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**AGENDA**  
**OMAK CITY COUNCIL MEETING**  
**Monday, May 5, 2025 – 7:00 PM**

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**A. CALL TO ORDER**

**B. FLAG SALUTE**

**C. CITIZEN COMMENTS**

**D. CORRESPONDENCE AND MAYOR'S REPORT**

1. Affirming Appointments to the Civil Service Board
2. Affirming Appointments to the Omak Park Board

**E. CONSENT AGENDA**

1. Approval of Minutes from April 21, 2025
2. Approval of 2025 Claims

**F. NEW BUSINESS**

1. Res. 29-2025 – Approving a Public Works Contract with Zaga Roofing ☒
2. Res. 30-2025 – Amending the 2021-2026 Capital Facilities Plan ☒

**G. OTHER BUSINESS**

1. Council Committee Reports
2. Staff Reports

**H. ADJOURNMENT**



**Action by City Council**

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Our Council Meetings are conducted in person in addition to Zoom Meetings. Meeting information is located on our website at [omakcity.com](http://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](mailto:clerk@omakcity.com) for assistance.

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# MEMORANDUM

To: Omak City Council  
Cindy Gagné, Mayor

From: Wayne Beetchenow  
Public Works Director

Date: May 5, 2025

Subject: **Resolution No. 29-2025** Approving the Public Works Contract with Zaga Roofing, LLC for City Hall Roof Replacement

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This project will replace the west side of the City Hall roof. That side of the roof has been repaired multiple times through the years and is still leaking. The funding for the replacement is included in the 2025 Budget.

I support this Resolution and recommend its approval.

**RESOLUTION NO. 29-2025**

**A RESOLUTION OF THE OMAK CITY COUNCIL APPROVING THE PUBLIC WORKS  
CONTRACT WITH ZAGA ROOFING LLC FOR CITY HALL ROOF REPLACEMENT**

**WHEREAS**, the Public Works Department has the need to have the west side of the roof replaced on City Hall; and

**WHEREAS**, the City has the funds available within the 2025 budget, Capital Improvement Fund; and

**WHEREAS**, a public works contract has been prepared to identify the cost and scope of the project.

**NOW, THEREFORE, BE IT RESOLVED BY THE OMAK CITY COUNCIL**, that the Public Works Contract with Zaga Roofing, LLC for the replacement of a portion of the City Hall roof, a copy of which is attached as Exhibit "A", is approved. The Mayor is authorized to execute all documents necessary to effect this action.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_ day of \_\_\_\_\_, 2025.

**APPROVED:**

\_\_\_\_\_  
Cindy Gagné, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Connie Thomas, City Clerk

\_\_\_\_\_  
Michael D. Howe, City Attorney

ESTIMATE

Zaga Roofing LLC  
670 4TH Ave s  
Okanogan, WA 98840

abelt@zaga101.com  
+1 (509) 733-9084  
zagallc.com



Bill to  
Omak City Hall  
2 Ash St N  
Omak, Washington 98841  
United States

Estimate details  
Estimate no.: 1553  
Estimate date: 03/28/2025  
Expiration date: 05/28/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Services	Removing old metal roof on front portion of city hall building. Installing new Vertical seam metal panel. Metal panel will be matched as close as possible to metal color that will not be replaced.	3600	\$17.00	\$61,200.00
2.			Estimate includes prevailing wages.			
3.		Material List		1	\$0.00	\$0.00
4.		Hook Eave	With a 1-1/2" kick	14	\$0.00	\$0.00
5.		Hook Eave Support		14	\$0.00	\$0.00
6.		Services		8		\$0.00
7.		Ridge Cap		17	\$0.00	\$0.00
8.		Z Flashing		200	\$0.00	\$0.00
9.			Panels will be butyl injected.			
					Subtotal	\$61,200.00
					Sales tax	\$5,202.00
					Total	\$66,402.00

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Accepted date

Accepted by

## **PUBLIC WORKS CONTRACT**

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

**Zaga Roofing LLC  
670 4TH Ave S  
Okanogan, WA 98840**

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

### **WITNESSETH:**

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

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

**City Hall Roof Replacement**  
**\$66,402.00**

in accordance with the most recent and approved Code Standards, the recommended manufacturers installation, and as described in the attached Scope of Work.

