
AGENDA
OMAK CITY COUNCIL MEETING
Monday, June 16, 2025 – 7:00 PM

A. CALL TO ORDER

B. FLAG SALUTE

C. CITIZEN COMMENTS

D. PUBLIC HEARING

1. Six Year Transportation Improvement Program 2026 to 2031

E. CORRESPONDENCE AND MAYOR'S REPORT

F. CONSENT AGENDA

1. Approval of Minutes from June 9, 2025, Council Meeting
2. Approval of 2025 Claims and June 6, 2025, Payroll

G. NEW BUSINESS

1. Res. 37-2025 – Approve the Six Year Transportation Program 2026-2031 ☒
2. Res. 38-2025 – Approve Amdt. No. 1 - Professional Srv. Agrmt. - Gray & Osborne ☒
3. Res. 39-2025 – Approve Amdt. No. 2 - Professional Srv. Agrmt. - Gray & Osborne ☒
4. Ord. 1952 – 1st Read – Amend the 2025 Budget – Various Funds
5. Approve a Park Request for the Omak School District – Car Show & Swap Meet ☒
6. Omak Library Summer Reading Program
7. Washington State Department of Transportation Project Presentation
8. North Central Wahington Narcotics Task Force Presentation
9. Team ONE Award Presentation

H. OTHER BUSINESS

1. Council Committee Reports
2. Staff Reports



Action by City Council

Our Council Meetings are conducted in person in addition to Zoom Meetings. Meeting information is located on our website at omakcity.com. If you need support or accommodations, contact the City Clerk in advance by phone at 509-826-1170 or by e-mail clerk@omakcity.com for assistance.

MEMORANDUM

To: Omak City Council
Cindy Gagné, Mayor

From: Wayne Beetchenow
Public Works Director

Date: June 16, 2025

Subject: Resolution No. 37-2025 Approving the Six-Year Transportation
Improvement Program for 2026 to 2031

The attached Resolution **37-2025, A Resolution of the Omak City Council Approving the Six-Year Transportation Improvement Program for 2026 to 2031, is forwarded for your consideration.**

The City is required to update and submit a publicly approved Six-Year Transportation Improvement Plan annually. This updated plan was reviewed and sent out to the Infrastructure Committee. The changes from last year's program were edited by Gray & Osborne Engineers. The funding cost estimates were updated and included.

I support this Resolution and recommend its approval.

RESOLUTION NO. 37-2025

**A RESOLUTION OF THE OMAK CITY COUNCIL APPROVING THE SIX-YEAR
TRANSPORTATION IMPROVEMENT PROGRAM FOR 2026 to 2031**

WHEREAS, the City Council of the City of Omak held a statutorily required public hearing on the 2026 to 2031 Six-Year Transportation Improvement Program on June 16, 2025; and

WHEREAS, the City Council has reviewed and considered each project on the proposed Six-Year Transportation Improvement Program for 2026 to 2031.

NOW, THEREFORE BE IT RESOLVED, by the Omak City Council of the City of Omak, Washington, Do Hereby Resolve that the Six-Year Transportation Improvement Program for 2026 to 2031, a copy of which is attached hereto as Exhibit "A", is approved. The City Clerk is authorized to submit this plan to the Washington State Department of Transportation, Okanogan Council of Governments RTPO, and the Okanogan County Transportation Council, on behalf of the City of Omak.

PASSED AND APPROVED this _____ day of _____, 2025.

SIGNED:

Cindy Gagné, Mayor

ATTEST:

Connie Thomas, City Clerk

APPROVED AS TO FORM:

Michael Howe, City Attorney

1. **WA-01423:** Quince Street Extension
2. **WA-01424:** SR 155 SP/Omak - Bridge R...
3. **WA-01427:** Quince Street Roundabout
4. **WA-01428:** Jasmine Street Intersection
5. **WA-01430:** Copple Road and US 97
6. **WA-01431:** East Leg Shumway Road
7. **WA-13593:** SR 155 Omak East School
8. **WA-01432:** Ross Canyon Reconstruction
9. **WA-01446:** Sandflat Road
10. **WA-15234:** Apple Ave Reconstruction
11. **WA-03753:** Ash Street Sidewalk ADA A...
12. **WA-06538:** Cherry Overlay and Drain...
13. **WA-01448:** Annual Asphalt Maintenance
14. **WA-15205:** Birch St Sidewalk Replacement
15. **WA-15208:** Juniper St Sidewalk and A...
16. **WA-01442:** Fourth Avenue Reconstruction
17. **WA-15209:** Quincy St Sidewalk
18. **WA-15206:** Engh Rd Overlay
19. **WA-15207:** Jasmine St Sidewalk
20. **WA-11211:** Shumway Road Improvements
21. **WA-11357:** Safe Pedestrian Crosswalk...
22. **WA-13592:** Jonathan Lane Improvements
23. **WA-01444:** Central Avenue Reconstruction
24. **WA-01450:** SR97 Pedestrian Bridge

