

Tonasket City Council Agenda
Tuesday, October 11, 2022
6:00 pm

VIRTUAL ZOOM MEETING ID #892 4187 4416
ZOOM PHONE NUMBER 1-253-215-8782

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Roll Call
- 4) Public Comment (agenda items) (3 minutes per person)
- 5) Approval of the Agenda **Action Item**
- 6) This meeting has been advertised as a public hearing: notice of intent to file an application for federal assistance with the US Department of Agriculture.
Resolution 2022-13 **Action Item**
- 7) This meeting has been advertised as a Public Hearing on the 2023 Preliminary Budget. **Action Item**
- 8) Kurt Danison Report
- 9) Public Comment (3 minutes per person)
- 10) Unfinished Business
 - a) Old Police Department Building **Possible Action**
 - b) Ordinance #837 Setting the Tax Levy for 2023 **Possible Action Item**
- 11) Department Head Reports
- 12) Mayor/Council/Committee Reports
- 13) New Business
 - a) Application for a Peddlers Permit---Eric Schneider **Action Item**
 - b) Resolution 2022-14 Surplus Items to destroy **Action Item**
- 14) Miscellaneous and Correspondence
- 15) Consent Agenda: minutes of the previous meeting, the September Payroll and the October Bills. **Action Item**
- 16) Adjournment

The City of Tonasket is an equal opportunity employer and provider that strives to accommodate persons with disabilities. City Hall is ADA accessible. Please contact the City Clerk's office by noon on any meeting date for assistance.

Tonasket City Council Memo
Tuesday, October 11, 2022
6:00 pm

VIRTUAL ZOOM MEETING ID #892 4187 4416
ZOOM PHONE NUMBER 1-253-215-8782

TO: Mayor and City Councilmembers

FROM: City Clerk-Treasurer

This meeting has been advertised as a public hearing to give notice of intent to file an application for federal assistance with the U.S. Department of Agriculture. This is for improvements to the wastewater collection system as part of the Perfect Passage Project. **Suggested Motion: I move to approve Resolution 2022-13 authorizing participation in the United States Department of Agriculture Rural Development (USDA-RD) Loan and Grant Application Process.**

This meeting has been advertised as a Public Hearing on the 2023 Preliminary Budget. **Suggested Motion: I move to accept the 2023 Preliminary Budget and have it filed with the City Clerk.**

Councilmember McMillan asked for the Old Police Department Building to be placed on the agenda. I have included the options put together by Howard Zosel for your review. I have not added a suggested motion due to the fact the Council may not be prepared to take action on this subject.

Councilmember Weddle asked for Ordinance #837 to be on the agenda again.

A Peddlers Permit Application has been received from Eric Schneider. **Suggested Motion: I move to approve the Peddlers Permit Application submitted by Eric Schneider.**

Resolution 2022-14 would surplus some old office computers to be destroyed. **Suggested Motion: I move to approve Resolution 2022-14 surplusing items no longer useful to the City of Tonasket.**

DRAFT

Minutes of the Regular Meeting of the Tonasket City Council, September 27, 2022

Present: Mayor Maldonado, Councilmembers Levine, McMillan, Hill, and Weddle.

Staff: Attwood, Pilkinton, and Johnson.

The meeting was called to order at 6:00pm and the pledge of allegiance was given by all.

Roll Call was taken.

Motion to excuse Alexander. M/Levine, S/McMillan. Carried 4:0.

Public Comment- None.

Motion to approve the minutes of the previous meeting. M/McMillan, S/Weddle. Carried 4:0.

Jennifer Thornburg was present to discuss the opportunity of water service to her house located outside of city limits. There was discussion from Superintendent Johnson, Attwood, and the Council. The decision was made to send it to the water/ sewer committee (Levine and Weddle) for a recommendation to be set for the next meeting.

This meeting has been advertised as a Public Hearing. The purpose is to review the 2023 Revenue sources including consideration of possible increases in property tax revenues and for setting the tax levy for 2023. The public hearing was opened at 6:24 pm. There were no comments. The public hearing was closed at 6:30 pm.

Public Comment

- Aaron Kester, representing the TVBRC Board, asked the Council to approve closure of 3 streets in town for Harvest Fest on October 29th, 2022. He stated that he asked all the businesses that would be affected and they were all good with the plan.

Motion to allow the TVBRC to close First St. from 10 – 1, Third St. from midnight to midnight, and Western Ave. from 11:30 – 12:30 for Harvest Fest. M/Weddle, S/Levine. Carried 4:0.

Unfinished Business- None.

