
AGENDA
OMAK CITY COUNCIL MEETING
Monday, November 18, 2024 – 7:00 PM

A. CALL TO ORDER

B. CITIZEN COMMENTS

C. CORRESPONDENCE AND MAYOR'S REPORT

D. CONSENT AGENDA

1. Approval of Minutes from November 4, 2024 and November 12, 2024
2. Approval of 2024 Claims, October 2024 Manual Checks and Payroll

E. PUBLIC HEARING

1. Preliminary 2025 Budget Hearing
2. Open Record Hearing for an Annexation of Real Property

F. NEW BUSINESS

1. Ord. 1947 – 1st Read – Adopting the Final 2025 Budget
2. Approve Request for a Firework Permit – J&M LLC



G. OTHER BUSINESS

1. Council Committee Reports
2. Staff Reports



Action by City Council

Our Council Meetings are conducted in person in addition to Zoom Meetings. Meeting information is located on our website at omakcity.com. If you need support or accommodations, contact the City Clerk in advance by phone at 509-826-1170 or by e-mail clerk@omakcity.com for assistance.

STAFF REPORT

DATE: November 12, 2024
TO: Mayor Cindy Gagne' and Omak City Council
FROM: Tyler Wells, Building Official
RE: TOLLEFSON ANNEXATION REQUEST

Proposal:

The City Council, during its September 16, 2024, meeting, reviewed and accepted a letter of intent for annexation from Robert and Ronna Tollefson for approximately 1.08 acres of land in North Omak. On October 7, 2024, the City received a petition for annexation of the property and, by Resolution 68-2024, fixed the time for public hearing on the annexation request.

Location Information:

The subject property is one (1) parcel totaling 1.08 acres of land lying in the northern part of the City, directly East of North 40 Outfitters retail establishment, and directly West of Highway 97, in unincorporated Okanogan County. The parcel is contiguous to the City of Omak corporate limits. Parcel #3427190051.

Current Use:

The subject property is currently vacant and undeveloped.

Current Comprehensive Plan Designations:

According to the Greater Omak Area Comprehensive Plan, recently updated in February 2024, this area is designated low density residential. It is important to note that the designation of properties outside of the corporate limits is strictly for planning purposes since the County has not adopted, approved or in any way acknowledged the City's desires for lands outside of the corporate limits. The County's Comprehensive designation for the parcel is Rural. Neighboring properties in the immediate vicinity vary from Industrial and Mixed-Use, with predominantly commercial uses.

Current Zoning:

The land is presently zoned as Rural-1 under the County's Zoning Ordinance.

Proposed Zoning, Comprehensive Plan Designation and Uses:

The petitioners request that the property be zoned Heavy Industrial.

The petitioners request that the comprehensive plan designation be changed from low density residential to Heavy Industrial. This change will require an amendment to the comprehensive plan under separate action by the city.

Floodplains, Shorelines, SEPA, Critical Areas and Other Environmental Constraints:

The property does not lie within a designated floodplain or shoreline area. According to the City of Omak's Critical Areas Map, the subject property lies within an area designated as having "high potential for aquifer recharge". As such any subsequent development shall comply with the City of Omak critical areas regulations as currently adopted or amended. Annexation proceedings are categorically exempt from SEPA review.

Reviewing Agencies:

The annexation petition and related materials have been circulated among city staff along with the required postings on the property and legal publications of notices in the Omak/Okanogan Chronicle. As of to date, no comments have been received.

Recommendations:

From various conversations with staff, it is the belief that the heavy industrial uses, the gun club/shooting range, and other commercial uses in immediate vicinity are not compatible with a residential designation. Currently the City of Omak has only two parcels of land that are designated as Heavy Industrial, both of which being in the immediate vicinity. This area appears to be the most ideal location to grow the Heavy Industrial use area. Being in very close proximity to a major state highway supports this type of designation/use. Residential uses are not nearly as compatible as the proposed heavy industrial designation.

