
**OMAK CITY COUNCIL
REGULAR MEETING MINUTES
June 3, 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
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 Foth moved, seconded by Member Cariker, to approve the consent agenda consisting of minutes from the May 20, 2019; claims checks numbered 100464-100515, in the amount of \$161,389.27; May 2019 payroll checks numbered 100352-100354 and 100434-100463 and ACH payments in the amount of \$315,108.60; As there was no discussion and no comments from the audience, Council voted and unanimously approved the motion.

PUBLIC HEARING:

CDBG Application-Asotin St. & Railroad Ave. Storm System Improvement Project

Mayor Gagné opened the public hearing at 7:01 and read the disclaimer. There were no objections from the audience as to the Mayor or Council's participation in the proceedings. There were no Councilmembers who excused themselves from the proceedings due to conflict or their inability to consider the hearing fair and objectively. Mayor Gagné introduced Dave Ellis, Professional Engineer for Gray & Osborne. Mr. Ellis explained to Council that there were two handouts in the Council agenda packet. One talks about the CDBG program and on the reverse side is the Federal Citizen Participation Requirements for Local Government Applications to the State CDBG Program. The second handout is the project information. Mr. Ellis explained that the CDBG is a federal program that provides grant money to communities and it's administered by the Washington State Department of Commerce. He shared information about the programs offered and said the grants are available to cities and towns in Washington State if they meet the eligibility guidelines. The City of Omak is eligible to apply for a grant because the population is under 50,000 and the number of LMI (low-and moderate-income) residence exceeds the 51% minimum. He said that most of the towns and cities in Eastern Washington meet the requirements. He said there are three HUD National Objectives and the applicant must meet one of the three. The three objectives are, principally benefits low-and moderate-income (LMI) persons, aids in the prevention or elimination of slums or blight or addresses imminent threat to public health or safety. The grant the City is applying for is a General Purpose Grant which includes the construction of public infrastructure. Mr. Ellis said there is ten million dollars available and the application is due Wednesday. The maximum we can apply for is \$750,000 for construction. He said it's very competitive because it's a 100% grant which funds water, sewer and storm projects with a lot of applicants. He explained that the City has asked Gray & Osborne to help them prepare a CDBG grant application for the Stormwater Improvement Project on Asotin Street. He reminded Council that in May of 2018 when Omak had the historical river levels. During that event, a sink hole developed in the roadway and the road was impassable. When the water receded, the City was able to camera the line to determine why the sink hole developed. Through that inspection, crew found that the corrugated aluminum pipe had corroded to the point there were holes in the pipe. After the water receded, rock, sand and gravel flushed into the lift station. The repair and inspection work cost the City approximately \$20,000 in labor and materials.

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The pipeline replacement cost from Railroad Avenue to Asotin Street is \$565,000. The City is applying for \$458,000 from CDBG. The City has \$107,000 unexpended CDBG funds from a past project. CDBG requires that if you have unexpended money from a past project and you want to apply for new projects, the money must be spent. The City is going to apply the \$107,000 toward the project. The project requires a lot of paperwork compliance but, it's 100% grant funded and, it will eliminate the need for raising rates to fund the project. Currently the residential storm water rates are at \$4.28 a month. The project also includes updates to the lift station. When the cave in occurred in the pipeline and the ground water receded, the sand and gravel were pushed into the pumps when they were underwater. The pumps are not designed to handle solids. Mr. Ellis asked if there were any questions or public comments and there were none. Mr. Ellis added that if the City approves going ahead with the project, he wanted Council to know that he talked with City Clerk Thomas and Public Works Director Mears about ensuring signatures were obtained on the necessary documents. City Administrator McDaniel asked when the selection would be made. Mr. Ellis said that it would be end of the summer. If the City receives the money, contracts would be signed with CDBG in November. He anticipates the project design by April 2020 and then going out to bid with construction scheduled in June or July. Mayor Gagné asked if there were any further questions or comments. Mr. Ellis just reiterated the need for signatures on the application and Resolution. Mayor Gagné closed the public hearing at 7:13pm.