Six Year Transportation Improvement Program
From 2025 to 2030

Agency: Omak

County: Okanogan

MPO/RTPO: OCOG RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
04	1	SR 155 Omak East School SR155 SR97 to Jackson St. Pedestrian lighting at crossings, marked crosswalk (includes illumination), pedestrian crossing advance stop bars, rectangular rapid flashing beacon, speed feedback signs, ADA curb ramp retrofits, sidewalk with curb, pedestrian or bicyclist railroad crossing,	WA-13593	07/01/24	07/01/24		53-2024	28	P	0.310	CE	Yes

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2027		0	WSDOT	1,012,700	0	1,012,700
Totals				0		1,012,700	0	1,012,700

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	1,012,700	0	0	0	0
Totals	1,012,700	0	0	0	0

Six Year Transportation Improvement Program
From 2025 to 2030

Agency: Omak

County: Okanogan

MPO/RTPO: OCOG RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
06	2	Quince Street Roundabout SR-215 / Riverside Drive SR-215 & Quince St. Intersection to SR-215 & Quince Street Intersection Construct roundabout at intersection of SR-215 and Quince Street.	WA-01427	07/01/24	07/01/24		53-2024	03	P S T W	0.050	CE	Yes

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2029	STP(US)	25,312		0	162,188	187,500
P	RW	2030	STP(US)	32,438		0	5,062	37,500
Totals				57,750		0	167,250	225,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	25,312	0	0	0	0
RW	32,438	0	0	0	0
CN	1,275,000	0	0	0	0
Totals	1,332,750	0	0	0	0

Six Year Transportation Improvement Program
From 2025 to 2030

Agency: Omak
County: Okanogan
MPO/RTPO: OCOG RTPO

N InsideY Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
09	4	Annual Asphalt Maintenance Various to Apply 1 1/2 Inch HMA overlay or chip seal streets to maintain the integrity of the driving surface.	WA-01448	07/01/24	07/01/24		53-2024	05	C O P S T W		CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	CN	2026		0		0	300,000	300,000
Totals				0		0	300,000	300,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
CN	100,000	0	0	0	0
Totals	100,000	0	0	0	0

Six Year Transportation Improvement Program
From 2025 to 2030

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MPO/RTPO: OCOG RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
08	5	East Leg Shumway Road Shumway Road Highway 97 to Sandflat Road Construct east leg of Shumway - Highway 97 Intersection to connect to Sandflat Road and a new N-S Connecting Street to the East of Enterprise Drive.	WA-01431	07/01/24	07/01/24		53-2024	01	P	0.300	CE	Yes

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2029	STP(US)	129,750		0	20,250	150,000
P	RW	2030	STP(US)	43,250		0	6,750	50,000
P	CN	2030	STP(US)	735,250		0	114,750	850,000
Totals				908,250		0	141,750	1,050,000

Expenditure Schedule						
Phase	1st	2nd	3rd	4th	5th & 6th	
PE	129,750	0	0	0	0	
RW	43,250	0	0	0	0	
CN	850,000	0	0	0	0	
Totals	1,023,000	0	0	0	0	

Six Year Transportation Improvement Program
From 2025 to 2030

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N Inside

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08	6	Copple Road and US 97 Sandflat Road Highway 97 Intersection to MP 0.05 Pave and install curb and gutter on portion of Sandflat Road adjoining City property in conjunction with Okanogan County to complete the requirements for access to the County Shop Building.	WA-01430	07/01/24	07/01/24		53-2024	01	W	0.050	EA	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2027		0		0	27,115	27,115
P	CN	2028		0		0	207,885	207,885
Totals				0		0	235,000	235,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	27,115	0	0	0	0
CN	0	207,885	0	0	0
Totals	27,115	207,885	0	0	0

Six Year Transportation Improvement Program
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N Inside

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07	7	Jasmine Street Intersection Phase II Jasmine Street Intersection with SR-215 and Jasmine Street to SR-215 & Jasmine Street Intersection Realign Jasmine Street to eliminate dangerous 4 way collection of traffic at Jasmine, the Hospital parking and emergency entrances and SR-215. Open Haussler Road to connect with SR-215 and close Jasmine intersection.	WA-01428	07/01/24	07/01/24		53-2024	07	C P S T W	0.080	CE	Yes

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2027		0	TIB	84,375	9,375	93,750
P	RW	2028		0	TIB	16,670	2,080	18,750
P	CN	2029		0	TIB	566,675	70,825	637,500
Totals				0		667,720	82,280	750,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	93,750	0	0	0	0
RW	18,750	0	0	0	0
CN	0	637,500	0	0	0
Totals	112,500	637,500	0	0	0

Six Year Transportation Improvement Program
From 2025 to 2030

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N Inside

Y Outside

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09	9	Ash Street Sidewalk ADA Access Improvements Ash Street/Fourth Avenue 1st Avenue W to 4th Ave. to Okoma Drive Provide ADA ramps and sidewalk repair both sides of Ash Street	WA-03753	07/01/24	07/01/24		53-2024	28		0.020	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2030		0	TIB	190,000	10,000	200,000
Totals				0		190,000	10,000	200,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	200,000	0	0	0	0
Totals	200,000	0	0	0	0