Staff recommends that the City Council approve the proposed annexation by Ordinance subject to the following conditions:

1. That it is understood that the owners, heirs or assigns shall be responsible for any extension of streets, sidewalks, and/or utilities associated with development of the annexed property described above.

2. That plans for streets, utilities, sewer, storm drainage, and necessary fire suppression etc... and other proposed and/or required improvements, if any, be prepared by Washington registered professional engineer then submitted for review and approval by the City Public Works Director or other agency or department as appropriate (eg. electricity, cable, irrigation), in writing, prior to construction. Required improvements are specified in the City's Subdivision Ordinance, Chapter 17.28.
3. All improvements shall be inspected by appropriate City Public Works staff during construction, all required tests witnessed by appropriate City Public Works staff with written results provided to the City in a timely manner and reproducible as-built drawings provided to the City upon completion of construction by the developer.
4. The owners, heirs and assigns of the subject property agree to participate in a Road Improvement District or other transportation system (funding) entity if and when it is formed to the extent necessitated by the development.
5. That no development occurs until utility, storm drainage, landscaping and access plans are submitted and approved by the City.
6. That any easements required for extension of city utilities be granted to the city in a manner acceptable to the City and petitioner.
7. That if any archaeological material or human remains are encountered during the course of this undertaking, all activity will cease immediately and the Tribal Historic Preservation Officer of the CCT will be contacted as soon as possible. Activity on the undertaking will not resume until satisfactory arrangements have been made between the applicant and the Tribal Historic Preservation Officer.
8. That the owner will assume all or any portion of the existing city or town indebtedness in the area proposed to be annexed.
9. That final action on the approval of the annexation be dependent on approval of the proposed amendments to the Greater Omak Area Comprehensive Plan – land use designations map and the official zoning map, adopted pursuant Title 18 of the Omak Municipal Code, have been approved.

Findings of Fact:

1. That all requirements of Title 19 of the Omak Municipal Code and RCW 35.13.125 were followed during this process and that the applicants, heirs, and/or assignees as noted in the petition are required to adhere to these and future regulations for further land use actions of development proposals.
2. That the separate action of amending the comprehensive plan designation and zoning maps amendment will be required before the execution of final ordinance for annexation.
3. That the approval of the annexation process does not represent a granting of special privileges to the applicant.
4. That the public interest will be served by approval of the annexation process.
5. That all interested persons were given the opportunity to comment on behalf of this proposal during the public hearing before the Omak City Council held on November 18, 2024.
6. That annexations are exempt from SEPA review.
7. That the subject property is located within the Urban Growth Area as identified in the Greater Omak Areas Comprehensive Plan.
8. That there is adequate water capacity and wastewater treatment capacity to accommodate future needs of development.

Notice of Public Hearing

RESOLUTION NO. 68-2024

A RESOLUTION, FIXING TIME FOR HEARING ON RESOLUTION FOR AN ANNEXATION OF A PARCEL OF LAND ALONG KOALA DRIVE IN NORTH OMAK.

NOTICE IS HEREBY GIVEN that the City Council of the City of Omak will hold an open record public hearing on Monday, November 18, 2024, at 7:00 PM in the Omak City Hall Council Chambers. The purpose of the hearing is for a proposed annexation of a 1.08-acre parcel of un-incorporated land, parcel #3427190051, having the boundaries of such area contiguous to the code city. All interested persons may appear and voice their approval or disapproval of said annexation. Those requiring assistance are requested to contact City Hall a minimum of 24 hours prior to the scheduled hearing to notify the City of the type of assistance required. Persons wishing to view documented information may contact Omak City Hall, 2 North Ash Street between the hours of 7:00 AM and 4:00 PM, Monday through Friday. For further information contact Tyler Wells, Building Official/Permit Administrator at (509) 826-1170.

MEMORANDUM

To: Omak City Council
Cindy Gagné, Mayor

From: Todd McDaniel

Date: November 18, 2024 (1st read)
December 2nd, 2024 (Final)

Subject: Ordinance 1947 Adopting the 2025 Budget

The Attached Ordinance 1947 - Adopting the Budget for the City of Omak, Washington, for the Fiscal Year Ending December 31, 2025, is forwarded for your consideration.

