
**OMAK CITY COUNCIL
REGULAR MEETING MINUTES
November 20, 2023**

CALL TO ORDER:

Mayor Gagné called the regular meeting of the Omak City Council to order at 7:00 PM and a quorum was established.

COUNCIL AND ADMINISTRATIVE PERSONNEL:

Mike Foth	Tyler Wells, Building Official (BO)
Nattalie Cariker	Jeremy Patrick, Fire Chief
Barry Freel	Dan Christensen, Police Chief
Steve Clark	Wayne Beetchenow, Public Works Director (PWD)
Meyer Louie	Connie Thomas, City Clerk
Michelle Gaines	Todd McDaniel, City Administrator (CA)
Dave Womack	Rochelle Danielson, CORE Program Manager/Outreach Specialist
	Kurt Danison, Contract Planner – Highlands Associates

CITIZEN COMMENTS:

Mayor Gagné asked if there was anyone in attendance who would like to be on the agenda. There were none.

CONSENT AGENDA:

Member Womack moved, seconded by Member Clark, to approve the consent agenda consisting of minutes from the November 6, 2023, and November 13, 2023, meetings; 2023 claims checks numbered 1010097-110155 were issued in the amount of \$717,502.34; 2023 October manual checks numbered 109881-109882, 109886-109887, 109955-109956 and 109986-109987 in the amount of \$3,251.21. As there was no discussion and no comments from the audience, Council voted and unanimously approved the motion.

PUBLIC HEARING:

2024 Final Budget Hearing

Mayor Gagné opened the public hearing at 7:02pm. CA McDaniel reminded Council that two Budget Workshops were held one on October 30th and the other on November 13th. The Council has reviewed the revenues and expenditures, and they are within lawful limits. There is nothing out of the ordinary in the document. The 2024 Budget document is similar to the years past. He asked if there were any questions or comments. There were none. Mayor Gagné asked if there were any opponents or proponents who wanted to give testimony. Hearing none, she closed the public hearing at 7:03pm.

NEW BUSINESS:

Ordinance 1930 – Amend OMC Title 18 – Zoning – Youth & Adult Residential Facilities

Member Foth moved, seconded by Member Cariker, to approve Ordinance 1930. Contract Planner, Kurt Danison informed Council that they have a recommendation in front of them from the Planning Commission after months of effort. There is also a memo from the Public Safety Committee Chairman Foth detailing the committee's sentiments. This ordinance will amend Omak Municipal Code Chapters 18.08 and 18.11. It will add new definitions for youth and adult residential facilities. It will also amend the District Use Chart to indicate where those facilities are allowed and where they are prohibited and where a Conditional Use Permit is required. Neither facility is allowed in the residential zone. Youth adult facilities are allowed in downtown and Adult Facilities are not. The Planning Commission recommends that the Council move forward and adopt (Kurt lost connectivity via Zoom). CA McDaniel said the Public Safety Committee met and discussed the recommendation from the Planning Commission. The Planning Commission submitted their recommendation with a single Ordinance. The Public Safety Committee asked that the Youth & Adult Residential Facilities be a separate Ordinance from the brewery for clarity. The council can approve, amend, or send the ordinance back to the Planning Commission. The council also has the ability to hold a public hearing. As there were no questions or comments, Council voted and unanimously approved the motion.

Ordinance 1931 – 1st Read – Adopting the Final 2024 Budget

CA McDaniel informed the Council that he had nothing additional. He doesn't foresee any changes to the budget document. Member Womack asked if the Public Safety Tax had passed. Police Chief Christensen

**OMAK CITY COUNCIL
REGULAR MEETING MINUTES
November 20, 2023**

informed the Council the election will not be certified until November 28, 2023. CA McDaniel informed Council the tax is not included in the 2024 Budget. In 2024, Council can do an amendment to recognize and memorialize any expenditures related to the tax.

Ordinance 1932 – Amend OMC Title 18 – Zoning - Breweries

Member Womack moved, seconded by Member Louie, to approve Ordinance 1932. Member Foth made a motion to table Ordinance 1932 until January 16, 2023. Member Womack explained the action for this ordinance is to allow, not allow or allow with a Conditional Use Permit or hold a public hearing. BO Wells explained to the Council that the Planning Commission has spent six to seven months researching breweries, asking questions and they held a Public Hearing. This ordinance will add new definitions for a Nano brewery and a Pico brewery. He explained the Omak Municipal Code already contains regulations for Microbreweries. The proposed chart mirrors what the OMC currently has for Microbreweries. A CUP is not required for any of the breweries. The Nano Brewery allows the manufacture of one hundred barrels (thirty-one gallons) or less on site and is sold off site. He also gave the definition of a Pico Brewery and said it was allowed in residential zones with conditions. BO Wells also informed Council that no one was in attendance for the Public Hearing. Citizen Brant Smith, 706 Sunrise Drive, Omak – He informed Council that he is the one who brought this forward. He has attended several Planning Commission meetings and explained the only difference in a home brewery is selling the product. He informed Council that a home brewery would be regulated by the State of Washington and the Federal Government. Member Foth said the Planning Commission has spent time on this, but it was just presented to Council. He would like to table the Ordinance and hold another Public Hearing. Mayor called Point of Order and said there is a motion to Table the item and a second until January 16, 2024. Member Gaines doesn't believe a public hearing is necessary. The City of Omak has a lot of home occupations, and she is not sure this use is any different than what Omak already has. She noted the conditions are strict on breweries and she acknowledged all the research the Planning Commission has done, and it looked very thorough. Mayor called for the vote. The Council voted with Members Foth, Cariker, Clark and Louie voting yay and Members Womack, Gaines and Freel voting nay. Motion carried to Table the Ordinance.

