
AGENDA
OMAK CITY COUNCIL MEETING
Monday, October 7, 2019 – 7:00 PM

A. CALL TO ORDER

B. FLAG SALUTE

C. CITIZEN COMMENTS

D. CORRESPONDENCE AND MAYOR'S REPORT

E. CONSENT AGENDA:

1. Approval of minutes from September 16, 2019
2. Approval of Claims & Payroll

F. OLD BUSINESS:

1. Ord 1879 – 2nd Read – Amend 2019 Budget – Plan Check Services



G. NEW BUSINESS:

1. Res. 65-2019 – Approve Purchase of Point of Sale Equipment for Airport - QT Pod
3. Res. 66-2019 – Approve MOU – Okanogan County Community Coalition



H. OTHER BUSINESS:

1. Council Committee Reports
2. Staff Reports

 **Action by City Council**

The Omak City Hall is accessible to persons with disabilities. Hearing or visually impaired persons requiring special accommodations should contact the City Clerk one week in advance of the meeting by calling 509-826-1170 or e-mail clerk@omakcity.com in order to be provided assistance.

MEMORANDUM

To: Omak City Council
Mayor Cindy Gagné

From: Todd McDaniel
City Administrator

Date: September 16, 2019

Subject: Ordinance No 1879- Budget Amendment Current Expense

The Attached Ordinance 1879, An Ordinance Amending the 2019 Budget for The City of Omak By Appropriating Additional Expenditures for Plan Check Services, is forwarded for your consideration.

This amendment increases the Plan Check services expenditure from \$1,000.00 to \$20,000.00 to cover cost associated with third party plan reviews. Current expense Ending Fund Balance is reduced by \$19,000.00,

I approve and recommend the passage of this ordinance.

ORDINANCE NO. 1879

**AN ORDINANCE AMENDING THE 2019 BUDGET FOR THE CITY OF OMAK BY
RECOGNIZING ADDITIONAL APPROPRIATING ADDITIONAL EXPENDITURE FOR PLAN
REVIEW SERVICES**

WHEREAS, the City of Omak adopted the 2019 Budget by passage of Ordinance No. 1871 on December 3, 2018; and

WHEREAS, the building department needs additional appropriation for third party plan review services; and

WHEREAS, said expenditures are not one of the emergencies specifically enumerated in RCW 35A.33.080; and

WHEREAS, the City of Omak is desirous of amending its budget pursuant to RCW 35A.33.090.

THE CITY COUNCIL OF THE CITY OF OMAK DO ORDAIN AS FOLLOWS:

Section 1. Ordinance No. 1871 adopting the 2019 Budget, shall be amended to include changes to the budget as shown in Attachment 'A' of this ordinance.

Section 2. This ordinance shall become effective from and after the date of its passage by Council by a vote of one more than the majority of all Councilmembers, approval by the Mayor and publication as required by law.

PASSED by the City Council of the City of Omak, this _____ day of _____, 2019.

APPROVED:

Cindy Gagné, Mayor

ATTEST:

APPROVED AS TO FORM:

Connie Thomas, City Clerk

Michael Howe, City Attorney

Filed with City Clerk: _____

Passed by City Council:

1ST Reading _____

2nd Reading _____

Date Published: _____

Date Effective: _____

On the _____ day of _____, 2019, the City Council of the City of Omak passed Ordinance No. 1879

DATED this ____ day of _____ 2019.

Connie Thomas, City Clerk

2019 BUDGET AMENDMENT ORDINANCE NO. 1879 ATTACHMENT 'A'

| Description | 2019 Budget | Revenue | Expenditure | Revised Budget |
|---|--------------------|----------------|--------------------|-----------------------|
| Current Expense Fund 001 | | | | |
| Ending Fund Balance 001.508.80.00.00 | \$ 830,362.86 | | (\$19,000.00) | \$ 811,362.86 |
| Plan Check services 001.524.20.41.00 | \$ 1,000.00 | | \$19,000.00 | \$ 20,000.00 |
| Total Expenditures | \$4,474,080.26 | | | \$4,493,080.26 |
| Airport Fund Total | \$5,305,668.12 | | | \$5,305,668.12 |

Current Expense Fund 001

This Ordinance appropriates an additional \$19,000.00 expenditure in the Current Expense Fund for Plan Check services and reduces Ending Fund Balance by a like amount.