This is a “Two Read” Ordinance to adopt the budget for fiscal year 2025. The 2025 Budget document fairly estimates all revenues and expenditures necessary to perform essential government services during our fiscal year 2025.

Three budget workshops were held, October 14th, October 21st and November 12th. The Public Hearing was held during this November 18th meeting.

All changes identified at the final workshop have been incorporated into the budget document and captured in the 2025 Budget Ordinance.

I approve this Ordinance and urge its adoption.

ORDINANCE NO. 1947

**AN ORDINANCE ADOPTING THE BUDGET FOR THE
CITY OF OMAK, WASHINGTON, FOR THE
FISCAL YEAR ENDING DECEMBER 31, 2025**

WHEREAS, the Mayor of the **CITY OF OMAK**, Washington completed and placed on file with the City Clerk, a proposed budget and estimate of the amount of the moneys required to meet the public expenses, bond retirement and interest, reserve funds and expenses of government of said **CITY** for the fiscal year ending December 31, 2025, and notices were published that the Council of the said **CITY** would meet on the 18TH day of November, 2024, at the hour of 7:00 P.M. for the final 2025 Budget Public Hearing in the Council Chambers at the City Hall of said **CITY**, for the purpose of making a budget for said fiscal year and giving taxpayers within the limits of Omak an opportunity to be heard upon said budget; and

WHEREAS, the City Council did meet at said time and place and did then consider the matter of said proposed budget; and

WHEREAS, the said proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the **CITY OF OMAK** for the purposes set forth in said budget; and

WHEREAS, the estimated expenditure set forth in said budget being all necessary to carry on the government of said **CITY** for said year and being sufficient to meet the various needs of said **CITY** during said period.

NOW, THEREFORE, the City Council of the **CITY OF OMAK** do ordain as follows:

Section 1. The budget for the **CITY OF OMAK**, Washington for the Year 2025 is hereby adopted at the fund level in its final form and content as set forth in the document entitled **City of Omak Final 2025 Budget**, copies of which are on file in the Office of the City Clerk.

Section 2. Estimated resources for each separate fund for the City of Omak, and aggregate expenditures for all such funds for the year 2025 are set forth in summary form, as shown in Exhibit "A", and are hereby appropriated for expenditure at the fund level during the Year 2025 as set forth in the **City of Omak Final 2025 Budget**.

Section 3. The City Clerk is directed to transmit a certified copy of the budget hereby adopted to the Division of Municipal Corporations in the Office of the State Auditor and to the Association of Washington Cities.

Section 4. The ordinance shall be in force and take effect five (5) days after its publication according to law.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR this 2nd day of December 2024.

APPROVED:

Cindy Gagné, Mayor

ATTEST:

Connie Thomas, City Clerk

APPROVED AS TO FORM

Michael Howe, City Attorney

1ST Reading: _____
2nd Reading: _____
Filed with City Clerk: _____
Passed by City Council: _____
Date Published: _____
Date Effective: 1/1/2025

On the _____ day of _____, 2024, the City Council of the City of Omak passed Ordinance No. 1947, which was published in full text on the date stated above.

Dated this _____ day of _____, 2024.

