




AGENDA
OMAK CITY COUNCIL MEETING
Monday, November 4, 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 October 21, 2019 and October 28, 2019 Budget Workshop
 - 2. Approval of Claims
- F. **OLD BUSINESS:**
 - 1. Ord. 1881 – 2nd Read – Amend 2019 Budget – Garbage Fund 
- G. **NEW BUSINESS:**
 - 1. Res. 70-2019 – Approve Public Works Contract - Great Floors – Council Room Carpet Replacement 
 - 2. Res. 71-2019 – Approve Interlocal Agreement with City of Okanogan – Fire Chief Services 
- H. **OTHER BUSINESS:**
 - 1. Council Committee Reports
 Omak Park Board – Letter of Transmittal 
 - 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
Cindy Gagnè, Mayor

From: Todd McDaniel

Date: October 21, 2019

Subject: Ordinance 1881 Amending Budget- Garbage Fund

The Attached Ordinance 1873- Amending the 2019 Budget for the City of Omak, Recognizing Additional Revenue and Appropriating Additional Expenditure in the Garbage Fund, is forwarded for your consideration.

This Ordinance recognizes additional garbage receipt revenues and appropriates additional expenditure for contract collections. Last year I brought a similar amendment that was approved in late December 2018, and I failed to update the 2019 budget estimates. The 2019, year end revenues and expenditures will only be up slightly above the 2018 year.

I approve this Ordinance and urge it Adoption

ORDINANCE NO. 1881

**AN ORDINANCE AMENDING THE 2019 BUDGET FOR THE CITY OF OMAK,
RECOGNIZING ADDITIONAL REVENUE AND APPROPRIATING ADDITIONAL
EXPENDITURE IN THE GARBAGE FUND**

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

WHEREAS, the contract with Sunrise disposal for garbage collection and disposal, is based on per unit pricing; and

WHEREAS, the service volume for garbage is exceeding 2019 estimates; and

WHEREAS, the associated revenues and expenditure for garbage collection and disposal are anticipated to exceed the 2019 budget estimates; 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 _____, 2019.

APPROVED:

Cindy Gagné, Mayor

ATTEST:

Connie Thomas, City Clerk

APPROVED AS TO FORM:

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. 1881.

DATED this ____ day of _____ 2019

Connie Thomas, City Clerk

2019 BUDGET AMENDMENT ORDINANCE NO. 1881 ATTACHMENT 'A'

Description	2019 Budget As Amended	Revenue	Expenditure	Revised Budget
<u>Garbage Fund (#403)</u>				
<u>Garbage Utility Receipts</u>				
403.343.70.00.00	\$1,025,000.00	\$ 50,000.00		\$ 1,075,000.00
Estimated Ending Fund Balance				
403.508.80.00.00	\$ 150,817.31	\$ 50,000.00	\$50,000.00	\$ 150,817.31
<u>Collection and Disposal Contract</u>				
403.537.60.47.00	\$ 947,750.00		\$ 50,000.00	\$ 997,750.00
403 Expenditure Total	\$ 1,158,826.00		\$50,000.00	\$1,208,826.00
403 Fund Total	\$ 1,309,643.31	\$50,000.00		\$1,359,643.31

Garbage Fund

This Ordinance recognizes \$50,000 in additional revenue and appropriates an additional \$50,000.00 in expenditure for the Collection & Disposal Contract.



INTEROFFICE MEMORANDUM

TO: MAYOR GAGNÉ
OMAK CITY COUNCIL

FROM: FINANCIAL DEPARTMENT

SUBJECT: RES. 70-2019-PW CONTRACT-GREAT FLOORS-CARPET INSTALL

DATE: NOVEMBER 4, 2019

The attached **Resolution 70-2019-Approve Public Works Contract with Great Floors for Replacement of City Hall Council Room Carpet**, is presented to you for your review and consideration.

The City Hall carpet installation is complete and was under budget by \$11,650. We noticed the carpet in the council room is lifting and showing wear. We are using the remaining funds in that line to replace the carpet in the council room. The quote received from Great Floors, is \$8,385.50.

