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**OMAK CITY COUNCIL  
REGULAR MEETING MINUTES  
May 16, 2022**

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**CALL TO ORDER:**

Mayor Gagné called the regular meeting of the Omak City Council held via Zoom to order at 7:00 PM, established a quorum and all joined in the flag salute.

**COUNCIL AND ADMINISTRATIVE PERSONNEL:**

Michael Foth	Tyler Wells, Building Official
Nattalie Cariker	Kevin Bowling, Fire Chief
Barry Freel	Dan Christensen, Police Chief
Steve Clark	Wayne Beetchenow, Public Works Director
Meyer Louie	Connie Thomas, City Clerk
Michelle Gaines	Todd McDaniel, City Administrator
Dave Womack	

**CONSENT AGENDA:**

Member Gaines moved, seconded by Member Cariker, to approve the consent agenda consisting of minutes from the May 2, 2022, meeting; 2022 claims checks numbered 107095-107155 in the amount of \$798,232.77; April manual claims checks numbered 106867, 106869 & 106953 in the amount of \$1,535.74. As there was no discussion and no comments from the audience, Council voted and unanimously approved the motion.

**OLD BUSINESS:**

**Ordinance 1912 – 2<sup>nd</sup> Read – Amending the 2022 Budget – Various Funds**

Member Foth moved, seconded by Member Cariker, to approve Ordinance 1912. City Administrator McDaniel explained he had nothing further to add. Ordinance 1912 recognizes an increase of \$230,368.68 in actual beginning fund balance, re-classifies \$667,737 of the beginning fund balance as restricted ARPA (American Rescue Plan Act) beginning fund balance, and recognizes an additional \$94,400 in grant revenue. The ordinance also appropriates an additional \$153,200 for a vehicle ordered in 2021 that will be purchased in 2022 and the Outreach Specialist position. As there were no questions or comments, Council voted and unanimously approved the motion.

**NEW BUSINESS:**

**Omak Pilots Committee**

Public Works Director Wayne Beetchenow informed Council that prior to the meeting, the Pilots Committee met with the Personnel/Finance Committee. During that meeting, all of their questions were answered.

**Shoreline Master Program Periodic Update – Public Participation Plan & Community Survey**

Member Freel moved, seconded by Member Foth, to accept both the participation plan and survey for implementation of the SMP update effort. Contract Planner, Kurt Danison was in attendance and addressed Council. Mr. Danison reminded Council that they adopted the Shoreline Master Program in 2016. The Washington State Department of Ecology requires a periodic update of this program. Contract Planner Danison provided a draft of the Public Participation Plan & Community Survey. The survey will be added to the city website and there will be a series of workshops to explain the Shoreline Master Program to the community. He is working with several communities and by economy of scale, they will use nowhere near the grant money that was made available. He told Council this will be the last Shoreline Master Program update in his career. Member Gaines was impressed by the Public Participation Plan. As there were no questions or further comments, Council voted and unanimously approved the motion.

**Resolution 33-2022 – Approve Public Works Contract with Schmitt Electric for Vendor Row**

**Power Upgrades**

Member Foth moved, seconded by Member Meyer, to approve Resolution 33-2022. Public Works Director Beetchenow informed Council that this is an upgrade to the power in vendor row behind the Omak Stampede arena. Public Works tried to complete the project in 2020 but because of the pandemic they did not get it done. The project cost is estimated at \$20,669 and is under budget. Member Freel informed Council that the Community Support and Public Safety Committee met and discussed this project. They recommend



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approval. As there were no further questions or comments, Council voted and unanimously approved the motion.