NEW BUSINESS:

Presentation – Perteet, Inc. – US97 Omak Area Transportation Study Briefing

Christina Wollman and Jennifer Saugen of Perteet, Inc. were in attendance to update City Council on the US97 Omak Area Transportation Study. They reminded Council that they were last here in March and gave a presentation on the Transportation Study. Tonight, they will explain the strategies used and the process for this project. They explained that a Stakeholder Team was formed from the beginning to help refine project needs and help develop strategies. In April, a public meeting was held to share the criteria and obtain public input. During this meeting, the public was encouraged to provide input on the six strategies. They were asked to place comments on post-it notes and affix them to the strategy displays. The same information was presented through the Online Open House forum. Ms. Wollman said the Online Open House was very successful with Omak having over 1,000 new visitors and over 300 comments. The top comments were pedestrian, bicycle and freight truck access. The public was very vocal on the roundabout strategies. The comments were equal for those who disliked them and those who liked them. Jennifer Saugen discussed in detail the recommended strategies for each intersection. The intersections include US97 and Sand Flat Road, US97 and Shumway Road, US97 and Engh, Riverside Road, SR215 and Quince, US97 and Dayton and US97. Ms. Wollman discussed the recommended strategies for the non-motorized travel between Omak Avenue and Wal-Mart, Omak Avenue and the 12 Tribes Casino and SR155 at East Omak Elementary School. She said that all the strategies will be online through the end of June at www.wsdot.wa.gov/planning/studies/us-97/omak/home. Ms. Wollman hopes the information in this study will help the city plan for the future. Member Freel thanked George Mazur and Nicholas Manzano of WSDOT for bringing the study to Omak. He also thanked Perteet, Inc. for their work. Mr. Mazur said that he loved the dialogue received from Omak. He said the report coming out of the study will be the first step. He wants WSDOT to partner with the City to get the projects moving forward.

Resolution 42-2019 – Authorize Submission of the Community Development Block Grant

Application

Member Foth moved, seconded by Member Dave Womack, to approve Resolution 42-2019. As there was no further discussion or comments from the audience, Council voted and unanimously approved the motion.

Resolution 43-2019 – Approve Purchase of a Walk Behind Saw

Member Gaines moved, seconded by Member Cariker, to approve Resolution 43-2019. Public Works Director explained to Council that this is an asphalt concrete saw used in the water, sewer and storm drain departments. The saw will be purchased through Cessco in the amount of \$5,701.06. As there was no discussion or comments from the audience, Council voted and unanimously approved the motion.

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Resolution 44-2019 – Updating the Omak Comprehensive Plan

Member Clark moved, seconded by Member Gaines, to approve Resolution 44-2019. City Administrator McDaniel explained that Contract Planner Kurt Danison could not attend tonight. He said in March 2018, the Planning Commission began working on the update to the Comprehensive Plan, resource lands and critical areas. The Planning Commission held several meetings and a Public Hearing on October 3, 2018. He reminded Council that they also held a public hearing on November 19, 2018 and accepted the Planning Commission's recommendations. This began the sixty-day required review by the Washington State Department of Commerce who had no comments during this review. As there was no discussion or comments from the audience, Council voted and unanimously approved the motion.

Ordinance 1876 – Updating OMC Chapter 18, Critical Areas

Member Clark moved, seconded by Member Cariker, to approve Ordinance 1876. City Administrator McDaniel explained that the Comprehensive Plan is regulated by the Omak Municipal Code. Because the critical areas and land use process was updated in the Comprehensive Plan, Chapter 18 of the Omak Municipal Code was amended. He explained to Council that the work done to update to the Comprehensive Plan is reimbursable by a grant from the Department of Commerce. He will be requesting that reimbursement. He also said that it's worth noting that the Planning Commission also discussed mobile vendors and accessory dwellings. A draft Ordinance was prepared for review and city staff had questions about the update. The draft Ordinance was sent back to City Planner, Kurt Danison and it may potentially go back to the Planning Commission. As there was no discussion or comments from the audience, Council voted and unanimously approved the motion.