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08	10	Ross Canyon Reconstruction Phase 2 Ross Canyon Road Ironwood Street to City Limits Reconstruction and widening of Ross Canyon Road with curbs and gutters and sidewalks on both sides.	WA-01432	07/01/24	07/01/24		53-2024	04	C G O P S T W	0.600	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2030	STP(US)	129,750		0	20,250	150,000
Totals				129,750		0	20,250	150,000

Expenditure Schedule						
Phase	1st	2nd	3rd	4th	5th & 6th	
PE	129,750	0	0	0	0	
CN	850,000	0	0	0	0	
Totals	979,750	0	0	0	0	

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07	11	Cherry Overlay and Drainage Cherry Ave at Main Street to Cedar Street Minor subgrade repair, Install catch basins and infiltrators, overlay.	WA-06538	07/01/24	07/01/24		53-2024	04	C P S T W	0.200	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2025	STP(US)	40,655		0	6,345	47,000
P	CN	2026	STP(US)	322,645		0	50,355	373,000
Totals				363,300		0	56,700	420,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	47,000	0	0	0	0
CN	0	373,000	0	0	0
Totals	47,000	373,000	0	0	0

Six Year Transportation Improvement Program
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N Inside

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08	12	Sandflat Road Sandflat Road Engh Road to Copple Road Reconstruction of roadway to city standards including widening and installation of sidewalks	WA-01446	07/01/24	07/01/24		53-2024	03	C P T	0.620	EA	Yes

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2028	STP(US)	140,562		0	21,938	162,500
P	RW	2029	STP(US)	28,112		0	4,388	32,500
P	CN	2029	STP(US)	955,825		0	149,175	1,105,000
Totals				1,124,499		0	175,501	1,300,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	162,500	0	0	0	0
RW	32,500	0	0	0	0
CN	0	0	1,105,000	0	0
Totals	195,000	0	1,105,000	0	0

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N InsideY Outside

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09	14	Fourth Avenue Reconstruction Fourth Avenue Cedar Street to Jasmine/Granite Street Storm Drain reconstruction, Reconstruct Roadway from Cedar Street to Jasmine/Granite Street intersection	WA-01442	07/01/24	07/01/24		53-2024	03	C P S W	0.300	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2026		0	TIB	720,000	80,000	800,000
Totals				0		720,000	80,000	800,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	0	800,000	0	0	0
Totals	0	800,000	0	0	0

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07	16	Quince Street Extension Quince Street Koala AVE to Shumway Road Extend Quince Street to connect Koala Street and Shumway Road. Include curb, gutter and sidewalks both sides.	WA-01423	07/01/24	07/01/24		53-2024	01	C O P S T W	0.250	CE	Yes

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2027		0	OTHER	400,000	100,000	500,000
Totals				0		400,000	100,000	500,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	500,000	0	0	0	0
Totals	500,000	0	0	0	0

Six Year Transportation Improvement Program
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02	17	215500A SR 155 SP/Omak - Bridge Replacement SR-155 Spur 80.40 to 80.48 Replace SR-155 Spur Bridge to correct width and alignment problems with existing structure.	WA-01424	07/01/24	07/01/24		53-2024	08	S W	0.080	EIS	Yes

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2025	BR	2,500,000		0	0	2,500,000
P	RW	2026	BR	500,000		0	0	500,000
P	CN	2027	BR	22,000,000		0	0	22,000,000
Totals				25,000,000		0	0	25,000,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	2,500,000	0	0	0	0
RW	500,000	0	0	0	0
CN	0	22,000,000	0	0	0
Totals	3,000,000	22,000,000	0	0	0

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07	19	Birch St Sidewalk Replacment Birch St Central Ave to Bartlett Ave Replace sidewalks	WA-15205	07/01/24	07/01/24		53-2024	28		0.170	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2026		0	TIB	245,860	12,940	258,800
Totals				0		245,860	12,940	258,800

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	285,800	0	0	0	0
Totals	285,800	0	0	0	0

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07	20	Apple Ave Reconstruction Apple Ave Ash St to Birch St Reconstruction with sidewalk, storm upgrades.	WA-15234	07/01/24	07/01/24		53-2024	04	S W	0.700	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2026		0	TIB	54,245	2,855	57,100
P	CN	2026		0	TIB	416,480	21,920	438,400
Totals				0		470,725	24,775	495,500

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	57,100	0	0	0	0
CN	438,400	0	0	0	0
Totals	495,500	0	0	0	0

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06	21	Engh Rd Overlay Engh Rd US 97 to Enterprise Dr Overlay	WA-15206	07/01/24	07/01/24		53-2024	05		0.300	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2026		0	TIB	759,150	84,350	843,500
Totals				0		759,150	84,350	843,500

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	843,500	0	0	0	0
Totals	843,500	0	0	0	0

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07	23	Juniper St Sidewalk and ADA Juniper St Apple Ave to Bartlett Ave Add ADA ramps sidewalks	WA-15208	07/01/24	07/01/24		53-2024	28		0.070	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2026		0	TIB	319,485	16,815	336,300
Totals				0		319,485	16,815	336,300

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	336,300	0	0	0	0
Totals	336,300	0	0	0	0