**Resolution 34-2022 – Approve Public Works Contract with Cate & Erb, Inc. Emergency Sewer System Repairs**

Member Gaines moved, seconded by Member Cariker, to approve Resolution 34-2022. Public Works Director Beetchenow informed Council this resolution is to replace the failing manholes approved in the emergency resolution 26-2022. Cates & Erb, Inc. will be removing and replacing sewer manholes. The total bid cost is \$58,864. As there were no questions or comments, Council voted and unanimously approved the motion

**Resolution 35-2022 – Approve Changes to Personnel Police & Bargaining Unit Agreement to include Juneteenth**

Member Cariker moved, seconded by Member Gaines, to approve Resolution 35-2022. Administrator McDaniel informed Council the Juneteenth celebrates a significant event in the emancipation of slavery in the US. This historic event was recognized by Washington State and the Federal Government in 2021 and in 2022 became effective in Washington State. This holiday was discussed during the 2022 Budget Workshops. The Omak Municipal recognizes legal holidays per RCW 1.16.050. The resolution changes the personnel policy and the bargaining unit agreements to include Juneteenth as a paid holiday. As there were no questions or comments, Council voted and unanimously approved the motion

**Resolution 36-2022 – Supplement No. 6 with Gray & Osborne, Inc. for the Engh Road Design**

Member Cariker moved, seconded by Member Gaines, to approve Resolution 36-2022. Administrator McDaniel explained to Council the Engh Road Intersection project began in 2014 and because of the delay in project, there are extra costs in design and acquisition of right-of-way. Supplement No. 6 extends the design contract through December 2023 and increases the contract amount an additional \$15,470. Administrator McDaniel informed Council the bid opening for this project is Wednesday, May 18<sup>th</sup> at 2pm. As there were no questions or comments, Council voted and unanimously approved the motion.

**OTHER BUSINESS:**

**Committee/Staff Reports:**

Member Freel informed Council the Community Support and Public Safety Committee met and discussed the Stampede Power upgrades and continued discussion about the public safety and, the ongoing community concerns about crime. He said that Chief Christensen shared some good solutions.

Member Womack informed Council that the Personnel/Finance Committee met with the Omak Pilots Committee prior to the Council Meeting and discussed their desire to construct a gazebo and doing some landscaping at the airport.

Public Works Director Beetchenow shared with Council that Assistant Public Works Director Abel has been working with the crew to surplus items through Public Surplus. The city will be receiving close to \$35,000 for the miscellaneous equipment.

Administrator McDaniel deferred to Building Official Wells regarding Marshalls. Mr. Wells said that an application and plans were submitted with the city for a Marshalls store. It will be in the old JC Penney building. He said they have been doing demolition for the last couple of weeks and Mr. Wells has been communicating with the contractor. They anticipate opening the store by fall. Mr. Wells explained to Council that until plans are submitted to the city, he is not at liberty to disclose a potential business.

Administrator McDaniel informed Council that he had hoped to have the annual report ready for their review tonight. He will have it available by Wednesday and will email it out for review. He asked that Council look over the document and reply with comments. The annual report must be submitted by May 30<sup>th</sup>.

Member Foth asked if anyone has looked at the light for Patrick Dunn and the lack of lighting on Jasmine near the Covington home. Public works Director Beetchenow will check into that.

Member Cariker informed Council and staff about the Kiwanis Builders Club Spring Family Dance. It will be on May 20<sup>th</sup> from 6pm to 8pm at the Middle School Multi-Purpose Room. The cost is \$5 pr family.

Member Gaines said that she did not have a problem with the Juneteenth holiday. She wanted the bargaining units to remember the additional holiday Council approved and, to be flexible when discussing the change in the monthly pay days.

Member Womack informed Council about the Okanogan-Omak Rotary Kids Fishing Derby on Saturday, May 21<sup>st</sup> at the Conconully State Park. Check in begins at 6am and ends at 11am. There will be prizes and hot dogs.

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Administrator McDaniel informed Council about the Omak Stampede Concert. Country singers, Adam Doleac and Spencer Crandall will be performing on July 9<sup>th</sup>. He encouraged all to buy tickets to ensure the event is successful.

Mayor Gagné asked Public Works Director Beetchenow if the electrical upgrade will be completed prior to the Stampede event. Mr. Beetchenow said depending on contract availability.

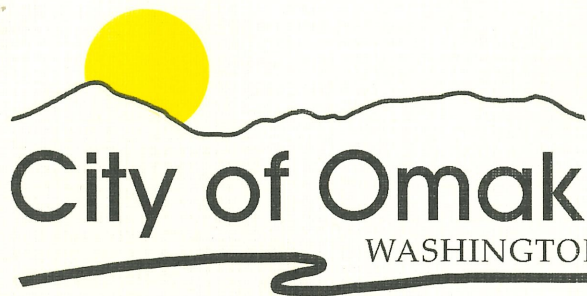
Member Freel asked about the advertising for the Omak Stampede Concert and if anyone else was advertising other than Stampede on Facebook. Administrator McDaniel didn't know.