Approve Fireworks Permit Issued to Pyro Spectaculars North, LLC

Fire Chief Patrick informed the Council the permit is the same as last year. The Omak Chamber of Commerce is hosting a public fireworks display after the Christmas Parade on December 9, 2023. Member Clark moved, seconded by Member Louie, to approve the fireworks permit. Chief Patrick said that Pyro Spectaculars, LLC has submitted the insurance, necessary forms, and payment. The OMC requires Council approval. As there were no questions or comments, Council voted and unanimously approved the motion.

Resolution No. 84-2023 – Approve Janitorial Contract with WDB Janitorial, LLC

Member Clark moved, seconded by Member Cariker, to approve Resolution 84-2023. CA McDaniel informed Council that City Clerk Thomas went out to advertisement for the Janitorial contract that expires on December 31, 2023. Three bids were received and opened publicly on November 7, 2023. WDB Janitorial LLC submitted the lowest bid, and he recommends approval of the contract. As there were no questions or comments, Council voted and unanimously approved the motion.

Resolution No. 85-2023 – Approve Contract with Invoice Cloud – Card Reader & Rate Change

Member Gaines moved, seconded by Member Cariker, to approve Resolution 84-2023. CA McDaniel informed the Council the contract will provide card readers for the front counters and allow transactions for utility bills. The rates will change with this contract. City Clerk Thomas explained to Council the current service fee for a credit/debit transaction is \$3.95 with a maximum transaction amount of \$304.95. Because of the increase in utility rates, the maximum transaction amount is not high enough. Invoice Cloud increased the maximum transaction amount to \$125,000 with a service fee of 3.25%, minimum of \$3. As there were no questions or comments, Council voted and unanimously approved the motion.

Resolution No. 86-2023 – Approve Public Works Contract with Comfort Zone Services

Member Clark moved, seconded by Member Cariker, to approve Resolution 86-2023. PWD Beetchenow informed Council the agreement is for the roof at the mechanics shop on Columbia Street. Comfort Zone Services will replace all the screws and seal the roof. He said that Comfort Zone Services is formerly Mallett Sheet Metal. As there were no questions or comments, Council voted and unanimously approved the motion.

Resolution No. 87-2023 – Approve Professional Service Agreement with VIP Insurance

**OMAK CITY COUNCIL
REGULAR MEETING MINUTES
November 20, 2023**

Member Clark moved, seconded by Member Cariker, to approve Resolution 87-2023. CA McDaniel informed the Council the City's insurance carrier; Cities Insurance Association of Washington (CIAW) requires we have an Insurance Broker to facilitate our insurance needs. The city currently has an agent out of Ephrata, WA and VIP Insurance provides that service locally. There will be no change in insurance, just a change of Insurance Broker. As there were no questions or comments, Council voted and unanimously approved the motion.

Resolution No. 88-2023 – Approve Merchant Agreement with KROPP Holdings

Member Clark moved, seconded by Member Gaines, to approve Resolution 88-2023. CA McDaniel informed Council that KROPP Holdings is a merchant that handles credit transactions at the Omak Airport. KROPP Holdings can facilitate government credit cards used by the state and federal agencies that purchase fuel at the airport. The last agreement with KROPP Holdings was in 2013 and they would like to update that agreement. The agreement is materially the same, with an increase in processing fees. As there were no questions or comments, Council voted and unanimously approved the motion.

Resolution No. 89-2023 – Approve Agreement with NCW Libraries

Member Gaines moved, seconded by Member Foth, to approve Resolution 89-2023. CA McDaniel informed Council this is a six-year maintenance agreement with North Central Washington Libraries. This agreement has been reviewed by PWD Beetchenow and they have met with Alyssa Cruz-Urbe, Librarian. CA McDaniel noted that new measurements were taken of the building which increased the agreement cost. Member Gaines expressed concern about Exhibit "B" Sample Janitorial Scope. She wanted to be sure the city can meet the services outlined in this exhibit. Mrs. Cruz-Urbe, Librarian said the janitor is already doing these duties already. It was noted that Exhibit "B" is a sample and, the Omak Library is a moderate need level and only cleaned twice a week. As there were no further questions or comments, Council voted and unanimously approved the motion.

OTHER BUSINESS:

Committee/Staff Reports:


PWD Beetchenow informed the Council that he met with the Public Safety Committee about renewing the contract for Security with Pacific Security. The current agreement has a clause to extend through December 2024. The committee agreed to extend the agreement.

Member Cariker informed Council that she would like to keep the discussions moving forward with the School Resource Officer position.

Member Womack asked about the Annual Social. CA McDaniel said we can host at City Hall prior to the December 18th meeting like we have the past couple years.

Member Gaines asked if there was a rate increase with the security contract. PWD said it was the same contract and rate.

As there was no further business before Council, Mayor Gagné adjourned the meeting at 7:41 PM.



Connie Thomas, City Clerk



Cindy Gagné, Mayor