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04	24	Quincy St Sidewalk Quince St Riverside Dr to Jonathon Add sidewalk on Riverside Dr and Quince St	WA-15209	07/01/24	07/01/24		53-2024	04			CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2028	STBG(US)	74,823		0	11,677	86,500
P	RW	2028	STBG(US)	86,500		0	13,500	100,000
P	CN	2029	STBG(US)	660,430		0	103,070	763,500
Totals				821,753		0	128,247	950,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	0	0	0	86,500	0
RW	0	0	0	100,000	0
CN	0	0	0	0	763,500
Totals	0	0	0	186,500	763,500

	Federal Funds		State Funds	Local Funds	Total Funds
Grand Totals for Omak	28,405,302		4,785,640	1,635,858	34,826,800

MEMORANDUM

To: Cindy Gagné, Mayor
Omak City Council

From: Wayne Beetchenow, Public Works Director

Date: June 16, 2025

Subject: **Resolution No. 38-2025** Approving Amendment No. 1 to the professional services agreement with Gray & Osborne, Inc.

The Attached Resolution: **38-2025, A RESOLUTION OF THE OMAK CITY COUNCIL APPROVING AMENDMENT NO. 1 TO THE PROFESSIONAL ENGINEERING SERVICES AGREEMENT WITH GRAY & OSBORNE, INC. FOR CONTRACT ADMINISTRATION AND INSPECTION**, is forwarded for your consideration.

This resolution will amend the contract with G&O for the Contract Administration of the utility portion of the **Jonathan Ave Project**. This is for the utilities that are not included in the TIB funding.

I support this Resolution and recommend its approval.

RESOLUTION NO. 38-2025

**A RESOLUTION OF THE OMAK CITY COUNCIL APPROVING AMENDMENT NO. 1
TO THE PROFESSIONAL ENGINEERING SERVICES AGREEMENT WITH GRAY &
OSBORNE, INC. FOR CONTRACT ADMINISTRATION AND INSPECTION**

WHEREAS, the City of Omak extended the contract with Gray & Osborne, Inc. to provide On-Call Engineering Services by the approval of Resolution No. 22-2025 on March 17, 2025; and

WHEREAS, it is necessary to secure professional engineer consulting services for the contract administration and inspection of the Jonathan Avenue Utility Improvements; and

WHEREAS, the scope of work and engineering cost for providing these services is estimated not to exceed a budget of \$77,000 as shown on the attached Schedules Exhibit "A" and "B".

NOW, THEREFORE BE IT RESOLVED by the Omak City Council, that Amendment No. 1 to the Contract for Personal Engineering Services between the City of Omak and Gray & Osborne, Inc., a copy of which is attached hereto as Exhibit "A" and "B" is hereby approved. The mayor is authorized to execute this document on behalf of the city.

PASSED AND APPROVED this _____ day of _____, 2025

SIGNED:

Cindy Gagné, Mayor

ATTEST:

Connie Thomas, City Clerk

APPROVED AS TO FORM:

Michael D. Howe, City Attorney

**AMENDMENT NO. 1
TO
CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES**

THIS AMENDMENT, by and between the City of Omak, Washington, hereinafter referred to as the Agency, and Gray & Osborne, Inc., hereinafter referred to as the Engineer, hereby modifies the contract for engineering services dated (by Agency) March 17, 2025, for additional services related to the On-Call Engineering Services.

City of Omak – Jonathan Avenue Water System Improvements

See the attached Exhibit A and Exhibit B for the scope and fees. The City requests professional engineering services for construction administration and inspection services for the Jonathan Avenue Water System Improvements project for a not-to-exceed budget of \$77,000.

IN WITNESS WHEREOF, the parties hereto have executed, or cause to be executed by their duly authorized officials, this AMENDMENT to the Contract for Engineering Services in duplicate on the respective dates indicated below.

GRAY & OSBORNE, INC.

CITY OF OMAK

By: 
(Signature)

By: _____
(Signature)

Name: Michael B. Johnson, P.E., President
GRAY & OSBORNE, INC.

Name: _____
(Print)

Date: 6 / 9 / 25

Date: _____

"Equal Opportunity/Affirmative Action Employer"

EXHIBIT A

SCOPE OF WORK

CITY OF OMAK JONATHAN AVENUE WATER SYSTEM IMPROVEMENTS

Based on our understanding of the project, this Scope of Work presents the professional engineering services requested by the City of Omak for construction administration and inspection services for the Jonathan Avenue Water System Improvements project.

It is our understanding that the project consists of the installation of approximately 380 feet of 8-inch ductile iron water main pipe, 265 feet of 1- and 2-inch HDPE water service pipe, four water service connections, one 8-inch tapping valve, and surface restoration. We understand that this project is funded with City funds.

We further understand that construction administration and inspection services for the Washington State Transportation Improvement Board (TIB)-funded roadway improvements work associated with this project will be covered under a separate TIB contract amendment.

More specifically, the work will include:

Project Management – The objective is to act as liaison between the City and the Contractor through the course of construction. This task will include the following:

- A. The City's instruction to the Contractor will be issued through the Engineer who will have authority to act on behalf of the City to the extent provided in the Contract Documents.
- B. Coordinate, review project costs, and provide cost information and supporting cost documentation to the City Clerk to aid in any audits.
- C. Assist the City in community relations to included responding to questions and concerns of the public regarding the proposed project construction.

