
**OMAK CITY COUNCIL
REGULAR MEETING MINUTES
March 4, 2019**

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 - absent
Nattalie Cariker	Kevin Bowling, Fire Chief – absent (Emergency Mgmt. Meeting)
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 Foth moved, seconded by Member Clark, to approve the consent agenda consisting of minutes from the February 19, 2019; 2019 claims checks numbered 21004-21068, in the amount of \$197,092.90; February 2019 payroll checks numbered 20907-20909 and 20971-21003 and ACH payments in the amount of \$302,716.16. As there was no discussion and no comments from the audience, Council voted and unanimously approved the motion.

NEW BUSINESS:

Presentation – US 97 Omak Area Transportation Study

Mayor Gagné introduced Jenn Saugen and Christina Wollman from Perteet, Inc. The Washington State Department of Transportation (WSDOT) commissioned Perteet, Inc. to conduct a transportation planning study and feasibility analysis to identify improvements along US 97 corridor near Omak. Also, in attendance were members from WSDOT. Ms. Saugen told Council that the project began by gathering existing data which included growth rates, planned projects, collision data, and speed data on SR 97. They have held two meetings with the Stakeholders Group, one on January 24th and the other was today. The study focuses on US 97 from the 12 Tribes Casino entrance to Sand Flat Road. They have already determined that each intersection has a different need. During the Stakeholders meeting this afternoon there were many solutions to address the needs at each intersection. They recognize if a new middle school is constructed, it will cause congestion at Sandflat and Shumway. There was discussion of lowering the speed limit through the project area. They also discussed a variety of solutions for each intersection which include: US 97 and Sandflat, US 97 and Shumway, US 97 and Engh, SR 215 and Riverside Drive and Quince Street, US 97 and Dayton Street and US 97 and 12 Tribes Casino Entrance. This study also focuses on non-motorized travel and facilities. Ms. Wollman explained to Council that they will be taking the information received from the Stakeholders meeting and refining, defining and developing new strategies. On April 25, 2019 they will be sharing that information at a Public Open House at Omak City Hall. She also said the Open House will be online and active for two months. They will gather together the input from the public, stakeholders and community and draft a report that will be available for review at the end of May. The final report will be available by the end of June 2019. The report will be used to support grant applications and future project. Member Clark asked about the Central Street Bridge on Hwy 155. Ms. Wollman said the bridge was no a part of this study. The bridge is identified in another study and is already funded by the state. Member Gaines asked if WSDOT or the Cities would be funding the projects. Ms. Wollman said the projects could be funded by either. The City can apply for grants from the Transportation Improvement Board or the State Transportation Improvement Program. Member Freel asked if the study could be used by WSDOT for Capital Requests for certain projects and the answer was yes. Mayor Gagné said this was a huge project study area. She asked if the Open House will set the prioritization. Ms. Wollman said the prioritization will be based on the highest benefit with the lowest cost. Member Clark stated that the City has adopted the Six-Year Transportation Improvement Program. He asked if this study would tie the City's hands on those projects. Ms. Wollman said that none of the projects will be mandated. Member Cariker suggested a flashing yellow during non-peak hours for Dayton and US 97. There are large spans of time just sitting at the light. She also asked about the left turn out of Omache Drive onto Riverside Drive (SR 215). Public Works Director Mears stated the City's Engh Road project addresses that and Perteet, Inc. has that information.

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Member Gaines asked if there were regulations on brightness along Highway 97. WSDOT does not have any regulations over private landowners and lighting. Member Freel asked if the study would include the project cost and how those will be estimated. They responded that the planning level costs will be estimated with contingencies. They thanked Council for the opportunity to present the information.

Resolution 18-2019 – Approve Settlement Agreement – Jonathan Right of Way

Member Gaines moved, seconded by Member Clark, to approve Resolution 18-2019. City Administrator McDaniel explained to Council the Jonathan Right of Way settlement agreement has been reviewed by the attorneys. This agreement will clear up the encroachment on the dedicated right of way. It will allow for the 60" right of way on Jonathan. The City will vacate the existing 30' of right-of-way in exchange for an adjacent 60" of right of way that will be dedicated by the Housing Authority of Okanogan County. Member Clark told Council that this was discussed with the Infrastructure Committee and they were in agreement. Member Gaines referred to the agreement, page 2, item number 3. She asked for clarification as to how the City would acquire the 60' of right of way. There was discussion to help clarify the agreement. As there were no further question or comments, Council voted and unanimously approved the motion.