As there was no further business before Council, Mayor Gagné adjourned the meeting at 7:19 PM.

  
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Connie Thomas, City Clerk

  
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Cindy Gagné, Mayor





*heart of the okanogan*

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**LETTER OF TRANSMITTAL**

May 9, 2022

Honorable Mayor & Council  
City of Omak  
P.O. Box 72  
Omak, WA 98841

Subject: *Shoreline Master Program Periodic Update – Public Participation Plan and Community Survey.*

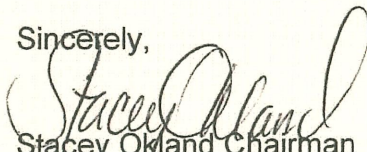
Honorable Mayor and Council;

The Omak Planning Commission has completed review of the Public Participation Plan and community survey developed as part of the City's effort to complete the periodic update of the Shoreline Master Program. These items are part of the required work products in the contract with the Department of Ecology grant for the update effort.

The Planning Commission reviewed both items during its regular meeting on May 3, 2022 and acted to recommend that the City Council accept both the participation plan and survey for implementation of the SMP update effort.

Thank you for your time and consideration.

Sincerely,

  
Stacey Oakland Chairman  
Omak Planning Commission

ATTACHMENTS:  
PPP and Survey



**City of Omak**  
**Shoreline Master Program Periodic Review**  
**Public Participation Plan 2022-2023**

### **Project Description**

Omak is conducting a periodic review of its Shoreline Master Program (SMP) and is seeking to engage with the public and stakeholders for input and comments. The SMP helps our community plan for the future, balancing shoreline development with environmental protection, and provide for access to public shores and waters. The City wants to know what YOU value about shorelines and any issues YOU would like the SMP to address.

### **What is the SMP?**

The SMP is a tool to plan and regulate the use of Washington shorelines. The SMPs are local land use policies and regulations that guide the use of Washington shorelines, public and private. The SMP's aim is to protect the shoreline for future generations, provide for public access to public waters and shores, and plan for shoreline use. The City's SMP includes our community's goals, policies, regulations, and programs focused on development, conservation, use, and restoration of our shorelines.

### **Why Do We Care About Shoreline Management?**

The Shoreline Management Act (SMA) is intended to prevent inherent harm in developing Washington's shorelines. The SMA requires all counties and most cities with shorelines to develop and implement a SMP.

### **What is a Periodic Review?**

The Periodic review is meant to look at what has changed in the community and in the rules and bring our SMP, from 2018, up to date. It is required every eight years, under RCW 90.58.080(4) to make sure the City stays current and complies with the requirements of the SMA. The Periodic review includes this public participation plan.

### **Why Is Public Participation Important?**

Since public use and enjoyment is the primary purpose of the SMA, the public needs an opportunity to participate. A Public Participation Plan (Plan) is required to describe how the City will encourage early and continuous public participation throughout the process of reviewing the SMP. This Plan describes the steps that Omak will take to provide opportunities for public engagement and public comment.<sup>1</sup> This plan is a working document and will be adjusted as needed to provide for the greatest and broadest public participation.

### **Public Participation Goals**

- Provide the public, all generations, including school age children, with timely information, an understanding of the process, and multiple opportunities to review and comment on proposed amendments to the SMP.
- Actively solicit information from citizens, property owners, and stakeholders about their concerns, questions and priorities for the process.
- Encourage the public to informally review and comment on proposed changes to the SMP throughout the process and provide those comments to decision makers.
- Provide online workshops, meetings and hearings for both informal and formal public input at project milestones prior to decision-making by local officials.

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<sup>1</sup> This plan is in addition to any other minimum requirements for public participation required by Omak Municipal Code.

- Consult and consider recommendations from neighboring jurisdictions, federal and state agencies, the County PUD and Native American tribes.

