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**OMAK CITY COUNCIL  
REGULAR MEETING MINUTES  
February 3, 2020**

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**CALL TO ORDER:**

Mayor Pro-Tem Foth 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	Tyler Wells, Building Official
Nattalie Cariker	Kevin Bowling, Fire Chief
Barry Freel	Jeff Koplín, Police Chief
Steve Clark	Wayne Beetchenow, Assistant Public Works Director
Walt Womack	Connie Thomas, City Clerk
Michelle Gaines	Todd McDaniel, City Administrator
Dave Womack	

**CONSENT AGENDA:**

Member Clark moved, seconded by Member Dave Womack, to approve the consent agenda consisting of minutes from the January 21, 2020; 2019 claims checks numbered 101958-102021, in the amount of \$210,622.21; January 2019 payroll checks numbered 101857-101859, 101928-101957 and electronic payments, in the amount of \$322,183.55. As there was no discussion and no comments from the audience, Council voted and unanimously approved the motion.

**NEW BUSINESS:**

**Resolution 08-2020 – Approve Purchase of Frontier Flex-Wing Mower through WA State Purchasing Co-Op**

Member Clark moved, seconded by Member Cariker, to approve Resolution 08-2020. Assistant Public Works Director Beetchenow explained to Council that this purchase would replace the current Woods Mower that is scheduled for replacement. The Frontier Flex-Wing Mower is the lowest cost options through the Washington State Purchasing Cooperative. As there were no questions or comments, Council voted and unanimously approved the motion.

**Resolution 09-2020 – Accept the Wastewater Treatment Facility HVAC Improvements as Complete**

Member Clark moved, seconded by Member Cariker, to approve Resolution 09-2020. City Administrator McDaniel explained to Council that the Wastewater Treatment Plan heating, ventilation and air conditioning improvements at the wet well have been completed by Don Kruse Electric. City Engineering Consultant, Gray & Osborne, Inc. have reviewed the project and determined it is physically complete. As there were no question or comments, Council voted and unanimously approved the motion.

**Resolution 10-2020 – Approve Purchase of Two Replacement Pumps for the Wal-Mart Lift Station**

Member Clark moved, seconded by Member Cariker, to approve Resolution 10-2020. Assistant Public Works Director Beetchenow City Administrator explained to Council that the 2020 Budget included an expenditure to rebuild the two Wal-Mart Lift Station pumps. One of the pumps recently failed. In talking with the supplier about rebuilding versus replace the pumps, staff found the difference in cost was minimal. Administrator McDaniel added that the Flygt pumps are a sole source brand specific purchase. The Flygt pumps are used in the city lift stations which makes them interchangeable if a failure should occur. As there were no question or comments, Council voted and unanimously approved the motion.

**Resolution 11-2020 – Approve Agreement with vision Forms for Outsourcing City Utility Statements**

Member Clark moved, seconded by Member Cariker, to approve Resolution 11-2020. City Clerk Thomas told Council that she would like to outsource the collating and mailing of the City Utility statements using Vision Forms. She explained that outsourcing this task would save the city money in mailing and equipment costs. Member Gaines asked about the labor costs. Clerk Thomas did not factor in savings for labor as Utility Clerk Rogers would use her time doing other tasks. As there were no further question or comments, Council voted and unanimously approved the motion.

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**Resolution 12-2020 – Approve Public Utility District No. 1 Utility Line Easement & Agreement**

Member Clark moved, seconded by Member Cariker, to approve Resolution 12-2020. Building Official Wells explained to Council that this easement is for the right of way along side the Meadow Point project on Jonathan Avenue. The PUD has underground utility lines and transformers on the property the City plans to vacate this parcel to Mangat Properties. The PUD requires a utility line easement to install and maintain the infrastructure for the current residence. Member Gaines asked if the other parties that we are vacating the parcel to are aware of this easement agreement. Administrator McDaniel explained that it was part of the property exchange. Building Official Wells stated the agreement will be in place prior to the property vacation. The agreement will be on the map and recorded. Member Gaines also brought to everyone's attention that a lot of PUD franchise agreements have or are expiring. Administrator McDaniel is aware and, he will be working on those. As there were no further question or comments, Council voted and unanimously approved the motion.

**Resolution 13-2020 – Approve Partnership with Department of Revenue for Business Licensing Service**

Member Clark moved, seconded by Member Cariker, to approve Resolution 13-2020. City Administrator McDaniel explained to Council that this agreement kicks off the partnership with the Department of Revenue for online business registration services. He reminded Council that at the end of 2018, they amended the Omak Municipal Code to incorporate minimum threshold language. This project will move fast and, the Department of Revenue anticipates the city will be live as early as July 2020. The agreement has been reviewed by City Attorney Howe and Administrator McDaniel explained that he will be coming to committee to discuss a rate structure for business registrations. As there were no question or comments, Council voted and unanimously approved the motion.

**OTHER BUSINESS:**

**Committee/Staff Reports:**

Member Dave Womack told Council that the Infrastructure Committee met to discuss the purchase of a new Vac Truck. He said that staff has been looking at two quotes and committee recommends the quote for the higher amount. Member Dave Womack deferred to Assistant Public Works Director Beetchenow for further explanation. Mr. Beetchenow explained that the higher quote is for a Vac Truck that is easily maintained by the crew and the mechanics. This truck also has a secondary pump which will eliminate overheating of water which is important for the maintenance of the equipment. Member Dave Womack told Council that either quote will be under budget and there is a potential buyer for the used truck. The quote was received from Sourcewell which is a purchasing co-op.

Police Chief Koplín told Council that the Civil Service has started the process of establishing an entry level and lateral list. If anyone is interested, they can access the information on the City's website.

Assistant Public Works Director Beetchenow told Council that crewmember Doug Truitt who was the head of the Park Department retired from the City of Omak on January 31, 2020. His position has been posted in-house. He anticipates the City will advertise to the public for a crewmember position in the next month.

City Administrator McDaniel advised Council that staff has been reviewing the Omak Municipal Code for the Park Board. The code was set up in 1958 and the function of the Park Board has changed since that time. Currently the Park Board does not have a quorum therefore meetings will be canceled. Administrator McDaniel would like to see potential board members from outside the city limits. Member Dave Womack asked if the City is required to have a Park Board. Administrator McDaniel has not found anything that requires the city to have a board. He has been speaking with City Attorney Howe about how to proceed. Until the Municipal Code is updated, the board must exist and operate accordingly. Member Cariker voiced her frustration as a previous Councilmember liaison to the Park Board for several years. She said that in the past, the Park Board recommendations are not always supported by the City Council. Member Gaines who is the current Council liaison to the Park Board recommended there be more structure with staff support.

As there was no further business before Council, Mayor Pro-Tem Foth adjourned the meeting at 7:21 PM.

  
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Connie Thomas, City Clerk

  
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Mike Foth, Mayor Pro-Tem

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