fee (\$129.90 if over 8'-6" wide otherwise \$98.20). Our mailing address is on the application form. You should also include a completed RV/PMRV Insignia order (form F622-021-000) and the \$25 insignia fee. Both fees can be on the same check.

New PMRV plans are put in line for review and usually there is a backlog of several weeks before we start the review. If the plans examiner has questions or needs additional information, we will contact you directly. Once we have reviewed and approved your plans, you will be able to have us inspect your PMRV. Depending on the complexity of your PMRV there will be two or more inspections while you are building it. Inspections are about \$200 each (in state) depending on how far the inspector has to travel. The inspector will verify that the PMRV meets the requirements of the ANSI A119.5 standard and once your PMRV has passed inspection, he will put the Washington State Park Model RV insignia on the unit.



You are not required to use licensed electricians and plumber for wiring and plumbing systems in PMRV's, however the plumbing, gas and electrical systems must still be designed and installed to code. If you are not familiar with plumbing and electrical systems, you need to employ licensed professional electricians and plumbers to help you and who will make sure the work is installed to code. L&I cannot advise you on or help you learn how to do this work.

# Tiny Homes in San Juan County



“Tiny Homes” have become a big part of popular culture and there are many different types of “Tiny Homes”. San Juan County code does not have a definition for “Tiny Home”, so in order to determine permit requirements and agencies with permit jurisdiction, a proposed “Tiny Home” must be categorized as one of the following:

- 1) Conventional building**, permitted under the International Residential Code (IRC), permitted and inspected by San Juan County;
- 2) Manufactured home or Factory-Assembled Structure**, permitted and inspected by Washington state department of Labor and Industries (San Juan County permits and inspects the location and the foundation); or
- 3) Recreational Vehicle**, permitted and inspected by Washington state department of Labor and Industries.

In all cases, the location of a “Tiny Home” must meet requirements San Juan County regulations for land use, including use, setbacks and density; and the County requirements for water and sewage disposal. The standards for the construction of the structure itself will be different depending on what kind of “Tiny Home” is proposed. Included here are some definitions from the SJC code that provide insight in reading the regulations, followed by WAC and RCW references, US Code, and a brief description of the above three tiny home categories.

## **SAN JUAN COUNTY CODE 18.20 DEFINITIONS**

**“Dwelling unit”** means a single unit providing complete independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation. A principal residence and an ADU that meets the requirements of SJCC 18.40.240 constitute a single dwelling unit. Recreational vehicles are not dwelling units.

**“Mobile home”** means a structure that is (1) designed to be transportable in one or more sections; (2) built on a permanent chassis; (3) designed to be used as a dwelling unit, with or without permanent foundation; and (4) connected to the required utilities, including plumbing, heating, septic, and electrical systems (RCW 43.22.340).

**“Mobile home park”** means a development with two or more improved pads or spaces with required improvements and utilities designed to accommodate mobile homes, according to RCW 59.20.030 (4).

**“Motor home”** means a motor vehicle originally designed, reconstructed, or permanently altered to provide facilities for human habitation, which include lodging, cooking, and sewage disposal, and enclosed within a solid body shell with the vehicle, but excluding a camper or similar unit constructed separately and affixed to a motor vehicle (RCW 46.04.305).

**“Recreational vehicle (RV)”** means a vehicle designed primarily for recreational camping or travel use that has its own motive power or is mounted on or towed by another vehicle, including travel trailers, fifth-wheel trailers, folding camping trailers, truck campers, and motor homes (RCW 43.22.335).

**“Recreational vehicle park”** means a commercially developed tract of land in which two or more recreational vehicle sites are established as the principal use of the land

**“Single-family residence”** means a dwelling unit designed for and occupied by no more than one family.

### **1) “TINY HOME” AS A CONVENTIONAL BUILDING PERMITTED UNDER THE IRC**

San Juan County has jurisdiction to permit and inspect “Tiny Homes” that are permitted as buildings under the IRC. There are variety of ways that “Tiny Homes” can be permitted under the IRC, including with conventional foundations or engineered foundation solutions. The IRC has minimum area, dimensions and height requirements for rooms used for living, cooling, eating or sleeping that must be met for a conventional permit.

For the purposes of land use regulations, a “Tiny Home” permitted under the IRC that contains facilities for living, sleeping, eating, cooking and sanitation permitted under the IRC is a “dwelling unit”.