The following is a general timeline that includes anticipated public participation opportunities. An up-to-date timeline will be posted and maintained on the City's website:

## **SMP Periodic Review Timelines and Process**

## **Tasks**

### **PROJECT OVERVIEW AND INITIATE PUBLIC PARTICIPATION May 2022 – June 2022**

**June 7, 2022 PC meeting**

- SMP Update Power point
- Review public participation plan
- Announce launch of website and survey
- Engage with public and stakeholders

### **PERIODIC REVIEW CHECKLIST July – October 2022**

**October 4, 2022 PC Meeting**

- Review periodic update checklist
- Engage with public and stakeholders

### **DRAFT UPDATED MASTER PROGRAM September – December 2022**

**December 6, 2022 PC Meeting**

- Complete draft SMP
- Review draft code amendments
- Online open house refresh with draft code amendments
- Initiate public review and comment period

### **PUBLIC REVIEW PROCESS December 2022 - February 2023**

**February 7, 2023 PC Meeting**

- Public hearing
- Revisit and revise based on comments
- Planning Commission Public Hearing
- Engage with public and stakeholders
- Recommendation to City Council

### **COUNCIL APPROVAL March – June 2023**

**April 3, 2023**

- Final draft SMP
- City Council Public hearing

### **STATE APPROVAL & ADOPTION May – June 2023**

**April 17, 2023**

- Submit draft amendments and checklist to Ecology for review
- Revise documents as needed
- Approval and adoption
- Submit final draft and checklist to Ecology for final determination

## **Opportunities for Community Input - Outreach**

Omak is committed to providing multiple opportunities for community input throughout the process. The City will attempt to use a variety of outreach approaches, as appropriate, to inform the community and encourage their participation, including the following:



<b>Website</b>	The City's website will include an SMP webpage where interested parties can access status updates, draft documents, official notices, links to online workshops, meetings and hearings, minutes and other project information. The webpage, expected to go live in early June 2022, will be the primary repository of all information related to the SMP process. The page will include who to contact for more information and an email link for questions and comments.
<b>Survey</b>	A community <a href="#">survey</a> will be conducted during the months of June and July 2022 to solicit specific feedback from interested parties and results will be posted on the webpage.
<b>Open House</b>	Omak will initiate the SMP process with an online community open house on May 7, 2022. Public comments received during the Open House will be posted on the webpage.
<b>Mailing Lists</b>	An email list of interested parties will be created, advertised and maintained by the City. The list will be used to notify interested parties regarding SMP progress and participation opportunities. Interested parties will be added to the list by contacting the Clerk's Office.
<b>Comments</b>	Interested parties will be encouraged to provide comments to Omak by letter, email and/or participation in online meetings. All comments will be forwarded to the Planning Commission and Omak City Council. The webpage will be the central repository for information under consideration. Documents will be available for review on the City's webpage and at City Hall with advance notice and copies will be provided at the established copying cost.
<b>Planning Commission</b>	The Planning Commission will be the primary forum for detailed review and recommendations to the Omak City Council. Interested parties are encouraged to attend online workshops, meetings and hearings and provide comments during Planning Commission review and deliberations and/or City Council workshops and public hearings. Official notices will be published as established in City policy.
<b>City Council</b>	The City Council will receive monthly updates on the update process, proposed revisions and timelines.
<b>News Media</b>	The local news media will be kept up-to-date on the process and receive copies of all official notices.
<b>Field Trips</b>	Interested parties, such as seniors, community centers, Tribes, recreationalists, and schools will be invited on sponsor led field trips as requested. Provide comment forms for instant feedback.
<b>Festivals, Fairs, Farmers Markets</b>	Set up information tables or booths to distribute information and speak with community. Provide comment forms for instant feedback.

<b>Social Media</b>	Engage with community via blog, Facebook, Instagram, Twitter.
<b>Workshops/Presentations</b>	Make presentations to stakeholder groups, community organizations, and neighborhood associations as requested. Provide comment forms for instant feedback.