Connie Thomas, City Clerk

Ordinance 1947 Exhibit "A"					
2025 City of Omak Final Budget					
Summary of Fund Balance, Revenues & Expenditures					
Fund#	Fund Name	Estimated 2025 Beginning Fund Balance	Estimated 2025 Revenue	Approved 2025 Expenditure	Estimated 2025 Ending Balance
General Fund					
001	CURRENT EXPENSE FUND	\$ 2,401,806.41	\$ 6,057,855.12	\$ 7,620,885.72	\$ 838,775.81
Special Revenue Funds					
102	CITY STREET FUND	\$ 103,563.85	\$ 2,599,385.00	\$ 2,477,422.64	\$ 225,526.21
103	CEMETERY FUND	\$ 160,696.79	\$ 17,500.00	\$ 89,861.88	\$ 88,334.91
104	LIBRARY FUND	\$ 60,809.65	\$ 175,316.00	\$ 177,993.34	\$ 58,132.31
105	MOTEL/HOTEL TAX FUND	\$ 161,036.98	\$ 208,000.00	\$ 306,386.00	\$ 62,650.98
106	AFFORDABLE HOUSING FUND	\$ 82,911.57	\$ 19,300.00	\$ 60,000.00	\$ 42,211.57
109	BLOCK GRANT FUND	\$ -	\$ -	\$ -	\$ -
110	STAMPEDE ARENA REDEVEL.	\$ 287,783.69	\$ 36,500.00	\$ 68,462.50	\$ 255,821.19
111	DRUG ENFORCEMENT FUND	\$ 12,114.62	\$ 10,800.00	\$ 12,500.00	\$ 10,414.62
	TOTAL	\$ 868,917.15	\$ 3,066,801.00	\$ 3,192,626.36	\$ 743,091.79
Capital Improvement Fund					
301	CAPITAL IMPROVEMENT FUND	\$ 458,663.71	\$ 76,000.00	\$ 225,000.00	\$ 309,663.71
Proprietary Funds					
401	WATER FUND	\$ 788,721.85	\$ 1,845,146.00	\$ 2,247,326.95	\$ 386,540.90
402	SEWER FUND	\$ 4,032,753.30	\$ 3,422,000.00	\$ 6,990,394.29	\$ 464,359.01
403	GARBAGE FUND	\$ 654,127.10	\$ 1,721,500.00	\$ 1,740,003.88	\$ 635,623.22
405	STORM DRAIN UTILITY FUND	\$ 446,728.63	\$ 199,700.00	\$ 363,660.14	\$ 282,768.49
406	AIRPORT FUND	\$ 400,060.96	\$ 1,855,081.79	\$ 2,045,357.13	\$ 209,785.62
411	WATER CUM. RESERVE FUND	\$ 540,436.87	\$ 13,000.00	\$ -	\$ 553,436.87
412	SEWER CUM. RESERVE FUND	\$ 295,005.14	\$ 8,400.00	\$ -	\$ 303,405.14
	TOTAL	\$ 7,157,833.85	\$ 9,064,827.79	\$ 13,386,742.38	\$ 2,835,919.26
Internal Service Funds					
501	EQUIPMENT RENTAL FUND	\$ 211,753.11	\$ 1,026,030.00	\$ 1,092,794.96	\$ 144,988.15
508	EQ. RENTAL CAPITAL PURCH. FUND	\$ 320,939.86	\$ 467,000.00	\$ 558,000.00	\$ 229,939.86
	TOTAL	\$ 532,692.97	\$ 1,493,030.00	\$ 1,650,794.96	\$ 374,928.01
Custodial Funds					
631	STATE BLDNG PERMIT FEES	\$ 6.50	\$ -	\$ -	\$ 6.50
632	STATE AGENCY DEPOSITS	\$ 502.77	\$ -	\$ -	\$ 502.77
633	REVOLVING ADVANCED TRAVEL FUND	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
	TOTAL	\$ 2,502.77	\$ -	\$ -	\$ 2,502.77
Permanent Funds					
700	INVESTMENT TRUST FUND	\$ 170,948.98	\$ -	\$ -	\$ 170,948.98
TOTAL OF ALL FUNDS		\$ 11,593,365.84	\$ 19,758,513.91	\$ 26,076,049.42	\$ 5,275,830.33

MEMORANDUM

TO: Cindy Gagne
Omak City Council

FROM: Jeremy Patrick, Fire Chief

DATE: November 18, 2024

SUBJECT: Request for Fireworks Retail Sales Permit

J&M Liquidations LLC is requesting a retail fireworks sales permit for consumer fireworks to be sold at the Burger King parking lot from Noon on December 27, 2024, to Noon on January 2, 2025. They complied with all Washington State and City of Omak Regulations and needs council approval.

I recommend its approval.