Mayor/ Council/ Committee Reports

Levine

- Public Works Committee met.
- Capital Budget funds have been released.
- Surveyors prepping.
- Conversation about the “storm water” in the council chambers.
- OCOG meeting, slow to start, fast to end in an hour.

McMillan

- Talked with Randy Taylor about the roof project, he’s satisfied.

Hill

- Update on cemetery appraisal?
- Will there be an update on the Perfect Passage?
- Are there any bids on the doors?
- Saw on FaceBook that there was a group called 21st Century Club using the Youth Center.

Weddle

- Will have an informative update on the Perfect Passage at the October 25th Council meeting.
- Safety meeting September 28th.
- There was a TranGo meeting but was unable to attend, will get update from Brent.
- No update on Ride N Share.

Mayor

- Working with Park and Rec on the pool, work will start in spring.
- Received an email and call from Rural Development, the City has been selected to receive support, more information next meeting.

DRAFT

Attwood- None.

Johnson- None.

New Business

Motion to adopt Ordinance #837, setting the tax levy for 2023. M/Weddle, S/Levine. Motion failed 1:3. Levine, McMillan and Hill voted no.

Motion to adopt Ordinance #838, amending section 10.16.180 of the Tonasket Municipal Code. M/Levine, S/McMillan. Carried 4:0.

Motion to adopt Resolution 2022-12 Residential Anti-displacement and Relocation Assistance Plan under Section 104(d) of the Housing and Community Development Act of 1974, as amended. M/Weddle, S/Levine. Carried 4:0.

Miscellaneous and Correspondence

- City Clean-Up is October 1 at the City Shop.
- Peddlers Permit request, will be on the agenda next meeting.
- Handed out Revenue and Expenditure reports.
- The Park Committee needs to meet to talk about the pool budget.

There being no further business the meeting was declared adjourned at 7:09pm.

Alice Attwood, Clerk-Treasurer

RESOLUTION #2022-13

A RESOLUTION of the City of Tonasket, Washington authorizing participation in the United States Department of Agriculture Rural Development (USDA-RD) Loan and Grant Application Process.

WHEREAS, the City of Tonasket, Washington authorizing participation in the United States Department of Agriculture Rural Development (UDSA-RD) Loan and Grant program; and

WHEREAS, the City of Tonasket has identified various elements of wastewater system infrastructure in the downtown corridor for which to seek USDA-RD funding; and

WHEREAS, the City of Tonasket authorizes Clerk-Treasurer Alice Attwood, working as Mayor René Maldonado's designee, to submit the USDA-RD grant/loan application; and

WHEREAS, it is necessary certain conditions be met to receive USDA-RD funds,

NOW, THEREFORE, be it resolved that the City of Tonasket City Council authorizes submission of this USDA-RD application to the United States Department of Agriculture Rural Development to request up to \$500,000 for its wastewater system improvements project.

PASSED BY THE CITY COUNCIL this 11th day of October, 2022.

APPROVED:

René Maldonado, Mayor

ATTEST:

Alice Attwood, Clerk-Treasurer

2023
City Clerk's
Preliminary Budget
(with comparisons)

	2022 Actual Budget	2023
PROPERTY VALUATION	64,016,914.00	64,016,914.00 (est)
FUNDS		
Current Expense	1,226,644.87	1,343,161.25
Cumulative Police	68,122.79	68,710.97
Cemetery Operating	61,800.00	25,575.00
Cemetery Trust	41,222.97	36,397.97
Cemetery Improvement	3,017.04	2,854.25
City Street	115,520.00	123,520.00
City Street Reserve	25,769.46	27,864.47
Street Fund-Perfect Passage	1,050,000.00	1,050,000.00
American Rescue Plan	313,240.34	312,276.24
Gerhard Operating	8,841.58	8,944.29
Hotel/Motel	21,510.00	19,550.00
Swim Pool	121,405.00	100,000.00
City Hall/Park Reserve	37,757.98	38,079.32
Cumulative Building	87,302.89	87,901.11
Capital Improvement	120,839.97	104,850.91
Pool Reserve	10,492.25	10,661.08
Equipment	10,374.51	8,555.01
Police Equipment	21,342.97	19,475.42
Water	607,200.00	511,800.00
Water Reserve	21,901.88	21,950.64
Water Bond Redemption	202,048.69	202,924.09
Water Bond Reserve	116,258.64	125,085.54
Perfect Passage-Water	0	0
Sewer	528,300.00	538,800.00
Sewer Reserve	371,073.88	372,904.55
Sewer Bond Redemption	102,028.08	104,938.60
Sewer Bond Reserve	70,208.68	74,374.19
Sewer Project	1,181.13	1,181.13
Storm Water Fund	44,543.89	49,686.59
Storm Water Perfect Passage	1,352,000.00	1,352,000.00
TOTALS	6,761,949.49	6,744,022.62

A proposed expansion of the City Hall would provide additional office space and storage including a new conference room.

