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**OMAK CITY COUNCIL  
REGULAR MEETING MINUTES  
February 6, 2017**

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**CALL TO ORDER:**

Mayor Gagné called the regular meeting of the Omak City Council to order at 7:00 PM and everyone joined in the flag salute.

**COUNCIL AND ADMINISTRATIVE PERSONNEL:**

Michael Foth	Patrick Dalton, Building Official
Nattalie Cariker	Kevin Bowling, Fire Chief
Barry Freel	Jeff Koplín, Police Chief
Steve Clark	Ken Mears, Public Works Director
Walt Womack	Connie Thomas, City Clerk
Michelle Gaines	Todd McDaniel, City Administrator
Dave Womack	

**CONSENT AGENDA:**

Member Clark moved, seconded by Member Cariker, to approve the consent agenda consisting of minutes from the January 17, 2017 meeting; 2017 claims checks numbered 16477-16555 (voided 16528), in the amount of \$247,456.34; and January payroll checks numbered 16330-16632 and 16417-16476 (voided 16439-16460), in the amount of \$283,799.07; As there was no discussion and no comments from the audience, Council voted and unanimously approved the motion.

**CORRESPONDENCE AND MAYOR'S REPORT:**

Mayor Gagné told Council that she received a grant offer from the Washington State Department of Transportation Aviation's Airport Aid Program. The grant in the amount of \$13,450 is for the Omak Municipal Airport Runway Narrowing Project. She said that she will be signing the grant agreement to accept the funds.

**NEW BUSINESS:**

**Resolution 06-2017-Approve Policy and Procedures for the Acquisition of Right of Way**

Member Gaines moved, seconded by Member Clark to approve Resolution 06-2017. City Administrator McDaniel explained to City Council that the Engh project may involve purchasing right of way. In order to purchase right of way with federal funds, the city is required to have an approved policy and procedure for right of way acquisition in place. The policies help identify the process and the documentation needed to effectively obtain an interest in and possession of real property. He said the policy and procedures protect the rights of the property owners and the City of Omak. He added that this is a standard for the Washington State Department of Transportation. As there was no discussion and no comments from the audience, Council voted unanimously to approve the motion.

**Resolution 07-2017-Approve Purchase of Water Meter Materials for Water Department**

Member Foth moved, seconded by Member Clark, to approve Resolution 07-2017. Public Works Director Mears explained to Council that the Water Department needed to restock inventory. They would like to purchase water meter pit setters and related parts to have on hand for new installations and replacements. Consolidated Supply Company provided the lowest bid at \$7,573. As there was no further discussion and no comments from the audience, Council voted unanimously to approve the motion.

**Resolution 08-2017-Approve New Contract with Century Link**

Member Gaines moved, seconded by Member Cariker, to approve Resolution 08-2017. City Clerk Thomas explained to Council that the current contract with Century Link for the land lines had expired in November. Staff noticed an increase in the monthly bills and contacted Century Link to request a new contract. The contract is identical to the last one. It's a 3 year term and the rates they are offering are the same. She added that Century Link will be refunding charges back to December 28<sup>th</sup> the day the City called to request a new contract. As there was no discussion and no comments from the audience, Council voted unanimously to approve the motion.

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**Resolution 09-2017-Award Eastside Park Metering Project**

Member Clark moved, seconded by Member Freel, to approve Resolution 09-2017. Public Works Director Mears explained that there are several connections in Eastside Park that are not metered. To ensure the City of Omak is compliant with the Department of Health, those connections must be metered. The Eastside Park Metering project was submitted to the Small Works Roster and bids were opened February 1<sup>st</sup>. He told Council that POW Contracting, LLC. was the lowest responsive bidder at \$268,700. If awarded, they will begin as soon as the weather will allow. As there was no discussion and no comments from the audience, Council voted unanimously to approve the motion.

**Resolution 10-2017-Approve Amendment to the Omak Stampede Inc. Agreement**

Member Clark moved, seconded by Member Cariker, to approve Resolution 10-2017. City Administrator McDaniel told Council that the amendment will increase the management fee from \$1,500 a month to \$2,500 a month. The additional compensation was approved during the 2017 budget process. Administrator McDaniel put the amendment together and intended on making it retroactive to January 1, 2017. Attorney Mick Howe advised against the retroactive compensation therefore the increase in the management fee will begin February 2017. As there was no discussion and no comments from the audience, Council voted unanimously to approve the motion.