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

2. The City of Omak hereby promises and agrees with the Contractor to employ, and does employ the Contractor to do and cause to be done the above described work and to complete and finish the same in accordance with the attached scope of work and the terms and conditions herein contained and hereby contracts to pay for the same according to the attached scope of work the schedule of unit or itemized prices at the time and in the manner and upon the conditions provided for in this contract.
3. The Contractor for himself/herself, and for his/her heirs, executors, administrators, successors, and assigns, does hereby agree to the full performance of all the covenants herein contained upon the part of the Contractor.
4. It is further provided that no liability shall attach to the City by reason of entering into this contract, except as expressly provided herein.
5. The Contractor hereby certifies by execution of this contract that he is registered or licensed as may be required by the laws of the State of Washington, Chapter 18.27 R.C.W.
6. The Contractor hereby agrees to allow the City to retain ten percent (10%) of the contract amount for a period of 30 days from the date of completion of the project in lieu of posting a payment and performance bond as provided in Chapter 39.08.010 RCW.
7. Amounts exceeding the estimated proposal of \$500.00 and the scope changes must be approved by the Public Works Director.
8. The applicant will provide proof of all required licenses and permits to the City prior to receiving a notice to proceed by the City of Omak Public Works Director. The contractor will be required to pay prevailing wages, submit a "Statement of Intent to Pay Prevailing Wages" to the Department of Labor and Industries, and upon completion of

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

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

Executed by the Contractor this \_\_\_\_\_ day of \_\_\_\_\_, 2025

CONTRACTOR: \_\_\_\_\_

By: \_\_\_\_\_  
Signature Title

PRINTED NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
City State Zip

PHONE: \_\_\_\_\_

FAX Number: \_\_\_\_\_

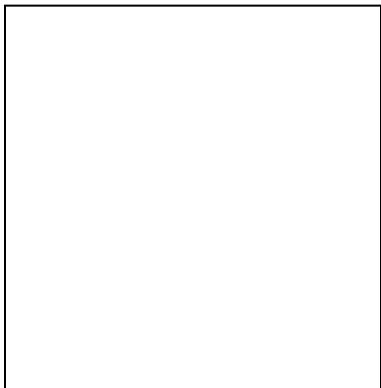
State of Washington Contractor's License Number: \_\_\_\_\_

Federal Tax I.D. Number: \_\_\_\_\_ UBI Number. \_\_\_\_\_

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Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2025

CITY OF OMAK



\_\_\_\_\_  
Cindy Gagné, Mayor

ATTEST:

\_\_\_\_\_  
Connie Thomas, City Clerk

## MEMORANDUM

To: Omak City Council  
Cindy Gagné, Mayor

From: Todd McDaniel  
City Administrator

Date: May 5, 2025

Subject: Resolution 30-2025 Amending Capital Facilities Plan

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The attached Resolution No. 30-2025 Amending the 2021-2026 Capital Facilities Plan, is forwarded for your consideration.

The City Hall roof has been leaking on and off for the past 10 years. We have made several attempts to repair the roof without good result. The decision was made during the 2025 budget process to replace the roof with funds available in the 301 Capital Improvement fund.

The Capital Improvement Fund is funded with restricted, Real Estate Excise tax dollars, that require project expenditures to meet certain criteria and be identified in a adopted spending plan.

This resolution amends our existing Capital Facility Plan, to include the City Hall Roof project.

I support this Resolution and Urge its Adoption.



**RESOLUTION NO. 30-2025**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OMAK, AMENDING THE  
2021-2026 CAPITAL FACILITIES PLAN**

**WHEREAS**, the City of Omak maintains a wide range of public facilities and services needed to administer, operate, and maintain City owned improvements; and

**WHEREAS**, the 2021-2026 Omak Capital Facilities Plan was adopted by Resolution 54-2021; and

**WHEREAS**, since the time of the plans adoption additional projects have been identified for inclusion into the plan; and

**WHEREAS**, City Hall is in need of a significant roof repair that was considered and budget during the 2025 Budget process; and

**WHEREAS**, The City Hall, roofing project will be included into Table 5-2025 of the Executive Summary in the 2021-2026 Omak Capital Facilities Plan, attached hereto.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF OMAK, WASHINGTON**, that the 2021 Capital Facilities Plan, dated September 2021, for the years 2021 through 2026, is hereby Amended..