Preconstruction Conference – The objective is to coordinate and conduct a preconstruction conference for the project. This task will include the following:

- A. Coordinate and conduct a preconstruction conference and prepare and distribute meeting minutes to attendees.

Construction Staking – The objective is to provide construction staking in accordance with the Contract Documents. This task will include the following:

- A. Provide one site visit for field survey consisting of offset alignment staking and benchmarks for grade control to assist the Contractor in construction of the project.

Construction Contract Administration – The objective is to provide contract administration support services during construction of the project. This task includes the following:

- A. Coordinate and conduct on-site construction meetings every two weeks or as may be required by on-site construction activities with the Contractor and the City. Prepare and distribute minutes of meetings to all attendees.
- B. Review the Contractor's monthly progress payment requests and prepare monthly progress estimates based on the Resident Inspector's judgement of the value of work completed during the pay period.
- C. Represent the City's interest in negotiation of change orders with the Contractor. Prepare change orders for execution by the Contractor subject to approval and authorization of the City.
- D. Provide notices of substantial and physical completion and recommend final acceptance of the project. Prepare the "Certification of Completion of Public Works Contract" form and assist the City with release of the retained percentage or retainage bond.

Office Engineering – The objective is to provide engineering support services for the project during construction. This task will include the following:

- A. Review shop drawings and submittals for compliance with design intent and general conformity to the Contract Documents.
- B. Review proposals from the Contractor to substitute an "or equal" product for a specified product based on design intent and general conformity to the Contract Documents.
- C. Respond to the Contractor's requests for information (RFIs), questions, and provide interpretation of the Contract Documents that address and clarify design intent. Maintain records of telephone meetings concerning design intent.
- D. Estimate the added or reduced cost of changes during the course of construction to be used in negotiation of change orders. Evaluate the impact of change orders on the construction schedule and recommend eligible time extensions.
- E. Prepare record drawings from field observations and information provided by the Contractor.

Resident Construction Inspection – The objective is to provide part-time resident construction inspection for the project to monitor conformance of the Contractor's work with the Contract Documents. This task will include the following:

- A. Provide resident construction inspection on a part-time basis to monitor conformance of the Contractor's work with the Contract Documents.
- B. Prepare and maintain daily logs, lists of construction deficiencies or other construction issues, weekly schedule reports, job site photos, quantity measurements, and correspondence for the project.
- C. Review and comment on the Contractor's construction schedule. Monitor the Contractor's progress in relation to the schedule for the project.
- D. Issue weekly reports to the City and Contractor with respect to construction time consumed on the project.
- E. This scope of work and resulting maximum amount payable is based on providing part-time inspection services for 20 consecutive working days (160 hours). An amendment to this agreement shall be executed to reimburse the Engineer for inspection time required beyond this limit, should the allowable inspection time be extended.

BUDGET

The maximum amount payable to the Engineer for completion of all work associated with this Scope of Work, including contingencies, salaries, overhead, direct non-salary costs and net fee shall be as shown in Exhibit B. This amount shall not be exceeded without prior written authorization of the City.

EXHIBIT B

ENGINEERING SERVICES SCOPE AND ESTIMATED COST

CITY OF OMAK - JONATHAN AVENUE WATER SYSTEM IMPROVEMENTS

Tasks	Project Manager Hours	Project Engineer Hours	Field Inspector Hours	AutoCAD/ GIS Tech./ Eng. Intern Hours	Professional Land Surveyor Hours	Field Survey (2 person) Hours
1 Provide Project Management	8					
2 Preconstruction Conference	8	8				
3 Construction Staking	2				8	30
4 Submittal Review	16	32				
5 Response to RFIs and Design Clarification	8	8				
6 Construction Meetings and Site Visits	16	32				
7 Change Orders	4	4				
8 Progress Estimates	4	4				
9 Resident Inspection			160			
10 Final Inspection	2	8				
11 Record Drawings	4	4		8		
12 Project Closeout	4	4				
Hour Estimate:	76	104	160	8	8	30
Fully Burdened Billing Rate Range:*	\$148 to \$265	\$130 to \$200	\$115 to \$190	\$65 to \$180	\$125 to \$208	\$200 to \$315
Estimated Fully Burdened Billing Rate:*	\$220	\$210	\$140	\$140	\$170	\$250
Fully Burdened Labor Cost:	\$16,720	\$21,840	\$22,400	\$1,120	\$1,360	\$7,500

Total Fully Burdened Labor Cost: \$ 70,940

Direct Non-Salary Cost:

Mileage & Expenses (Mileage @ current IRS rate) \$ 6,028

Printing \$ 32

TOTAL ESTIMATED COST: \$ 77,000

* Actual labor cost will be based on each employee's actual rate. Estimated rates are for determining total estimated cost only. Fully burdened billing rates include direct salary cost, overhead, and profit.