**Resolution 11-2017-Approve Capital Purchase of Vehicle Car Lift for Mechanics Shop**

Member Clark moved, seconded by Member Cariker, to approve Resolution 11-2017. Public Works Director Mears told council that this was a small lift used to service the patrol cars and small pickups. The current vehicle car lift no longer meets safety standards. The city received three quotes and Jerry's Auto Supply submitted the lowest quote in the amount of \$7,244 which is under the 2017 budget request. As there was no discussion and no comments from the audience, Council voted unanimously to approve the motion.

**Resolution 12-2017-Approve Amendment No. 11 to the Engineering Agreement with G&O**

Member Clark moved, seconded by Member David Womack, to approve Resolution 12-2017. Public Works Director Mears explained that the agreement is to develop plans, specifications and bid documents for the Wastewater Treatment Plant influent upgrades. An upgrade to the HVAC system is needed to protect the electrical, pumps and controllers. He told Council that the upgrade was budgeted in 2011 and due to budget shortfalls it was put on hold. As there was no discussion and no comments from the audience, Council voted unanimously to approve the motion.

**OTHER BUSINESS:**

**Council Committee Reports:**

Member Clark told Council that the Personnel/Finance Committee met to discuss fees related to payment rejections by Invoice Cloud. Invoice Cloud handles the online bill pay process for the city. He explained that the city is charged \$15 if a customer inadvertently enters an incorrect account number when using the e-check feature. Clerk Thomas told Council that a Resolution to amend the fee schedule to include the \$15 rejection fee will be on the next agenda.

Member David Womack told Council that the Infrastructure Committee met to discuss the Jason Bernica property. He explained to Council that in the spring of 2016 development of the property began. During this time, the administration of the city was in transition, due to the retiring of key employee's. The City's Building Official was injured and out of the office. The project was allowed to move forward during this time without proper documents and communication. As a result an approximate 200' of 6", water main, a water meter and a short sewer main were installed to service a new facility. Due to the lack of oversight, city staff was reluctant to accept this installation. The committee met and reviewed the facts regarding the utility installation. Member David Womack told Council that the committee determined that the city is not adversely harmed by the extension of the utilities and recommend acceptance of the improvements as installed. They would require that the city be granted a maintenance easement; and, that the pipes are properly tested by the developer and approved by the city public works department. Mr. Bernica will ensure the city receives as built that provide detailed installation of all utilities within the utility easement area. Member Foth moved, seconded by Member Cariker to accept the water and sewer lines as installed. There was some discussion about the lines and what it would service. As there was no further discussion, and no comments from the audience, Council voted unanimously to approve the motion.

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**Staff Reports:**

Police Chief Koplín shared with Council that the Civil Service Secretary received 2 applications for the vacant Police Officer Position. He said the oral board is scheduled for February 16<sup>th</sup>.

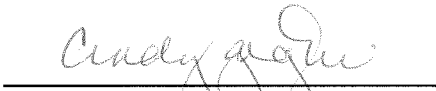
City Administrator McDaniel told Council that Jessica McCarthy, District Representative of Dan Newhouse reserved City Hall for her monthly one-on-one meetings. This particular meeting was thought to be a town hall and it drew a large but respectful crowd. Administrator McDaniel thought there were more than one hundred people and Chief Koplín concurred. In regards to the one tenth sales tax Resolution, Administrator McDaniel explained to Council that he was under the impression that the Resolution needed to be expedited to ensure it was on the ballot. Upon research, he realized that the Resolution did not need to be on this agenda. He also received information that Okanogan County is discussing the same ballot issue. He explained that if the County was successful in passing the proposed sales tax increase, the city would receive 40% of that revenue. With that information, he wanted to give Council more time to think about it moving forward with our own proposed increase.

Member Walt Womack commended Public Works Director Ken Mears and his crew on the great job they did with snow removal.

Member Gaines congratulated Chief Bowling on his appointment to Chairman of the Okanogan County Fire Chiefs.

As there was no further business before Council, Mayor Gagné adjourned the meeting at 7:21 PM.

  
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Connie Thomas, City Clerk

  
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Cindy Gagné, Mayor