### **2) “TINY HOME” AS A MANUFACTURED OR FACTORY-BUILT STRUCTURE**

A “Tiny Home” is a manufactured home or factory-built structure if it meets the definition of manufactured home in WAC 296-150M-0020 or is a factory-built structure if it meets the definition in RCW 43.22.450(3). A manufactured home or factory-built structure is considered to be a “dwelling unit” for the purpose of land use regulations. San Juan County does not have jurisdiction over permitting or inspection of the construction of manufactured homes or

factory-built structures. The Washington State Department of Labor and Industries reviews and inspects these structures and affixes an “insignia” to them when approved. San Juan County issues a permit and inspects the foundation or blocking set-up and the location of these structures. San Juan County verifies that there is an L & I insignia on the unit.

### **WAC 296-150M- Manufactured Housing**

**“Manufactured home”** is a single-family dwelling built according to the Department of Housing and Urban Development Manufactured Home Construction and Safety Standards Act, which is a national, preemptive building code. A manufactured home also:

- Includes plumbing, heating, air conditioning, and electrical systems;
- Is built on a permanent chassis; and
- Can be transported in one or more sections with each section at least eight feet wide and forty feet long when transported; or when installed on the site is three hundred twenty square feet or greater (see RCW 46.04.302).

**Note:** Total square feet is based on exterior dimensions measured after installation using the longest horizontal projections. Dimensions may not include bay windows but may include projections containing interior space such as cabinets and expandable rooms.

**Exception:** A structure that meets the requirements of a manufactured home as set out in 24 C.F.R. 3282.7(u), except the size requirements is considered a manufactured home, if the manufacturer files with the secretary of HUD a certificate noted in C.F.R. 3282.13.

**“Mobile home”** is a factory-built dwelling built prior to June 15, 1976, to standards other than the HUD Code, and acceptable under applicable state codes in effect at the time of construction or introduction of the home into the state. Mobile homes have not been built since the introduction of the HUD Manufactured Home Construction and Safety Standards Act. For the purposes of this chapter references to manufactured homes include mobile homes

### **Chapter 296-150F WAC and Chapter 43.22.455 RCW**

#### **Factory-built housing and commercial structures, RCW 43.22.450(3)**

**“Factory built housing”** means any structure designed primarily for human occupancy other than a manufactured or mobile home the structure or any room of which is either entirely or substantially prefabricated or assembled at a place other than a building site.

#### **RCW 43.22.455**

No factory built housing or factory built commercial structure shall be installed on a building site in this state after the effective date of the regulations adopted pursuant to RCW 43.22.480 unless it is approved and bears the insignia of approval of the department (Labor and Industries).

### **3) “TINY HOME” AS A RECREATIONAL VEHICLE**

Washington State requires recreational vehicles to be permitted and inspected by the Washington State Department of Labor and Industries under WAC 296-150R Recreational Vehicles (RVs). San Juan County does not have jurisdiction over permitting or inspection of RVs. The Washington State Department of Labor and Industries reviews and inspects these vehicles and affixes an “insignia” to them when approved.

RVs are not included in the definition of a dwelling unit, and are not permitted as a permanent (more than 180 days) primary use of land by the land use tables in San Juan County Code (SJCC) 18.30.040. An RV that is licensed as a vehicle is allowed to be parked on a property where there is a single family residence as a vehicle accessory to the single family use for any length of time. An RV may be inhabited for up to 180 days in a calendar year.

A “Tiny Home” is a recreational vehicle if it meets the definition of a recreational vehicle in the WAC 296-150R (below). Signs that a “Tiny Home” meets the definition of a recreational vehicle include:

- It is licensed as a vehicle or is on a trailer that requires a vehicle license and is designed to be pulled behind another vehicle;
- It is designed to be used on a road or highway and does not require a special permit for operations on the highway; or
- It will not be permanently (less than 6 months) affixed to a site.

## **WAC 296-150R Recreational Vehicles**

### **296-150R-0020 Definitions**

**“Recreational Vehicle”** is a vehicular type unit primarily designed as temporary living quarters for recreational camping, travel, or seasonal use that either has its own motive power or is mounted on, towed by, another vehicle or as defined by NFPA 1192 Standard on Recreational Vehicles, current edition. Recreational vehicles include: Camping trailers, fifth wheel trailers, motor homes, travel trailers, and truck campers.