MEMORANDUM

To: Cindy Gagné, Mayor
Omak City Council

From: Wayne Beetchenow, Public Works Director

Date: June 16, 2025

Subject: **Resolution No. 39-2025** Approving Amendment No. 2 to the Professional Services Agreement with Gray & Osborne, Inc.

The Attached Resolution: **39-2025, A RESOLUTION OF THE OMAK CITY COUNCIL APPROVING AMENDMENT NO. 2 TO THE PROFESSIONAL ENGINEERING SERVICES AGREEMENT WITH GRAY & OSBORNE, INC. FOR CONTRACT ADMINISTRATION AND INSPECTION**, is forwarded for your consideration.

This resolution will amend the contract with G&O for the Contract Administration of the utility portion of the **Central Ave Project**. This is for the utilities that are not included in the TIB funding.

I support this Resolution and recommend its approval.

RESOLUTION NO. 39-2025

**A RESOLUTION OF THE OMAK CITY COUNCIL APPROVING AMENDMENT NO. 2
TO THE PROFESSIONAL ENGINEERING SERVICES AGREEMENT WITH GRAY &
OSBORNE, INC. FOR CONTRACT ADMINISTRATION AND INSPECTION**

WHEREAS, the City of Omak extended the contract with Gray & Osborne, Inc. to provide On-Call Engineering Services by the approval of Resolution No. 22-2025 on March 17, 2025; and

WHEREAS, it is necessary to secure professional engineer consulting services for the contract administration and inspection of the Central Avenue Utility Improvements; and

WHEREAS, the scope of work and engineering cost for providing these services is estimated not to exceed a budget of \$175,000 as shown on the attached Schedules Exhibit "A" and "B".

NOW, THEREFORE BE IT RESOLVED by the Omak City Council, that Amendment No. 2 to the Contract for Personal Engineering Services between the City of Omak and Gray & Osborne, Inc., a copy of which is attached hereto as Exhibit "A" and "B" is hereby approved. The mayor is authorized to execute this document on behalf of the city.

PASSED AND APPROVED this _____ day of _____, 2025

SIGNED:

Cindy Gagné, Mayor

ATTEST:

Connie Thomas, City Clerk

APPROVED AS TO FORM:

Michael D. Howe, City Attorney

**AMENDMENT NO. 2
TO
CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES**

THIS AMENDMENT, by and between the City of Omak, Washington, hereinafter referred to as the Agency, and Gray & Osborne, Inc., hereinafter referred to as the Engineer, hereby modifies the contract for engineering services dated (by Agency) March 17, 2025, for additional services related to the On-Call Engineering Services.

City of Omak – Central Avenue Utility Improvements

See the attached Exhibit A and Exhibit B for the scope and fees. The City requests professional engineering services for construction administration and inspection services for the Central Avenue Utility Improvements project for a not-to-exceed budget of \$175,000.

IN WITNESS WHEREOF, the parties hereto have executed, or cause to be executed by their duly authorized officials, this AMENDMENT to the Contract for Engineering Services in duplicate on the respective dates indicated below.

GRAY & OSBORNE, INC.

CITY OF OMAK

By: 
(Signature)

By: _____
(Signature)

Name: Michael B. Johnson, P.E., President
GRAY & OSBORNE, INC.

Name: _____
(Print)

Date: 6 / 9 / 25

Date: _____

"Equal Opportunity/Affirmative Action Employer"

EXHIBIT A
SCOPE OF WORK
CITY OF OMAK
CENTRAL AVENUE UTILITY IMPROVEMENTS

Based on our understanding of the project, this Scope of Work presents the professional engineering services requested by the City of Omak for construction administration and inspection services for the Central Avenue Utility Improvements project.

It is our understanding that the project consists of the installation of approximately 1,217 feet of 8-inch PVC sanitary sewer pipe, 1,960 feet of 4-inch HDPE side sewer pipe, 193 feet of 12- and 18-inch storm sewer pipe, 33 sewer cleanouts, 31 side sewer connections, eight sewer manholes, one meter vault, associated fittings and appurtenances, and surface restoration.

We understand that this project is funded with City funds.

We further understand that construction administration and inspection services for the Washington State Transportation Improvement Board (TIB)-funded roadway improvements work associated with this project will be covered under a separate TIB contract amendment.

More specifically, the work will include:

Project Management – The objective is to act as liaison between the City and the Contractor through the course of construction. This task will include the following:

- A. The City's instruction to the Contractor will be issued through the Engineer who will have authority to act on behalf of the City to the extent provided in the Contract Documents.
- B. Coordinate, review project costs, and provide cost information and supporting cost documentation to the City Clerk to aid in any audits.
- C. Assist the City in community relations to included responding to questions and concerns of the public regarding the proposed project construction.

Preconstruction Conference – The objective is to coordinate and conduct a preconstruction conference for the project. This task will include the following:

- A. Coordinate and conduct a preconstruction conference and prepare and distribute meeting minutes to attendees.

Construction Staking – The objective is to provide construction staking in accordance with the Contract Documents. This task will include the following:

- A. Provide two site visits for field surveys consisting of offset alignment staking and benchmarks for grade control to assist the Contractor in construction of the project.