OTHER BUSINESS:

Committee/Staff Reports:

Member Dave Womack told Council that the Community Support and Public Safety Committee met and discussed the Animal Ordinance as it pertains to cats. The committee would like to do some more research and will come back to Council with a recommendation.

Public Works Director Mears reminded Council that during the last Council meeting, the Community Support and Public Safety Committee reported that a group had met with the Park Board and was interested in creating a pickle ball court in the Eastside Park. Mr. Mears received a letter from Keith Kistler requesting to use the cement slab in Triangle Park for a Pickle Ball Court. He said the group will be painting stripes and purchasing the net and there will be no monetary support for the materials by the City. Mr. Mears recommended that the use of this court be scheduled using the park reservation guidelines. Member Dave Womack said the Committee supports the project as the area is underutilized and this would be a good use. Member Dave Womack moved, seconded by Member Walt Womack to approve the pickle ball court. As there was no discussion or comments from the audience, Council voted and unanimously approved the motion.

Council, Mayor Gagné adjourned the meeting at 8:10 PM.

Connie Thomas, City Clerk


Cindy Gagné, Mayor

Community Development Block Grant

Strengthening rural communities through projects that benefit low- and moderate-income persons

GENERAL PURPOSE GRANTS

\$10,000,000

For planning or construction of public infrastructure, community facilities, affordable housing, and economic development projects.

Competitive. Maximum grant up to \$750,000 based on project type. Application materials available in March and due in June.

ECONOMIC OPPORTUNITY GRANTS

\$300,000

For state and local priority projects resulting in economic resilience and development in rural communities through grant or grant-to-loan assistance.

Competitive. Applications accepted throughout the year on a fund available basis.

HOUSING ENHANCEMENT GRANTS

\$200,000

For off-site infrastructure or the community facility component of a state Housing Trust Fund project.

Competitive. Maximum grant is generally \$200,000. Initial CDBG Housing Enhancement Grant application forms are submitted with a HTF Stage 2 application.

PUBLIC SERVICES GRANTS

\$1,500,000

For 17 counties and community action agencies to fund new or expanded services for lower income persons.

Allocated by formula based on population and poverty. Application materials available February and due in April.

HUD NATIONAL OBJECTIVES

CDBG project activities must meet one of three HUD National Objectives:

- Principally benefits low-and moderate-income (LMI) persons
- Aids in the prevention or elimination of slums or blight
- Addresses imminent threat to public health or safety

Funding is contingent on approval of the state's 2019 Action Plan and CDBG allocation by the US Department of Housing & Urban Development.

OUR CORE PURPOSE

Grow and improve jobs in Washington State by championing thriving communities, a prosperous economy, and suitable infrastructure.

PROGRAM CONTACT

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Section Manager
Local Government Division
360.725.3018
kaaren.roe@commerce.wa.gov

ELIGIBILITY GUIDELINES:

Eligible applicants are Washington State cities/towns with less than 50,000 in population and not participating in a CDBG entitlement urban county consortium; and counties with less than 200,000 in population. Eligible cities/towns and counties are listed on the CDBG website.

Special purpose districts, public housing authorities, community action agencies, economic development councils, other non-profit organizations, and Indian tribes are not eligible to apply directly to the state CDBG Program for funding, but may be a partner in projects and subrecipient of funding with an eligible city/town or county applicant.