### **NFPA 1192, 2015 Edition**

**3.3.50 Recreational Vehicle (RV).** A vehicular-type unit that is primarily designed as temporary living quarters for recreational, camping, or seasonal use; has its own motive power or is mounted on or towed by another vehicle; is regulated by the National Highway Traffic Safety Administration as a vehicle or vehicle equipment; does not require a special highway use permit for operation on the highways; and can be easily transported and set up on a daily basis by an individual.

## **MOTOR VEHICLE SAFETY, TITLE 49, UNITED STATES CODE CHAPTER 301 (ADMINISTERED BY THE NHTSA)**

Purpose – to prescribe motor vehicle safety standards for motor vehicles and motor vehicle equipment in interstate commerce...

### **Definitions**

**“Motor vehicle”** means vehicle driven or drawn by mechanical power and manufactured primarily for use on public streets, roads, and highways, but does not include a vehicle operated on a rail line.

**“Motor vehicle equipment”** means (A) any system, part, or component of a motor vehicle as originally manufactured; (B) any system, part or component of a motor vehicle as originally manufactured; (C) any device or article or apparel, including a motorcycle helmet and excluding medicine or eye-glasses prescribed by a licensed practitioner.



## **SAN JUAN COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT**

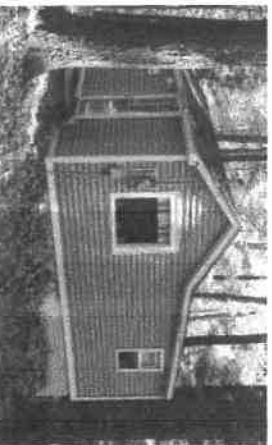
**Viki's Guide to Permitting Tiny Homes and Tiny Home Communities in Jefferson County, WA**

**Where you can legally put your tiny house in WASHINGTON depends on:**

- > **What standard it is built to**   > **Who permits and inspects it**   > **Local zoning codes**  
If it's not built to a standard, then it's not permittable.

**WA State Legal Definition of Tiny House:** Dwelling that may be built on wheels; is no larger than 400 sf, not including lofts; includes permanent provisions for living, sleeping, eating, cooking and sanitation; and is built to Washington State Building Code including IRC Appendix Q as amended by WA State.

**Basically, any tiny house built to IRC (International Residential Code) standards can go anywhere a conventional house will go. Some tiny houses on wheels -- those built to ANSI 119.5 standard for RV's -- are allowed in RV parks. These are called Tiny House RVs.**



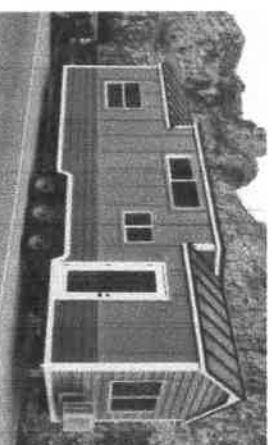
**Tiny House on Foundation  
(THOF)**

**What Standard:** IRC  
**Who Permits:** City or County  
**Zoning:** Most residential zones  
**Pros:** Greater design flexibility; More head room in lofts; More likely to appreciate in value;  
More places to locate  
**Cons:** More expensive than tiny house RV; Fixed location



**Skid-built Tiny House  
(aka Post-and-Beam)**

**What Standard:** IRC  
**Who Permits:** City or County  
**Zoning:** Most residential zones  
**Pros:** Moveable; Can be wider than THOF; More places to locate  
**Cons:** More expensive than tiny house RV; Sits up off ground



**Tiny House on Wheels (THOW)**

**What Standard:** IRC  
**Who Permits:** Department of Licensing and Industries  
**Zoning:** Most residential zones  
**Pros:** Can be built off-site; Mobile; Built to high standard  
**Cons:** Few builders build to IRC; Building on a trailer (chassis) restricts design options; less room

**Tiny House RV**

**What Standard:** ANSI  
**Who Permits:** Department of Licensing and Industries  
**Zoning:** Allowed in RV Parks in non-residential zones  
**Pros:** Can be built off site; Builder financing available; Less expensive than IRC models  
**Cons:** Building on a trailer (chassis) restricts design options; fewer places to locate