Construction Contract Administration – The objective is to provide contract administration support services during construction of the project. This task includes the following:

- A. Coordinate and conduct on-site construction meetings every week or as may be required by on-site construction activities with the Contractor and the City. Prepare and distribute minutes of meetings to all attendees.
- B. Review the Contractor's monthly progress payment requests and prepare monthly progress estimates based on the Resident Inspector's judgement of the value of work completed during the pay period.
- C. Represent the City's interest in negotiation of change orders with the Contractor. Prepare change orders for execution by the Contractor subject to approval and authorization of the City.
- D. Provide notices of substantial and physical completion and recommend final acceptance of the project. Prepare the "Certification of Completion of Public Works Contract" form and assist the City with release of the retained percentage or retainage bond.

Office Engineering – The objective is to provide engineering support services for the project during construction. This task will include the following:

- A. Review shop drawings and submittals for compliance with design intent and general conformity to the Contract Documents.
- B. Review proposals from the Contractor to substitute an "or equal" product for a specified product based on design intent and general conformity to the Contract Documents.
- C. Respond to the Contractor's requests for information (RFIs), questions, and provide interpretation of the Contract Documents that address and clarify design intent. Maintain records of telephone meetings concerning design intent.
- D. Estimate the added or reduced cost of changes during the course of construction to be used in negotiation of change orders. Evaluate the impact of change orders on the construction schedule and recommend eligible time extensions.

- E. Prepare record drawings from field observations and information provided by the Contractor.

Resident Construction Inspection – The objective is to provide part-time resident construction inspection for the project to monitor conformance of the Contractor's work with the Contract Documents. This task will include the following:

- A. Provide resident construction inspection on a part-time basis to monitor conformance of the Contractor's work with the Contract Documents.
- B. Prepare and maintain daily logs, lists of construction deficiencies or other construction issues, weekly schedule reports, job site photos, quantity measurements, and correspondence for the project.
- C. Review and comment on the Contractor's construction schedule. Monitor the Contractor's progress in relation to the schedule for the project.
- D. Issue weekly reports to the City and Contractor with respect to construction time consumed on the project.
- E. This scope of work and resulting maximum amount payable is based on providing part-time inspection services for 60 consecutive working days (480 hours). An amendment to this agreement shall be executed to reimburse the Engineer for inspection time required beyond this limit, should the allowable inspection time be extended.

BUDGET

The maximum amount payable to the Engineer for completion of all work associated with this Scope of Work, including contingencies, salaries, overhead, direct non-salary costs and net fee shall be as shown in Exhibit B. This amount shall not be exceeded without prior written authorization of the City.

EXHIBIT B

ENGINEERING SERVICES SCOPE AND ESTIMATED COST

CITY OF OMAK - CENTRAL AVENUE UTILITY IMPROVEMENTS

Tasks	Project Manager Hours	Project Engineer Hours	Field Inspector Hours	AutoCAD/ GIS Tech./ Eng. Intern Hours	Professional Land Surveyor Hours	Field Survey (2 person) Hours
1 Provide Project Management	16					
2 Preconstruction Conference	8	8				
3 Construction Staking	4				16	50
4 Submittal Review	24	48				
5 Response to RFIs and Design Clarification	16	24				
6 Construction Meetings and Site Visits	48	72				
7 Change Orders	4	4				
8 Progress Estimates	8	8				
9 Resident Inspection			480			
10 Final Inspection	8	8				
11 Record Drawings	4	4		16		
12 Project Closeout	4	8				
Hour Estimate:	144	184	480	16	16	50
Fully Burdened Billing Rate Range:*	\$148 to \$265	\$130 to \$200	\$115 to \$190	\$65 to \$180	\$125 to \$208	\$200 to \$315
Estimated Fully Burdened Billing Rate:*	\$220	\$210	\$140	\$140	\$170	\$250
Fully Burdened Labor Cost:	\$31,680	\$38,640	\$67,200	\$2,240	\$2,720	\$12,500

Total Fully Burdened Labor Cost: \$ 154,980

Direct Non-Salary Cost:

Mileage & Expenses (Mileage @ current IRS rate) \$ 19,843

Printing \$ 177

TOTAL ESTIMATED COST: \$ 175,000

* Actual labor cost will be based on each employee's actual rate. Estimated rates are for determining total estimated cost only. Fully burdened billing rates include direct salary cost, overhead, and profit.

MEMORANDUM

To: Omak City Council
Cindy Gagné, Mayor

From: Todd McDaniel

Date: June 16, 2025 (1st Read)
July 7, 2025(2nd Read)

Subject: Ordinance 1952 Amending Budget- Various Funds

The Attached **Ordinance 1952 - Amending the City of Omak 2025 Budget, Appropriating Additional Expenditures and Recognizing Additional Revenues in Various Funds,** is forwarded for your consideration.