I request Council approval of Resolution 70-2019.

RESOLUTION NO. 70-2019

A RESOLUTION OF THE OMAK CITY COUNCIL APPROVING THE PUBLIC WORKS CONTRACT WITH GREAT FLOORS FOR REPLACEMENT OF CITY HALL COUNCIL ROOM CARPET

WHEREAS, the City Hall carpet was replaced this year and, the total cost came in under budget; and

WHEREAS, the remaining funds will be used to finish the carpet in the council room; and

WHEREAS, the completed project is estimated to cost \$8,386; and

WHEREAS, Great Floors was the only quote obtained to replace the carpet in the City Hall Council Chambers.

NOW, THEREFORE, BE IT RESOLVED BY THE OMAK CITY COUNCIL, that the Public Works Contract, a copy of which is attached as **Exhibit "A"**, be awarded to Great Floors, with a bid proposal of \$8,385.50, and that the Mayor is authorized to execute all documents necessary to affect this action.

PASSED BY THE CITY COUNCIL this ____ day of _____, 2019.

APPROVED:

Cindy Gagné, Mayor

ATTEST:

Connie Thomas

APPROVED AS TO FORM:

Michael D. Howe, City Attorney

EXHIBIT A

PUBLIC WORKS CONTRACT

THIS AGREEMENT made and entered into between the City of Omak, State of Washington, acting under and by virtue of Title 35 RCW as amended, hereinafter referred to as "The City," and

**Great Floors
13708 East Indiana
Spokane Valley, WA 99216**

For its heirs, executors, administrators, successors and assigns, hereinafter referred to as "The Contractor,"

WITNESSETH:

That in consideration of the terms and conditions contained herein and attached and made a part of this Agreement, the parties hereto covenant and agree as follows:

1. The Contractor shall do all work and furnish all labor, tools, and equipment necessary to install and complete the following for the City of Omak, Washington:

City Hall Carpet
\$8,385.50

In accordance with the most recent and approved Construction/Building Code Standards, the recommended manufacturers installation, and as described in the attached quote.

The Contractor shall provide and bear all the expenses of all, labor, equipment, tools, and work of any sort whatsoever that may be required for the transfer of materials and for constructing and completing the work provided for in these contract documents.

2. The City of Omak hereby promises and agrees with the Contractor to employ, and does employ the Contractor to do and cause to be done the above described work and to complete and finish the same in accordance with the attached scope of work the schedule of unit or itemized prices at the time and in the manner and upon the conditions provided for in this contract.
3. The Contractor for himself/herself, and for his/her heirs, executors, administrators, successors, and assigns, does hereby agree to the full performance of all the covenants herein contained upon the part of the Contractor.
4. It is further provided that no liability shall attach to the City by reason of entering into this contract, except as expressly provided herein.
5. The Contractor hereby certifies by execution of this contract that he is registered, or licenses as may be required by the laws of the State of Washington, Chapter 18.27 RCW.
6. The Contractor hereby agrees to allow the City to retain ten percent (10%) of the contract amount for a period provided in Chapter 39.08.010 RWC.
7. Amounts exceeding the estimated proposal of **\$8,385.50** and the scope changes must be approved by the Public Works Director.
8. The applicant will provide proof of all required licenses and permits to the City prior to receiving a notice to proceed by the Omak PW Director. The contractor will be required to pay prevailing wages, submit a "Statement of Intent to Pay Prevailing Wages" to the Department of Labor and Industries, and upon

completion of the project, must file an "Affidavit of Wages Paid" as well. An approved "Affidavit of Wages Paid" must be provided before final payment is issued.

IN WITNESS, WHEREOF, the said Contractor has executed this instrument on the day and year wrote below, and the City of Omak has caused this instrument to be executed by its Mayor as authorized by the City Council, duly attested by its Clerk, and the seal of said City hereunto affixed on the day and year last written below.