Resolution 24-2019 – Approve Agreement with Northwest Vital Records-Storage Services

Member Clark moved, seconded by Member Gaines, to approve Resolution 24-2019. City Clerk Thomas explained to Council that she would like to contract with Northwest Vital Records to store some permanent city records offsite. She currently has payroll and annual report records that are permanent documents which would be easy to pull for transport. She estimates there are about thirty boxes at a cost of \$.30 a box, \$9 month. Member Gaines asked about the liability of the documents. Clerk Thomas said the files will be transported and stored securely at there facility located in Spokane, Washington. Member Foth asked if there would be a cost to transport the documents? Clerk Thomas said that the initial transportation costs will be free. There will be a transportation cost for future files. As there were no further question or comments, Council voted and unanimously approved the motion.

Resolution 25-2019 – Accepting the Contract for Runway Narrowing as Complete

Member Clark moved, seconded by Member Cariker, to approve Resolution 25-2019. City Administrator McDaniel told Council that this is a housekeeping resolution. The project was physically completed on September 23, 2018 and the fly over was in October 2018. This Resolution formally recognizes the work is complete. Member Freel asked if the GIS portion of the project had been completed. Administrator McDaniel said that J-U-B is completing that portion of the project and it's not done. He hopes they will have it completed by June. He also added that this resolution is for the work done by Scarsella. As there were no question or comments, Council voted and unanimously approved the motion.

Resolution 26-2019 – Approve Memorandum of Understanding with Wenatchee Valley College

Member Clark moved, seconded by Member Cariker, to approve Resolution 26-2019. Police Chief Koplín explained to Council that this MOU formally recognizes the cooperation between Wenatchee Valley College and the Omak Police Department to respond and resolve certain types of crimes that take place on campus such as, sexual assault. As there were no question or comments, Council voted and unanimously approved the motion.

Resolution 27-2019 – Approve Gray & Osborne Amendment-Waste Load Assessment

Member Gaines moved, seconded by Member Dave Womack, to approve Resolution 27-2019. City Administrator McDaniel explained to Council that this amends the contract with Gray & Osborne. In compliance with our National Pollution Elimination System Permit (NPDES), the Wastewater Treatment plant is required to submit a Waste Load Assessment report. Gray & Osborne, Inc. has the expertise to look at the loads and keep the City compliant with the equipment we currently have. As there were no question or comments, Council voted and unanimously approved the motion.

Resolution 28-2019 – Sponsoring Housing Authority of Okanogan County to AWC

Member Dave Womack moved, seconded by Member Gaines, to approve Resolution 28-2019. City Administrator McDaniel told Council that Nancy Nash-Mendez contacted him regarding the need for medical benefits for the Housing Authority. She is looking at the Association of Washington Cities to provide medical. Since the Housing Authority of Okanogan County is a non-government entity, they are required to have a sponsor. Administrator McDaniel recommends the City sponsor the Housing Authority. As there were no question or comments, Council voted and unanimously approved the motion.

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OTHER BUSINESS:

Committee/Staff Reports:


Member Gaines asked about the status of the Ordinance to change the meeting time for the Omak Park Board. City Administrator McDaniel is working on that as the Library Board and Planning Commission have made similar requests. Clerk Thomas will ensure the March 12th Park Board meeting is advertised as a special meeting at 6PM.

Member Dave Womack told Council that the Community Support and Public Safety Committee met. He told Council that Okanogan County is asking for a letter of support. The County intends on placing an Emergency Communications sales tax for either .1% to .2% on the ballot. Administrator McDaniel will do more research and prepare a resolution, letter of support for Council's consideration. The Committee also discussed a professional service agreement with Municode for a website redesign and software hosting. Member Dave Womack asked City Clerk Thomas to share the information with Council. Clerk Thomas explained that the 2019 Budget allows funds for a website redesign, support and hosting. She has been researching several companies since August of 2018. She chose Municode as they could offer what the City needs at a lower cost than the other companies proposed. Clerk Thomas explained to Council that currently the City pays an estimated \$400 for hosting services only. The City does not have any type of support for the current website. She said that the City of Okanogan also uses Municode and they are happy with the service and cost. Member Clark expressed concerns about the annual fee of \$1500. Clerk Thomas understood his concerns but feels the expense is worth having a company providing training, support for staff and website software updates to ensure the site is compliant. Public Works Director Mears said the hosting charge is common. Companies need to pay for equipment such as servers and backups to their systems so that websites are accessible. They also ensure there is redundancy backups to the service.


Public Works Director Mears thanked audience members from the Wenatchee Valley College Political Science class for their attendance.

Administrator McDaniel told Council that Fire Chief Bowling was attending an Emergency Management Meeting at the County this evening.

Council, Mayor Gagné adjourned the meeting at 7:55 PM.



Connie Thomas, City Clerk



Cindy Gagné, Mayor