## Zoning Requirements by Tiny Home Community Type, Port Townsend and Jefferson County, WA

Community Types	Allowed Number of Dwelling Units*	Minimum Lot Size	Allowable Density	Code	Allowed Types of Tiny Houses	Permit Required
<b>Backyard Community</b>	City and County: 2 dwellings (primary dwelling plus ADU)	City: 5000 sf County: 5 acres except in Hadlock/Irondale	City: 1 primary dwelling, 1 ADU, 1 detached bedroom/5000 sf County: 13-18 primary dwellings in UDHR zone	City: PTMC Table 17.16.030 County: JCUDC Chapter 18.15.015 and Table 3A-2	THOF permitted by local building officials THOW permitted as modular house by L&I	No permit needed for community
<b>Cottage Housing Development (also known as pocket neighborhoods)</b>	City: 4 to 12 dwellings in R II and 4 to 14 in R III	10000 sf (2 standard lots)	City: 1 cottage unit per 2500 sf	City: PTMC Chapter 17.34 County: No provision in code	THOF permitted by local building officials THOW permitted as modular house by L&I	Administrative Review of community plan
<b>Planned Unit Development and Planned Rural Residential Development</b>	City: 12+ units County: 45 units in clusters of 20 units plus density bonus	City: 40000 sf in R I and R II; 20000 sf in R III County: 10 Acres in RR 1.5 zone	City: No greater than density in underlying zones County: Density bonus for affordable housing	City: PTMC Chapter 17.32 County: JCUDC Article VI-M and Article 18.15.520	THOF permitted by local building officials THOW permitted as modular house by L&I	Planned Unit Development Agreement by City or County
<b>RV Park</b>	City: Not specified (Stay limited to 180 days) County: 60 spaces	City: Not specified County: 5 acres	City: Not specified County: 60 spaces per 5 acres	City: PTMC 17.24 County: JCUDC 18.20.350	Tiny House RV's (ANSI permitted)	RV Park Permit
<b>Temporary Supported Housing for homeless</b>	City: 30 units (Stay limited to 180 days) County: Not specified	City: Not specified, setbacks required County: Not specified	City: Not specified	City: PTMC County: Unnamed Use	Tiny Shelters	Temporary Encampment Permit
<b>Permanent Supported Housing for homeless</b>	Not currently allowed					Special Zoning Ordinance

### Definitions

PTMC: Port Townsend Municipal Code

JCUDC: Jefferson County Unified Development Code

UDHR: Urban

### Notes

1. Allowable density = allowed number of dwellings/minimum lot size
2. Affordable density bonus = 50% increase in density linked to dwelling size, e.g. in RII zone, two tiny home ADU's per lot.
3. There are no specified limits to the number of detached bedrooms in the county.
4. A cottage housing development features perimeter parking and central commons (that is, dwelling facing inwards towards common space).





City of Tekoa  
 Pavement Preservation Project  
 PROGRESS PAYMENT #1  
 Work done through: Date

OWNER: City of Tekoa  
 ENGINEER: Century West Engineering  
 Contractor: Arrow Concrete & Asphalt Specialties LLC.

SECTION	BID ITEM DESCRIPTION	EST. QTY.	UNITS	UNIT PRICE	CURRENT QUANTITY	PREVIOUS TO DATE QUANTITY	JOB TO DATE QUANTITY	JOB TO DATE AMOUNT	JOB AMOUNT THIS PERIOD
<b>BASE BID - Sch. A</b>									
1	Mobilization	1	LS	\$ 11,406.54	1.00	0.00	1.00	\$11,406.54	\$11,406.54
2	Temporary Traffic Control	1	LS	\$ 27,735.82	1.00	0.00	1.00	\$27,735.82	\$27,735.82
3	Scrub Seal	10345	SY	\$ 7.47	10345.00	0.00	10345.00	\$77,277.15	\$77,277.15
4	Fog Seal	10345	SY	\$ 0.88	10345.00	0.00	10345.00	\$9,103.60	\$9,103.60
<b>TOTAL BASE BID SCHEDULE A</b>								<b>\$125,523.11</b>	<b>\$125,523.11</b>

<b>Change Orders</b>									
CO-1	Connell Street Addition Scrub Seal	1,167	SY	\$7.47	1,167	0.00	1167.00	\$8,717.49	\$8,717.49
CO-1	Connell Street Addition Fog Seal	1,167	SY	\$0.88	1,167	0.00	1167.00	\$1,026.96	\$1,026.96
<b>Total - Change Orders</b>								<b>\$9,744.45</b>	<b>\$9,744.45</b>