MEMORANDUM

To: Omak City Council
Cindy Gagné, Mayor

From: Ken Mears
Public Works Director

Date: October 7th, 2019

Subject: Resolution No. 65-2019 Approving the purchase of Point of Sale
Equipment

The attached Resolution 65-2019: A RESOLUTION APPROVING THE PURCHASE OF A POINT OF SALE EQUIPMENT FOR THE OMAK MUNICIPAL AIRPORT, is forwarded for your consideration.

The purchase of this new point of sale equipment, Qtpod M4000 is needed because the company no longer supports the M3000 unit that is currently used at the airport. Also, the current unit is almost unreadable from the use and age of the terminal. Qtpod and City Service Valcon submitted quotes for replacement/upgrade to the M4000 which are attached as Exhibit A. The purchase is overbudget by \$1,426.19. The installation will require an electrician to perform the removal of the M3000 and the connections for the new M4000 unit. This cost will come from the repairs and maintenance budget line. The upgrade is critical for the sale of the airport aviation fuels.

I support this Resolution and recommend its approval.

RESOLUTION NO. 65-2019

**A RESOLUTION APPROVING THE PURCHASE OF A POINT OF SALE EQUIPMENT
FOR THE OMAK MUNICIPAL AIRPORT**

WHEREAS, the current point of sale equipment (M3000) has been discontinued and is no longer supported by QTpod, (formerly QT Technologies) a private corporation; and

WHEREAS, QT Pod has notified the city that there is an upgraded model the M4000 self-serve fueling terminal that is a direct replacement of the current unit; and

WHEREAS, two separate quotes have been received from QTpod and City Service Valcon, the City current fuel supplier; and

WHEREAS, the equipment is available through City Service Valcon, LLC for a total of \$14,926.19; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Omak, Washington, that the purchase of the M4000 from City Service Valcon, LLC, a copy of the quote is attached as Exhibit "A" is hereby approved. The Mayor is hereby authorized and directed to execute the same for and on behalf of the City, and the City Clerk is authorized and directed to attest her signature.

INTRODUCED AND PASSED by the City Council of the City of Omak this _____ day of _____, 2019.

APPROVED:

Cindy Gagné, Mayor

ATTEST:

APPROVED AS TO FORM:

Connie Thomas, Clerk

Michael D. Howe, City Attorney

EXHIBIT A

CityServiceValcon, LLC
 P. O. Box 1
 640 W. Montana St.
 Kalispell, MT 59901



Sales Agreement

Purchaser:

City of Omak
 2 N Ash Street
 Omak, WA 98841

Ship to:

Same

Date:

9/16/2019

| CUSTOMER PO# | TERMS | REQUESTED DELIVERY DATE | SHIP VIA | SALES REP |
|--------------|--------|-------------------------|------------|----------------|
| | Net 10 | ASAP | UPS-Ground | Eddie Anderson |

CSV Internal coding: 15001 / 13320

| QUANTITY | DESCRIPTION | UNIT PRICE | AMOUNT |
|-----------------------------|---|--------------|--------------------|
| 1 | QT POD M4000 Self-Serve Terminal (1 hose) | \$14,995.00 | \$14,995.00 |
| | CSV Discount | (\$500.00) | |
| | Extra Hose for a second grade of fuel | \$500.00 | |
| | Cell Connection Kit | \$500.00 | |
| | Trade in for shipping your M3000 Back | (\$1,995.00) | |
| SUBTOTAL | | | \$13,500.00 |
| START-UP TRAINING BY QT POD | | | \$0.00 |
| SHIPPING & HANDLING | | | \$295.00 |
| TOTAL DUE | | | \$13,795.00 |
| DEPOSIT | | | \$0.00 |
| GRAND TOTAL | | | \$13,795.00 |

NOTE: The M4000 Self-Serve Fueling Terminal requires a subscription to QT POD's cloud-based software platform in order to be operable. The subscription Agreement will be directly between QT POD and the purchaser of this unit or the operator.