Executed by the Contractor this _____ day of _____, 2019

CONTRACTOR: _____

By: _____
Signature

PRINTED NAME: _____

ADDRESS: _____

City

PHONE: _____

FAX Number: _____

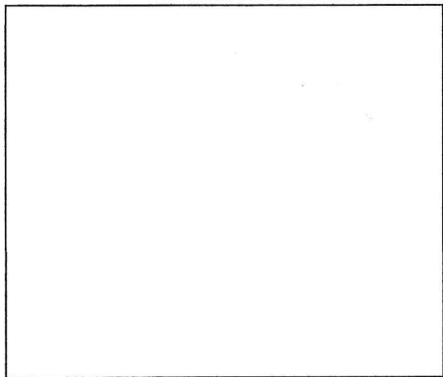
State of Washington Contractor's License Number: _____

Federal Tax I.D. Number: _____ UBI Number: _____

.....

Executed this _____ day of _____, 2019

CITY OF OMAK



Cindy Gagné, Mayor

ATTEST:

Connie Thomas, City Clerk

Great Floors

COMMERCIAL SALES

13708 East Indiana • Spokane Valley, WA 99216
 Phone: 509-921-6500 • Fax: 509-926-5841

Please accept this document as an informal bid on the project mentioned below. All terms, provisions and exclusions must be included when considering this proposal. Any items that are not listed on this document are not included in this bid proposal.

**BID
PROPOSAL**

PROJECT	OMAK STAIRS
LOCATION	
ARCHITECT	CONNIE THOMSAS
NUMBER OF ADDENDUMS RECOGNIZED	

Info:	
PROJECT BID DATE:	9/19/2019
PLANS DATED:	
PROJECT ESTIMATOR:	CLIFF/RUSAN
PROPOSAL EXPIRES IN:	30 Days

SCOPE OF WORK	TOTAL	
BIDDING INCLUDES: CARPET TILE & STRINGERS MATERIAL LABOR CARET TILE LABOR 240 INSTALL CARPET TILE & STRINGERS MATERIAL LABOR 24LF CARPET TILE-195 SY PREP & PRIME	\$ 7,750.00	
Subtotal	\$ 7,750.00	
Shipping and / or Service & Handling		
Tax Rate 8.20%	\$ 635.50	
TOTAL	\$ 8,385.50	

EXCLUSIONS STANDARD: (Unless otherwise noted the following items are excluded)
 Bonds, Taxes, Furniture Moving, Removal, Floor & Wall Prep (Other Than Minor), Cleaning, Waxing, Sealing, Material Protection, Concrete Sealers, Moisture Mitigation, Underlayments (Wood or Cement), Hoisting, Patching or Repairing, Overtime, Nights or Weekend Work Hours.
EXCLUSIONS JOB SPECIFIC:

TERMS:
 1.) This bid is conditioned upon using AIA subcontract A401 or other acceptable subcontract language mutually agreed upon by Great Floors.

ACKNOWLEDGEMENT AND AGREEMENT: The undersigned hereby accepts, agrees and acknowledges to the forgoing proposal under all terms and conditions set forth therein.

Signature: <hr/> Printed Name: <hr/> Title: <hr/> Date: / /	<p>Respectfully Submitted By:</p> <p>Cliff Garrison</p> <p>Sales Representative - Great Floors Commercial Sales</p>
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Connie Thomas

From: Rusan Barnes <r.barnes@greatfloors.com>
Sent: Friday, October 11, 2019 11:41 AM
To: Connie Thomas
Subject: RE: Omak Stairs

Connie,
If you want to just send us a bill like you did on the last one, we can do it that way if that works for you.