RECOMMENDED FOR APPROVAL - CENTURY WEST ENGINEERING CORP. 10-28-24  
DATE

ACCEPTED - ARROW CONCRETE AND ASPHALT SPECIALTIES 10-28-2024  
DATE

APPROVED - CITY OF TEKOA

DATE

WORK COMPLETED TO DATE	\$135,267.56	\$135,267.56
Sub-Total	\$135,267.56	\$135,267.56
Retainage	(\$6,763.38)	(\$6,763.38)
LESS PREVIOUS PAYMENTS	\$0.00	
<b>AMOUNT DUE</b>	<b>\$128,504.18</b>	

## CHANGE ORDER

Order No. 1

Date: October 28, 2024

NAME OF PROJECT: **2023 Pavement Preservation Project**  
OWNER: **City of Tekoa**  
CONTRACTOR: **Arrow Concrete and Asphalt Specialties**

The following changes are hereby made to the CONTRACT DOCUMENTS for the 2023 Pavement Preservation Project:

### CHANGES, ADDITIONS, DELETIONS AND/OR CLARIFICATIONS:

#### Changes:

The following are changes to the contract:

#### Scope of Work

Connell Street east of Crosby Street will be included in the scope of work for the scrub seal completion. The extents of the additional work shall be from Crosby Street to the end of the existing paving in Connell Street near the intersection of Connell and Howard Street. This will include all prep work, application of the scrub seal and completion of the fog seal as described by the Contract Documents. The additional work includes approximately 1,167 SY of scrub seal area.

#### Justification

The addition of this work has been approved by the funding agency under the existing agreement. It is an extension of the improvements already approved by the funding agency and is eligible for the grant reimbursement.

#### Costs

The additional work shall be paid at the same unit prices for scrub seal and fog seal.

Original Base Bid CONTRACT PRICE: **\$125,523.11**

Change Order Items this CHANGE ORDER NO. 1:

**Total Changes \$ 9,744.45**

The new CONTRACT PRICE for the 2023 Pavement Preservation Project will be: **\$135,267.56**

Change to CONTRACT TIME: **No Change**

All work, materials, and measurements to be in accordance with the provisions of the Contract Documents, including Standard Specifications and Special Provisions and additional provisions contained herein for the type of construction involved.

Recommended by:  Date 10-28-24, Century West Engineering Corp.

Ordered by:  Date \_\_\_\_\_, City of Tekoa

Accepted by:  Date 10-28-2024, Arrow Concrete and Asphalt Specialties

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**City of Tekoa**  
**Resolution No. 23-07**

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**RESOLUTION WITH CERTIFICATIONS OF COMPLIANCE**

**WHEREAS**, the City Council for the City of Tekoa has met and considered its budget for the calendar year 2025; and

**WHEREAS**, the districts actual levy amount from the previous year was \$73,170.40; and,

**WHEREAS**, the population of this district is less than 10,000; and now therefore,

**BE IT RESOLVED** by the City Council of the City of Tekoa, that there will not be an increase in the regular property tax levy to be collected in the 2025 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$0 which is a percentage increase of 0% from the previous year. The increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

**PASSED** by the City Council of Tekoa, Washington this 4th day of November 2024.

**APPROVED:**

\_\_\_\_\_  
Roy Schulz – Mayor

**ATTEST:**

\_\_\_\_\_  
Eliza Evans-Teague – Clerk/Treasurer

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**City of Tekoa**  
**Resolution No. 24-04**

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**RESOLUTION WITH CERTIFICATIONS OF COMPLIANCE**

**WHEREAS**, the City Council for the City of Tekoa has met and considered its budget for the calendar year 2025; and

**WHEREAS**, the districts actual levy amount from the previous year was \$73170.40; and,

**WHEREAS**, the population of this district is less than 10,000; and now therefore,

**BE IT RESOLVED** by the City Council of the City of Tekoa, that there will be an increase in the regular property tax levy to be collected in the 2025 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 732 which is a percentage increase of 1% from the previous year. The increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

PASSED by the City Council of Tekoa, Washington this 4th day of November 2024.

APPROVED:

\_\_\_\_\_  
Roy Schulz – Mayor

ATTEST:

\_\_\_\_\_  
Eliza Evans-Teague – Clerk/Treasurer