## Stakeholders

Omak will engage, at a minimum, with the following stakeholders:

<b>Shoreline Property Owners</b>	<b>Individual Shoreline Users</b>
Home and residential property owners Homeowner associations Business and industry owners Railroads Public property owners Public and private utilities	Shoreline area residents Shoreline users – those who fish, swim, paddle, boat and walk Residents generally interested in local planning Non-English speaking populations Tourists and visitors
<b>Shoreline User Groups</b>	<b>Local and Regional Organizations</b>
Boating and paddling organizations Swimming clubs Fishing groups Beach watcher organizations Research, academic and educational institutions Sporting groups	Business groups such as the Chamber of Commerce Environmental organizations Conservation organizations Restoration and enhancement organizations Land use organizations Property rights organizations Ethnic organizations Neighborhood associations Real estate associations Tourism agencies
<b>State Agencies</b>	<b>Tribes</b>
Department of Ecology Department of Fish and Wildlife Department of Natural Resources Department of Commerce Puget Sound Partnership Department of Health Department of Archaeology and Historic Preservation Department of Transportation	Confederated Tribes of the Colville Reservation Northwest Indian Fisheries Commission Yakama Indian Nation
<b>Federal Agencies</b>	<b>Local Officials</b>
U.S. Fish and Wildlife Service NOAA Fisheries U.S. Army Corps of Engineers	Planning Commission SMP advisory groups Appointed Officials



Federal Emergency Management Agency U.S. Environmental Protection Agency	Elected officials
<b>Neighboring Jurisdictions</b>	
Okanogan County City of Okanogan	

### Public Hearings

The Planning Commission will conduct a public comment period and at least one public hearing to solicit input on the SMP prior to submittal of a draft plan to the City Council for its review prior to submittal to the Department of Ecology in April 2023. The City Council will hold one public hearing before final adoption in April 2023.

The City will publish notices of all hearings that will state who is holding the comment period and/or hearing, the date and time, and the location of any public hearing. Notices will be published per official policy and comply with all other legal requirements such as the Americans with Disabilities Act. A notice will be sent to the email list (above) and the Department of Ecology.

### Roles and Responsibilities

Stakeholders have various roles in the SMP planning and reviewing process. For example, the public's role is to attend meetings and provide oral or written comments. User groups may develop position papers that they present to the planning commission. State and federal agencies may provide technical expertise and information about laws and regulations. The City of Omak Planning Commission will act as the Shoreline Advisory Committee for this planning effort. The Commission may engage a technical committee, with members requested to provide suggestions and review scientific studies and other data about the local shoreline, analyze the inventory and characterization information, and provide science-based recommendations about shoreline issues. Providing there is an interest, the Commission may also form a citizens committee to review the public participation plan, shoreline policy issues, inventory and characterization, and recommends goals, policies and regulations. This committee also may help organize and conduct public participation events.

Appointed and elected officials also are stakeholders. A planning commission usually reviews all available information and recommendations from advisory committees, hears public comment at workshops and public hearings, and makes a recommendation to the City Council. The Council considers available info and the planning commission recommendation, then decides whether to adopt that recommendation or make changes to it. The Council's decision is sent to Ecology for review and approval.

The SMA is a cooperative partnership between local and state government. Omak has the primary responsibility for initiating planning, updates, and administering the regulatory program. The Department of Ecology (Ecology) acts in a support and review role and provides assistance to make sure the SMP complies with the SMA. Ecology approves and adopts SMPs.

The primary contact for the City of Omak SMP update is:

Kurt Danison, Contract Planner  
509-322-4037, [kdanison@ncidata.com](mailto:kdanison@ncidata.com)

The primary contact for the City is:

Cindy Hicks, Deputy Clerk  
509-826-1170, [deputyclerk@omakcity.com](mailto:deputyclerk@omakcity.com)

The Washington State Department of Ecology is responsible for providing technical assistance to the City and must approve the City's updated SMP. The primary contact person at Ecology is:

Lennard Jordan, Shoreline Planner, Central Regional Office  
[lennard.jordan@ecy.wa.gov](mailto:lennard.jordan@ecy.wa.gov)

The City Council's role is to review the draft SMP update, gather public input, make changes as desired, and locally adopt the final SMP, if needed.

### **What Happens at the End of the Periodic Review?**

At the end of the review, we will know whether we need to revise our SMP. The final steps will include the adoption of a resolution, motion, or ordinance following notice and a public hearing. The including, at a minimum, findings that a review and evaluation has occurred and identifying the revisions made, or that a revision was not needed and the reasons therefore.