Let me know

Rusan Barnes
Great Floors Commercial Sales
Education & Government Specialist
13708 Indiana Avenue
Spokane Valley, WA. 99216
Cell (509) 993-7184
Office (509) 921-6500



From: Connie Thomas <clerk@omakcity.com>
Sent: Thursday, October 10, 2019 9:34 AM
To: Rusan Barnes <r.barnes@greatfloors.com>
Subject: RE: Omak Stairs

Good morning Rusan,
I just received approval from Mayor Gagné to proceed with the carpet install ASAP. I wanted to clarify because I didn't see it in the proposal. Will this include carpet disposal fees? Let me know and I can draft a Public Works Contract and we can move forward to get this done before year end.

Thanks,

Connie

From: Rusan Barnes <r.barnes@greatfloors.com>
Sent: Thursday, September 19, 2019 2:39 PM
To: Connie Thomas <clerk@omakcity.com>
Cc: 'Cliff Garrison' <c.garrison@greatfloors.com>
Subject: Omak Stairs

Connie,

Here's the bid, we would have the same installers come back and we would us the left over carpet tile that you have. I'd like to order the carpet tile sooner then later due to dylots.

Let me know if you have any questions.

Rusan Barnes
Great Floors Commercial Sales
Education & Government Specialist
13708 Indiana Avenue
Spokane Valley, WA. 99216
Cell (509) 993-7184
Office (509) 921-6500



MEMORANDUM

To: Cindy Gagné, Mayor
Omak City Council

From: Todd McDaniel

Date: November 4th, 2019

Subject: Resolution 71-2019

The Attached Resolution 71-2019, Approving an Interlocal Agreement Between the City of Omak and the City of Okanogan for Fire Chief Services, is forwarded for your consideration.

The City of Okanogan Fire Chief position was recently vacated. Mayor Culp has requested the help of Chief Bowling to help the City of Okanogan, Volunteer Fire Department, until which time he has properly trained staffing to resume the Fire Chief's duties. We expect this to occur within the next few months.

An agreement has been prepared that identifies each parties responsibility and provides for compensation to the City of Omak for services provided.

I support this resolution

RESOLUTION No. 71-2019

**A RESOLUTION OF THE OMAK CITY COUNCIL, APPROVING AN
INTERLOCAL AGREEMENT BETWEEN THE CITY OF OMAK AND THE CITY
OF OKANOGAN FOR FIRE CHIEF SERVICES**

WHEREAS, the Revised Code of Washington, RCW 39.34, authorizes units of government within the State to enter into cooperative agreements for the provision of goods and services to each other; and

WHEREAS the City of Okanogan has the need for Interim Fire Chief services that was realized October 28, 2019; and

WHEREAS, The City of Omak has the staffing and expertise to provide the "as needed" Interim Fire Chief services to the City of Okanogan; and

WHEREAS, an Interlocal Agreement has been prepared that adequately defines the scope and compensation for these services.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Omak that the Interlocal Agreement between the City of Omak and the City of Okanogan, a copy of which is attached hereto as "Exhibit A", for Fire Chief services, is approved.

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

APPROVED:

Cindy Gagné, Mayor

ATTEST:

Connie Thomas, City Clerk

APPROVED AS TO FORM:

Michael D. Howe, City Attorney

**INTERLOCAL AGREEMENT
RELATING TO SERVICES OF FIRE CHIEF**

EXHIBIT A

THIS INTERLOCAL AGREEMENT, made and entered into this ____ day of _____, 2019, by and between the **CITY OF OMAK** and the **CITY OF OKANOGAN**, both municipal corporations of the State of Washington, and acknowledged and approved by the City of Okanogan and City of Omak.

WITNESSETH:

WHEREAS, the parties enter into this Agreement pursuant to RCW 39.34, the Washington Interlocal Cooperation Act; and

WHEREAS, the City of Okanogan requires the service of Interim Fire Chief for an interim period until a vacant position can be filled; and

WHEREAS, the City of Omak employs a Fire Chief who has available time to assist the City of Okanogan in the administration, coordination, and training of the City of Okanogan Volunteer Fire Department; and

NOW, THEREFORE, in consideration of the covenants and agreements set forth herein,

IT IS HEREBY AGREED BETWEEN THE PARTIES as follows:

1. The City of Omak Fire Chief will provide services to the City of Okanogan in the administration, coordination, and training of the City of Okanogan Volunteer Fire Department on an interim basis until Okanogan's Fire Chief position becomes filled and the new appointment has received adequate training.
2. The City of Okanogan agrees to pay to the City of Omak an hourly rate of \$61.28 per hour and, in addition, agrees to reimburse the City of Omak for mileage at the rate of \$0.58 per mile for the Fire Chief's mileage incurred from his home in Omak while providing services as the Interim Fire Chief to the City of Okanogan. The City of Omak shall not be paid any other compensation or benefits or be reimbursed for any expenses not specifically set forth in this Agreement.
3. The Interim Fire Chief shall be available to assist Okanogan's Volunteer Fire staff with the administration, training, compliance, incident reporting and other duties as may be assigned by the City of Okanogan Mayor.
4. The Interim Fire Chief shall administer and enforce the Uniform Codes adopted within the City of Okanogan.
5. The City of Omak, for all purposes, shall remain the employer of the Interim Fire Chief, and the City of Omak shall be exclusively responsible for providing all compensation and benefits to the Interim Fire Chief.
6. The City of Okanogan shall defend, indemnify, and hold the City of Omak, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits, including attorney fees, arising out of or resulting from the acts, errors or omissions of the City

of Okanogan in the performance of this Agreement, except for the injuries and damages caused by the negligence of the City of Omak.

The City of Omak shall defend, indemnify, and hold the City of Okanogan, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits, including attorney fees, arising out of or resulting from the acts, errors or omissions of the City of Omak in the performance of this Agreement, except for the injuries and damages caused by the negligence of the City of Okanogan.

7. The City of Omak shall prepare a monthly statement and submit it to the City of Okanogan, and the City of Okanogan shall make prompt payment based upon said statement. Said statement will set forth the total hours worked by the Interim Fire Chief for and on behalf of the City of Okanogan, as well as the total mileage.
8. Direct supervision of the Interim Fire Chief under this Agreement shall be provided by the Okanogan Mayor in consultation with the Omak Mayor, as applicable, and this Agreement shall be administered by the Omak City Clerk.

APPROVED the day and year first above written.

CITY OF OMAK, a municipal corporation

By: _____
Cindy Gagné, Mayor

Attest: _____
Connie Thomas, City Clerk

City of Okanogan, a municipal corporation

By: _____
Jon Culp, Mayor

Attest: _____
Craig Attwood, City Clerk-Treasurer

LETTER OF TRANSMITTAL

Date: October 8, 2019
To: Mayor Gagné
Omak City Council
From: Omak Park Board
Re: Recommendations – Julia Maley Park & The Old Landfill Property

Dear Council Members;

The Omak Park Board, in regular session October 8, 2019, made two motions of recommendation to City Council. The draft minutes and proposed sign language are attached.

The Park Board made the following motions:

“Member Thorn moved, seconded by Member Clark to support the approval of the proposed budget line for rebuilding Julia Maley Park during 2020. Motion carried.”

“Member Thorn moved, seconded by Member Clark to support the name of River Overlook Trail and creation of a trailhead with sign at the old landfill property. Motion carried.”

The Park Board appreciates Council’s consideration of the recommendations.

Sincerely,

Omak Park Board Members/cjt

Attachments

Omak Park Board Meeting Minutes

Date: October 8, 2019

Members present:

Sarah Spence
Todd Thorn
Bob Clark

Absent:

Joe LaGrou

City staff present:

Ken Mears, Public Works
Todd McDaniel, City Administrator
Amber Scott, Deputy Clerk

Meeting begins @ 6:12

Motion: Approval of minutes from Board meeting on 6-11-19

By: Todd Thorn

Second: Sarah Spence

Motion carried.

Skate Park: No funding is available in current budget for skate park. Design was completed. By Grindline Skateparks City will apply to the Washington State Recreation and Conservation Office (RCO) in next grant cycle (2021) for construction funding. Eugene Richter is submitting a grant proposal to Tony Hawk Foundation.