The Ordinance recognizes additional revenue and expenditures for projects that have become available through new grant opportunities or for 2024 “carry-over projects”

- 102 Street Fund- recognizes a higher actual Beginning Fund Balance due to projects that were not completed in fiscal 2024. It also adjusts project revenues and cost for the projects now that design and bid phases are complete.
- 401 Water Fund- recognizes additional expenditure for the Julia Maley project that was not completed last year and new expenditures that compliment the two TIB funded Street projects.
- 402 Sewer Fund- recognizes a reduction in cost for the Central TIB street project and designates specific accounts for Design and Construction phases.
- 405 Storm Fund- Recognize new expenditures for storm drain improvements on the Central Street TIB project that are not covered by the TIB grant.
- 406 Airport Fund- recognizes a lower actual Beginning Fund Balance an increase in project revenue and a reduction in project expenditures.

I approve of this Ordinance and recommend its adoption.

ORDINANCE NO. 1952

**AN ORDINANCE AMENDING THE CITY OF OMAK 2025 BUDGET,
APPROPRIATING ADDITIONAL EXPENDITURES AND RECOGNIZING
ADDITIONAL REVENUES IN VARIOUS FUNDS**

WHEREAS, the City of Omak adopted the 2025 Budget by passage of Ordinance No. 1947 on December 2, 2024; and

WHEREAS, since the adoption of the 2025 budget, the addition of revenues and expenditures have been identified that benefit project completions and service operations, 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. 1947 adopting the 2025 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 _____, 2025.

APPROVED:

Cindy Gagné, Mayor

ATTEST:

Connie Thomas, City Clerk

APPROVED AS TO FORM:

Michael Howe, City Attorney

Ordinance No. 1952

June 16, 2025

Page 2 of 2

Filed with City Clerk: _____

Passed by City Council: 1ST Reading _____

2nd Reading _____

Date Published: _____

Date Effective: _____

On the _____ day of _____, 2025, the City Council of the City of Omak
passed Ordinance No. 1952

DATED this ____ day of _____ 2025

Connie Thomas, City Clerk



City of Omak

WASHINGTON STATE

heart of the okanogan

MEMORANDUM

To: Omak City Council
Cindy Gagné, Mayor

From: John Marshall, Administrative Assistant
Connie Thomas, City Clerk

Date: June 16, 2025

Subject: Approval for Vending in City Park – Omak School District

The Omak School District in conjunction with the Omak Chamber of Commerce would like to host a Car Show and Swap Meet in Eastside Park. The event will be held on Saturday, June 20, 2025.

They are requesting the area of the park near the Visitor's Center & Tennis Court area. The profits from this event will go to the Omak School District FBLA and FCCLA clubs. The Omak Chamber of Commerce will be providing the liability insurance for this event.

John Marshall

From: PARK REQUEST REVIEW <omak-wa@municodeweb.com>
Sent: Friday, May 30, 2025 10:38 AM
To: John Marshall
Subject: Form submission from: Park Reservation Request

[External Email]

Submitted on Friday, May 30, 2025 - 10:38am

Submitted by anonymous user: 169.204.72.85

Submitted values are:

PARK AREA REQUESTED FITNESS TRAIL

REQUESTERS CONTACT INFO

REQUESTER'S NAME Soni Klimek

COMPANY NAME IF APPLICABLE FBLA/FCCLA Omak High School Clubs

REQUESTER'S E-MAIL ADDRESS sklimek@omasd.org

REQUESTER'S PHONE NUMBER 509-322-4670

EVENT INFORMATION

APPROXIMATE NUMBER ATTENDING 500

DATE REQUESTED Sat, 09/20/2025

REQUESTED BEGINNING TIME 6:00 am

ENDING TIME 7:00 pm

SPECIAL ACCOMMODATIONS

WILL YOU BE SELLING ANY ITEMS? YES

WILL THERE BE AMPLIFIED SOUND AT YOUR EVENT? YES

WILL YOU BE INVITING THE PUBLIC? YES

BOUNCY HOUSE USE IN CITY PARKS I ACKNOWLEDGE

BASED UPON YOUR RESPONSE TO SELLING ITEMS I ACKNOWLEDGE

BASED UPON YOUR RESPONSE TO INVITING THE PUBLIC I ACKNOWLEDGE

BASED UPON YOUR RESPONSE TO AMPLIFIED SOUND I ACKNOWLEDGE

REQUESTS OR CONCERNS

DID YOU PURCHASE TABLES ON CAMPLIFE? NO

ADDITIONAL REQUESTS OR CONCERNS

We would like to use the park behind the visitor center and around the tennis court to host a car show. The proceeds will go to the FBLA and FCCLA clubs at Omak High School. We would like to invite fenders that would have their own permits for sale of food. We would like to have a swap meet at the same time. Omak City Chamber is providing the proof of insurance. We are working with Maria Lassila for this event. Please let me know what else we need to do to make this event possible.

HOLD HARMLESS AGREEMENT

The applicant or user agrees to indemnify and hold harmless the City of Omak, it's appointed and elected officials and employees while acting within the scope of their duties as such, from and against all claims, demands, loss, liability of any kind and character, including costs of defense, arising out of or in any way connected with the applicant or user's use of the facilities or property specified in this agreement. By signing and dating below you are agreeing to these terms.

ELECTRONIC SIGNATURE Soni Klimek

DATE OF SUBMISSION Fri, 05/30/2025

The results of this submission may be viewed at:

<https://www.omakcity.com/node/4910/submission/934>