TERMS: The purchase price for each Unit shall be the amounts entered above. Purchaser acknowledges that QT Petroleum on Demand (QT) builds each Unit to order. Purchaser agrees to pay CityServiceValcon, LLC the Purchase Price pursuant to the terms of this Purchase Agreement which are as follows:

Full payment including shipping and handling is due within the terms listed in this agreement from the order date. Order date is the date a signed Purchase Agreement is returned to CityServiceValcon, LLC. If credit terms are extended by CityServiceValcon, Purchaser shall remit payment as set forth in CityServiceValcon's Promissory Note and the Amortization Schedule. All units will be shipped F.O.B. point of shipping. Payment is not subject to any other conditions including but not limited to when the equipment is to be installed, or any other agreement between the purchaser and any third party. This unit is sold as a base unit. Additional hardware may be required solely at Purchaser's expense. Purchaser will provide its own on-site commissioning service. In the event Purchaser cancels this order after the equipment has been shipped a restocking fee of 10% of the purchase price will be charged.

Title to each Unit shall not transfer to Purchaser until payment in full is received. In the event payment is not made as agreed, the outstanding balance shall accrue interest at the rate of 1.5% per month until paid. If CityServiceValcon, LLC takes any steps to collect on Purchaser's account, including retaining an attorney, Purchaser shall pay all costs of such collection efforts, including reasonable attorney fees. Purchaser understands and agrees that in the event of non-payment of any amount due, repossess the Unit(s) at CityServiceValcon's sole option. In the event Purchaser has not fully paid for the Unit(s) as set forth herein within five (5) days after receiving written notice from CityServiceValcon, LLC, its attorneys, or collection agents, Purchaser shall permit CityServiceValcon, LLC to repossess the Unit(s), and shall cooperate with CityServiceValcon, LLC and its agents in doing so. All applicable taxes are the responsibility of the buyer.

I have read and the I have read the above statement and agree to the purchase terms.

Authorized Purchaser:

Title:

Date:



4909 Nautilus Court North, Suite 109
 Boulder, CO 80301
 ph: 303-444-3590 Fax: 303-444-8736

Quote No.

QT Pod Fueling Terminals

Representative

Name Matt Duncan Phone: 303-962-3413
 Position Sales Fax: 303-444-8736
 Department Sales Division E-mail: mduncan@qtpod.com

Dates

First Contact _____
 Quote Issued 9/16/2019
 Accept/Reject _____

| Product/Service Name | Quantity | Price | TOTAL |
|---|----------|------------------|--------------------|
| QT Pod Model M4000 Self-Serve Fueling Terminal 1 hose control, wired ethernet capability Trade-in credit for M3000 return (Credit good until Sept. 1, 2018) <u>Options</u> DPI Module - for each additional hose point | 1 | \$14,995.00 | \$14,995.00 |
| Cellular Kit (Optional if CAT 5 ethernet cable can't be run to terminal) Financing Option: \$649.08 per month for 24 months | 1 | (\$1,995.00) | (\$1,995.00) |
| | 1 | \$450.00 | \$450.00 |
| | 1 | \$1,000.00 | \$1,000.00 |
| SHIPPING | 1 | \$295.00 | \$295.00 |
| | | Sub Total | \$14,745.00 |
| | | Discount | |
| | | Taxes | |
| | | TOTAL | \$14,745.00 |

Client

Customer Ken Mears Company City of Omak
 Address _____ State _____
 City _____ Email publicworks@omakcity.com
 ZIP _____ Fax _____
 Phone _____

Status

Established Client New Client Prospective Client

Notes

*Quote valid for 60 days from issuance.
 Price does not include installation
 Cell kit requires data plan through QT \$480/ year

Office Use Only

Prices are subject to change without notice.

MEMORANDUM

To: Omak City Council
Cindy Gagne, Mayor

From: Jeff Koplín, Chief of Police

Date: October 7, 2019

Subject: **Resolution 66-2019, MOA with Okanogan County Community Coalition**

The attached **Resolution 66-2019, a Resolution of the Omak City Council Approving a Memorandum of Agreement with Okanogan County Community Coalition to Participate in Funding to Enforce Underage Drinking and Marijuana Laws** is forwarded for your consideration.