1011 Plum Street SE, Olympia, WA 98504
<http://www.commerce.wa.gov/cdbg>

11/02/18

Federal Citizen Participation Requirements For Local Government Applicants to the State CDBG Program

Federal Regulations 24 CFR 570.486 (a)

- (a) *Citizen participation requirements of a unit of general local government.* Each unit of general local government shall meet the following requirements as required by the state at Sec. 91.115(e) of this title.
- (1) Provide for and encourage citizen participation, particularly by low and moderate income persons who reside in slum or blighted areas and areas in which CDBG funds are proposed to be used;
 - (2) Ensure that citizens will be given reasonable and timely access to local meetings, information, and records relating to the unit of local government's proposed and actual use of CDBG funds;
 - (3) Furnish citizens information, including but not limited to:
 - (i) The amount of CDBG funds expected to be made available for the current fiscal year (including the grant and anticipated program income);
 - (ii) The range of activities that may be undertaken with the CDBG funds;
 - (iii) The estimated amount of the CDBG funds proposed to be used for activities that will meet the national objective of benefit to low and moderate income persons; and
 - (iv) The proposed CDBG activities likely to result in displacement and the unit of general local government's anti-displacement and relocation plans required under Sec. 570.488.
 - (4) Provide technical assistance to groups representative of persons of low and moderate income that request assistance in developing proposals in accordance with the procedures developed by the state. Such assistance need not include providing funds to such groups;
 - (5) Provide for a minimum of two public hearings, each at a different stage of the program, for the purpose of obtaining citizens' views and responding to proposals and questions. Together the hearings must cover community development and housing needs, development of proposed activities and a review of program performance. The public hearings to cover community development and housing needs must be held before submission of an application to the state. There must be reasonable notice of the hearings and they must be held at times and locations convenient to potential or actual beneficiaries, with accommodations for the handicapped. Public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate;
 - (6) Provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities in an application to the state and, for grants already made, activities which are proposed to be added, deleted or substantially changed from the unit of general local government's application to the state. *Substantially changed* means changes made in terms of purpose, scope, location or beneficiaries as defined by criteria established by the state.
 - (7) Provide citizens the address, phone number, and times for submitting complaints and grievances, and provide timely written answers to written complaints and grievances, within 15 working days where practicable.



ASOTIN STREET AND RAILROAD AVENUE STORMWATER SYSTEM IMPROVEMENTS

SCOPE OF WORK

The City of Omak's Asotin Street and Railroad Avenue Stormwater System Improvements project consists of the replacement of approximately 1,650 lineal feet of 12" and 15" storm drain pipe with new CPEP and PVC storm drain pipe. The project also includes the replacement of seven catch basins, five storm drain manholes, stormwater lift station improvements including electrical, controls, and pump replacement, and restoration of surfaces disturbed during construction. Construction will be completed under one construction contract at a time when groundwater levels are low to minimize construction dewatering efforts.

The proposed project is located as shown on the attached figure. The total estimated project cost is \$565,000. The City is seeking funding assistance of approximately \$458,000 from the Department of Commerce's Community Development Block Grant General Purpose Grant program.

PROJECT NEED

In May 2018 the City's stormwater pipeline on Asotin Street failed, disrupting stormwater conveyance to the City's Eastside Lift Station and, together with high groundwater levels, contributing to the formation of a sinkhole in Asotin Street. Excavation of the collapsed stormwater pipeline for subsequent repair work and video inspection revealed severe pipeline deterioration. Repair and inspection work cost the City approximately \$20,000 in labor and materials.

Subsequent inspection of the Eastside Lift Station by public works personnel revealed the need to replace the lift station pumps and upgrade the electrical and control equipment.

Construction of the proposed project improvements will reduce the risk of additional pipeline failures within the Eastside stormwater collection system and provide the City with upgraded stormwater facilities.

PENDING/COMMITTED FUNDING

No outside funding is pending or committed to the project at this time. If successful in this CDBG application, the City will commit its current CDBG program income of approximately \$106,000 towards the project.

TO OUTLET

ASOTIN ST

LIFT STATION

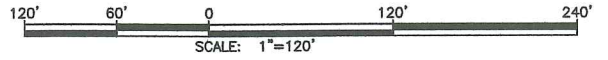
2ND AVENUE

PIPELINE REPLACEMENT

BENTON ST

3RD AVENUE

RAILROAD AVENUE



2019 CDBG APPLICATION

VICINITY MAP

ASOTIN STREET AND RAILROAD AVENUE STORMWATER IMPROVEMENTS