**PASSED BY THE CITY COUNCIL** this \_\_\_\_ day of \_\_\_\_\_, 2025.

**APPROVED:**

\_\_\_\_\_  
Cindy Gagné, Mayor

**ATTEST:**

\_\_\_\_\_  
Connie Thomas, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Michael D. Howe, City Attorney

**Table 5 – 2025 Capital Facilities Spending Plan**

Depart.	Capital Project	Estimated Cost	City Share	Status	Source	Year Planned
<b>Airport</b>						
	Taxiway Reconstruction - <i>Construction</i>	\$3,120,000	\$156,000	S	FAA/CE/ AF	2025
	Internal Hanger Access Road and Hanger site Development – <i>Seek Funding</i>	\$0	\$0	F	AF	2025
	<b>Airport 2025 Total</b>	<b>\$3,120,000</b>	<b>\$156,000</b>			
<b>Fire</b>						
	Nothing Planned	\$0	\$0	-	-	2025
<b>City Admin</b>						
	Nothing Planned	\$0	\$0	-	-	2025
	City Hall Roof Repair/Replacement	\$225,000	\$225,000			2025
	<b>City Admin 2025</b>	<b>\$225,000</b>	<b>\$225,000</b>			
<b>Police</b>						
	New/Remodeled Police/Fire Station - <i>Design</i>	\$250,000	\$25,000	S	USDA/ CDBG/ CE/BOND	2025
	<b>Police 2026 Total</b>	<b>\$250,000</b>	<b>\$25,000</b>			
<b>Parks</b>						
	Nothing Planned	\$0	\$0	-	-	2025
<b>Library</b>						
	Nothing Planned	\$0	\$0	-	-	2025

Depart.	Capital Project	Estimated Cost	City Share	Status	Source	Year Planned
<b>Solid Waste</b>						
	Nothing Planned	\$0	\$0	-	-	2025
<b>Streets</b>						
	Quince Street Extension	\$500,000	\$100,000	S	PD/STF	2025
	Construct New Intersection at Jasmine & S.R. 215	\$750,000	\$37,500	S	STP/TIB/STF	2025
	Construct Jonathan from Oak to Quince - <i>Seek Funding</i>	\$0	\$0	F	STF	2025
	Shumway Road Improvements <sup>19</sup> - <i>Seek Funding</i>	\$0	\$0	F	STF	2025
	<b>Streets 2025 Total</b>	<b>\$1,250,000</b>	<b>\$137,500</b>			
<b>Water</b>						
	Nothing Planned	\$0	\$0	-	-	2025
<i>Sewer</i>						
	Nothing Planned	\$0	\$0	-	-	2025
<b>Storm Water</b>						
	Upper Ross Canyon Improvements (part of second phase Ross Canyon Road improvements)	\$356,000	\$35,600	S	CDBG/CCWF/PWTF/STWF	2025

Depart.	Capital Project	Estimated Cost	City Share	Status	Source	Year Planned
	Replace 4 <sup>th</sup> Street Storm Drain, Jasmine to Fir	\$125,000	\$12,500	S	CDBG/ CCWF/ PWTF/ STWF	2025
	Replace Storm Drain in Alley West of Fir and South of Apple – <i>Seek Funding</i>	\$0	\$0	F	STWF	2025
	<b>Storm Water 2025 Total</b>	<b>\$481,000</b>	<b>\$48,100</b>			
<b>Equipment Rental</b>						
	Replace 1994 Peterbilt 2500 gal Water Truck	\$83,741	\$83,741	F	ERF	2025
	Replace 2004 Chevy Dump Truck	\$42,805	\$42,805	F	ERF	2025
	Replace 2014 Ford F150	\$27,416	\$27,416	F	ERF	2025
	<b>Equipment Rental 2025 Total</b>	<b>\$153,962</b>	<b>\$153,962</b>			
<b>2025 GRAND TOTALS</b>		<b>\$5,254,962</b>	<b>\$520,562</b>			
<b>2025 Grand Totals</b>		<b>\$5,479,962</b>	<b>\$745,562</b>			