Julia Maley Park Restoration: The proposed City budget for 2020 includes funding to rebuild the park in the area not enclosed for the new City well. No full design has been developed but the intention is to install new playground equipment and maybe a 4' fence along the road to separate kids from the street. The Maley family was not notified before the water facility construction in the park. Sarah Spence recommends doing so in the future when a family has donated land for a park.

Motion: That the Park Board supports approval of the proposed budget line for rebuilding Julia Maley Park during 2020.

By Todd Thorn.

Second: Bob Clark

Motion carried.

Tennis Court Crack Sealing: Sarah Spence contacted company about sealing. A complete repair was suggested but before a quote could be developed the cracks were mostly filled by Public Works. Sarah feels this fix to be temporary at best. Ken Mears said a complete repair was not feasible due to lack of funding but there was

an immediate need to mitigate the safety hazard posed by the cracking pavement quickly. Ken said Sarah was welcome to pursue more information or a quote and to pass it along to him.

Re-election of Chairs: The Board has five seats. Sarah Grooms, immediate past Board Chair, has resigned. Todd Thorn, current Board Secretary, anticipates moving from Omak in the next few months. There is a need to recruit individuals to refill these seats so the Board has a full set of members. There can also be up to 14 advisory members (reps for different groups).

Trail at Old Landfill Property: The City's Old Landfill property is located on the Omak River Road just east of the Shady Creek Nursery. A 0.8 mile loop trail was approved by the City in 2016 after trail enthusiasts and Public Works conducted a cleanup event. Creation of a trailhead with a couple parking spots and trailhead sign is feasible according to Ken Mears. Todd Thorn provided a draft layout/text for the sign, attached at end of these minutes. Approximately 30 trail markers will be needed as well for the trail.

Motion: That the Park Board supports the name of River Overlook Trail and creation of a trailhead with sign at the old landfill property. See attached proposed sign language (next page).

By Todd Thorn

Second: Bob Clark

Motion passes.

Park Survey Distribution update: The survey is in effect now until the end of October. The survey format is online, through SurveyMonkey.com. Ken Mears had relayed to Todd Thorn that the school district has been given the link and students invited to submit their input. The survey takes 10 minutes to complete. 700 or more responses are the goal to form a strong basis for development of the next park comprehensive plan, critical for the City to receive grant funding for the parks. The internet link for the survey is:

<https://www.surveymonkey.com/r/OmakParkSurvey2019>

Board Purpose and Functions Discussion: Goal of Board is to provide citizen input on parks and recreation to the City. Active participation by Board members is required. Chair responsibilities need definition, as well as other positions (secretary and other seats). In the distant past, the Board developed the City's annual park budget. The City is considering updating the City code (Title 13 Public Places Chapter 13.04 Park Code) pertaining to the Board. Most pressing need currently is an update of the six-year park comp plan and getting the better part of 1,000 survey responses on which to base the plan.

Action Items:

- Todd Thorn will contact WVC office, Tree Board to give survey link.
- Bob Clark will contact Chronicle and provide a press release.

- Todd McDaniel will check with Kurt Danison on a different time for meetings which would allow attendance by the City Planner.
- Todd McDaniel will look into a different school district representative to serve on the Park Board.
- Todd McDaniel will ask Jolene in City Hall to put together list of groups, contact names and info and provide to Park Board. This will help with recruiting new Park Board members and with the Park survey distribution.

Meeting ends @ 7:32 PM

Notes by: Todd Thorn, Board Secretary _____

Text for Trailhead Sign at Old Landfill Property:

River Overlook Trail

Welcome to the River Overlook Trail. This 0.8 mile loop trail leads across this sandy flat to the crest of the bluff overlooking the Okanogan River and its confluence with Omak Creek. Please stay on the trail. Dogs must be leashed and dog waste collected by owners. Open daylight hours only. Enjoy this view of the river!

City of Omak (logo)