THIS FORM IS INTENDED FOR USE BY LOCAL AUTHORITIES HAVING JURISDICTION (AHJ) IN THE EVENT THEY DO NOT HAVE A PERMIT FORM SPECIFIC FOR RETAIL FIREWORKS SALES AT A CONSUMER FIREWORKS RETAIL SALES (CFRS) FACILITY. IT IS NOT MEANT TO BE REQUIRED IN ADDITION TO OR IN LIEU OF ANY LOCAL PERMITTING FORM AND/OR PROCESS THAT MAY EXIST WITH THE LOCAL AHJ.

Directions: Provided the local jurisdiction has no permit form of their own, complete this permit application and submit it with the local AHJ portion of your Retail Fireworks Stand License to the jurisdiction in which you wish to run your CFRS facility.

WASHINGTON STATE FIREWORKS RETAIL SALES PERMIT APPLICATION

Applicant Information	<input type="checkbox"/> New/First Time Applicant	<input checked="" type="checkbox"/> Previous Permit Holder
------------------------------	---	--

J&M LLC		
Name of Group, Organization, or Person (Last, First, Middle Initial, and Date of Birth) Issued the Fireworks Retailer License HUGHES, JACK C 3/4/1958		
Name of Permit Applicant (Last, First, Middle Initial, and Date of Birth) PO Box 603 Oroville, WA 98844		
Permit Applicant Mailing Address (Complete Including Street, City, State, and ZIP Code)		
(509) 322-5618 Phone Number	mary@jmlcwa.com E-Mail Address	(509) 322-5618 Local Business Number (if required)

CFRS Facility Information	<input checked="" type="checkbox"/> Stand	<input type="checkbox"/> Tent	Other: _____	Size: 400
			Specify	Square Feet/Dimensions
601 OMAKER DRIVE OMAK WA 98841				
CFRS Facility Address (Complete Including Street, City, State, and ZIP Code)				
RV HUMBLY LLC		()	960002986	
Name of Property Owner		Phone Number	Parcel Number for Stand Location	

Fireworks Supplier Information List all of the licensed fireworks wholesalers who will be supplying this stand product


J&M LLC PO Box 603 Oroville, WA 98844

Storage Information	<input checked="" type="checkbox"/> On Site	<input type="checkbox"/> Off Site:	Storage Address (Complete Including Street, City, State, and ZIP Code)
<input type="checkbox"/> Sales Structure	<input type="checkbox"/> Detached Building	<input checked="" type="checkbox"/> Truck/Trailer	<input type="checkbox"/> Other: _____
			Specify

CHECKLIST FOR SUBMISSION Check with the local AHJ for all applicable submission dates and deadlines:

<input checked="" type="checkbox"/> Application/Permit Fee	<input checked="" type="checkbox"/> Insurance Certificate (\$1,000,000)	<input type="checkbox"/> Clean-Up Bond Fee (if applicable)
<input checked="" type="checkbox"/> Valid Washington State Fireworks Retailer License	<input checked="" type="checkbox"/> Property Owners Written Permission	
<input checked="" type="checkbox"/> Detailed Site Plan	<input type="checkbox"/> Interior Plan (required for tents and "other" facilities)	

I hereby certify the information in this application is true and correct. I am aware of and agree to comply with all relevant provisions of law, rule, and any ordinance of the state of Washington and the city/county permitting this CFRS Facility.

	JACK HUGHES	03/29/2024
Signature of Permit Applicant	Printed Name of Permit Applicant	Date of Signature

FIRE CODE AUTHORITY HAVING JURISDICTION			<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED
Permit Number	Approved By	Date of Approval		
SEE BACK OF THIS FORM FOR ANY RESTRICTIONS, CONDITIONS, OR NOTATIONS ON THIS PERMIT				
Signature of Permitting Official	Printed Name and Title	Date of Signature		

THE FIREWORKS RETAILER LICENSE HOLDER (LICENSEE) SHALL RETAIN THIS PERMIT WITH THE ASSOCIATED FIREWORKS RETAILER LICENSE AND MAKE THEM BOTH AVAILABLE FOR INSPECTION AT ANY TIME THE STAND IS IN OPERATION