### **What Happens If You Don't Like the SMP?**

An interested party may file an appeal with the Washington State Shorelines Hearings Board within 60 days of the publication date of the written notice of the final action.



# SURVEY

## City of Omak Shoreline Master Program Update

The City of Omak is conducting a periodic review and update of its Shoreline Master Program (SMP) as required by state law. The SMP applies to all lakes over 20 acres, and larger streams (over 20 cubic feet per second) as well as associated wetlands and uplands at least 200 feet on a horizontal plane from the Ordinary-High-Water-Mark of the shoreline. The Okanogan River and any associated wetlands are within the jurisdiction of the SMP. This project will focus on updating policies and regulations to ensure consistency with current state law. Please help guide this project by providing your input to the following questions. Skip any that do not apply to you.

1. What is your relationship to Shorelines in Omak? (Check all that apply)
  - I recreate along shorelines (e.g. walk beaches or trails, camp near shorelines, etc.).
  - I paddle, boat or fish on the water bodies.
  - I have a business dependent on Omak shorelines (e.g. marina, aquaculture, etc.).
  - I own, rent or have access to, property within 200 feet of the Okanogan River?
    - o If yes, name all that apply: \_\_\_\_\_
  - Other (please specify) \_\_\_\_\_
  
2. The state Shoreline Management Act requires local SMPs to balance three goals: Use & Development, Public Access, and Resource Protection along our local shorelines of the state.  
Which of the following SMP Governing Principles do you support (select all that apply):
  - Ensuring local regulations are consistent with state laws & rules
  - Achieving local planning policies through both regulatory & non-regulatory means
  - Avoiding unconstitutional infringement upon and taking of private property rights
  - Applying SMP regulations only to shoreline areas & applying SMP planning functions more broadly across watersheds
  - Protect shoreline ecological functions
  - Other (please specify) \_\_\_\_\_
  
3. What types of use and development activities would you like to see maintained and/or increased in the Shoreline? (select all that apply):
  - Public access to the shoreline (visual and/or physical)
  - Private access to the shoreline (stairs to the water)
  - Commercial development
  - Education opportunities
  - Underwater dive parks
  - Docks, boat ramps, mooring buoys, marinas, etc.
  - Residential development
  - Aquaculture (shellfish, finfish)
  - Fishing
  - Marine Trades (boat building and repair, etc.)
  - Water quality
  - Other (please specify)

### Questions #4-9: For Recent Permit Applicants

4. Have you inquired about, applied for, or been issued a shoreline permit by the City of Omak? If yes, which type or permit (select one and describe the type of development):
  - Shoreline Exemption \_\_\_\_\_
  - Shoreline Conditional Use Permit \_\_\_\_\_
  - Shoreline Variance \_\_\_\_\_
  - Shoreline Substantial Development Permit \_\_\_\_\_

5. Were there any barriers you ran into when attempting to permit a project in Shoreline Jurisdiction? Were the barriers financial, regulatory, or other? (describe):

6. When presented with the SMP Regulations, were you able to easily comprehend the intent of the regulations, and did you clearly understand the permitting process?

7. Did you fully understand what was expected from you (i.e. applications, reports, fees) and the reasons for certain requirements such as special reports?

8. Could you easily get your questions answered in a meaningful and timely manner? (describe):

9. If you answered questions #4-9, what could be done to improve the regulations, process, etc?

10. Are there any sections of the SMP or specific provisions that you think the City needs to revise? (describe):

11. Are there any changes to local circumstance, new information, or improved data the City needs to consider regarding the SMP? (describe):



12. Is there anything else you would like to share about the SMP periodic review and update?

13. How would you prefer to contribute to the update effort?

- Workshop
- Field Trip
- Survey
- Interview
- Email
- Online Meeting
- Not interested

14. Zip code \_\_\_\_\_

**Thank you for your time!**

For more information about the SMP periodic review/update, please see the project website.

For questions or to sign up to be notified of SMP periodic review/update events, please contact:

Kurt Danison, Contract Planner  
509-322-4037, [kdanison@ncidata.com](mailto:kdanison@ncidata.com)