This is a new one-year agreement with OCCC to continue Emphasis Patrols for underage drinking and marijuana enforcement activities.

Our department has been working with OCCC for several years, with good success. This agreement allows for our continued involvement in this program and provides a means for reimbursement for the actual expense the department may have while assisting with this program.

I support this Resolution and urge its adoption.

RESOLUTION NO. 66-2019

A RESOLUTION OF THE OMAK CITY COUNCIL APPROVING A MEMORANDUM OF AGREEMENT WITH OKANOGAN COUNTY COMMUNITY COALITION TO PARTICIPATE IN FUNDING TO ENFORCE UNDERAGE DRINKING AND MARIJUANA LAWS

WHEREAS, the City of Omak and the Okanogan County Community Coalition (OCCC) have had a Memorandum of Agreement wherein OCCC provides additional funding for the Police Department to provide additional patrols and emphasis enforcement to prevent underage drinking and marijuana use since 2012; and

WHEREAS, this program has been identified through Omak High School surveys to be effective in reducing underage drinking and marijuana use; and

WHEREAS, the current agreement approved by resolution 64-2018 has expired; and

WHEREAS, it is desirable to enter into a new agreement for the continued enjoyment of this cooperative program.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Omak hereby approves the **Memorandum of Agreement** between the City and the **Okanogan County Community Coalition** for the period from October 1, 2019 to September 30, 2020 as shown on **Exhibit "A"**, attached hereto.

INTRODUCED and passed this _____ day of _____ 2019.

APPROVED:

Cindy Gagné, Mayor

ATTEST:

Connie Thomas, City Clerk

APPROVED AS TO FORM:

Michael Howe, City Attorney

EXHIBIT A

Memorandum of Agreement

This agreement between Okanogan County Community Coalition and Omak Police Department shall be from October 1, 2019 – September 30, 2020 and be directly related to funding provided by Washington State Division of Behavioral Health and Recovery – Partnership for Success grant funding and Okanogan County Community Coalition general funds for the benefit of strategies outlined to reduce underage drinking and marijuana use in the Omak School District area.

Okanogan County Community Coalition will be held responsible to:

- Create and follow its own by-laws and policies
- Formulate coalition goals and objectives
- Oversee operations of Okanogan County Community Coalition activities, program, paid staff, and volunteers as it relates to the programs above.
- Create and follow the Coalition's Strategic Plan to reduce underage drinking and marijuana use and the action work plans identified as part of related funding including:
 - Reimbursement of City of Omak for Omak Police Department for actual expenses related to extra patrols and enforcement of underage gatherings and DUI.
 - Reimbursement of City of Omak and Omak Police Department for actual expenses related to implementing alcohol and marijuana retail compliance checks.
 - Transparently share all enforcement data gathered as part of this effort.
 - Mutually select appropriate and targeted dates for emphasis patrols and compliance checks.
- Respect the rights of Okanogan County Community Coalition members to hold their own opinions and beliefs.

The Omak Police Department will be held responsible to:

- Create and follow City of Omak policies and procedures.
- Oversee operations of Omak Police Department activities, program, paid staff, and volunteers as it relates to the programs above.
- Identify Omak Police Department officers and conduct emphasis patrols for underage gathering to enforcement underage drinking and marijuana laws using a mutually agreed upon schedule.
- Identify Omak Police Department officers to conduct alcohol compliance checks at local retailers using mutually agreed upon schedule.
- Conduct background checks and training for mutually selected underage investigative aides for alcohol and marijuana compliance checks.
- Notify Okanogan County Community Coalition of youth alcohol and marijuana related citations and/or arrests, as appropriate following public disclosure and confidentiality laws.
- Provide invoices to Okanogan County Community Coalition for reimbursement of actual expenses relating to enforcement as they pertain to the programs above.

Stacey Okland

Executive Director,
Okanogan County Community Coalition



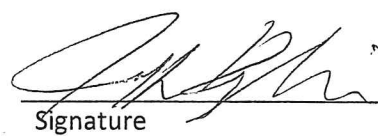
Signature

9/16/19

Date

Jeff Koplin

Chief of Police,
Omak Police Department



Signature

10-3-19

Date