This is not intended as a bid document but is for the purpose of a scope of work with cost estimating and to identify options that will be discussed with the building committee. A building section view is attached.

The City is in possession of the building plans for the existing City Hall and Library which can be used to guide new construction if the same method is used for the addition.

The options for adding space to the City Hall are outlined below:

Least Space #1

Demolish old building and expand new building on one level in its place.

Fully ADA compatible

Line Item Estimate per Square Foot (SF) of building (outside dimensions)

	SF	Cost per SF	Cost
Demo Cost with backfill (no donated equipment)	1172	\$ 30	\$ 35,160
New addition Main Floor (Total addition measures 36X56)	2016	\$ 175	\$ 352,800
Subtotal			
Added cost of membrane roof with drain system (optional)	2016	\$ 192	\$ 387,960
Total of new addition with matching roof line	2016	\$ 30	\$ 60,480
Engineering and overhead		\$ 222	\$ 448,440
Cost of Permit ready drawings and engineering			\$ 44,844
General Contractors overhead with profit margin			\$ 73,993
	2016	\$ 281	\$ 567,277
Add basement storage			
Basement in place of footings and slab (total measures 36X52)	1872	\$ 100	\$ 187,200
Added engineering and overhead			\$ 47,461
Total cost for option 2	3888	\$ 206	\$ 801,938

Note elevator for basement estimated at additional \$71,000 plus overhead

\$ 237

#3

Save old Building with no new basement and ramp to upper floor
Includes new construction on ground level approx. 20X36

Line Item Estimate per Square Foot (SF) of building (outside dimensions)

	SF	Cost per SF	Cost
Renovation of existing split level Basement (space not accessible)	900	\$ 60	\$ 54,000
New addition Main Floor	720	\$ 175	\$ 126,000
Renovation of old building Main Floor (includes new plumbing fixtures)	900	\$ 200	\$ 180,000
Ramp on outside of building to split upper level for ADA	270	\$ 125	\$ 33,750
Subtotal (inside space)	320	\$ 60	\$ 19,200
	2790	\$ 148	\$ 412,950
Added cost of membrane roof with drain system (optional)	1890	\$ 40	\$ 75,600
Total before engineering and overhead	2790	\$ 175	\$ 488,550
Cost of Permit ready drawings and engineering			\$ 48,855.00
General Contractors overhead with profit margin			\$ 80,610.75
Total Cost for Option 3	2790	\$ 222	\$ 618,015.75

#4

Engineers Estimate for renovation of old police station as part of City Hall expansion Wodin Ave, Tonasket WA

The existing building may be preserved in this proposal instead of demolished as previously proposed. The estimated cost below includes partial demolition (old roof, fireplace and 2nd floor).
Save old building with basement below new building and all ADA accessible 4 levels

Line Item Estimate per Square Foot (SF) of building (outside dimensions)

	SF	Cost per SF	Cost
New Addition Basement	576	\$ 100	\$ 57,600
Renovation of existing split level Basement	900	\$ 60	\$ 54,000
Subtotal	1476	\$ 76	\$ 111,600
New addition Main Floor	720	\$ 175	\$ 126,000
Renovation of old building upper level and new main floor (includes new plumbing fixtures)	900	\$ 215	\$ 193,500
Old building existing main floor renovation	270	\$ 125	\$ 33,750
Subtotal	1890	\$ 187	\$ 353,250
Added cost of membrane roof with drain system (optional)	1890	\$ 30	\$ 56,700
Added cost of Commercial elevator to connect four levels			\$ 80,341 See note
Added cost to prepare space for elevator			\$ 15,000
Total of addition costs	3366	\$ 183	\$ 616,891
Cost of Permit ready drawings and engineering			\$ 61,689.10
General Contractors overhead with profit margin			\$ 101,787.02
Total estimated cost with all of above	3366	\$ 263	\$ 885,367.12

Optional Cover at Entrance to building per original City Hall design
Optional repairs to existing City Hall roof (flashing install)
Subtotal

1000 \$ 65 \$ 65,000
\$ 40,000
\$ 105,000

Elevator for 4 stops quoted by:

Brad Franks

Commercial Installation Project Mgr.

brad@voelevator.com

www.voelevator.com

(509) 951-6416 Office

(310) 529-9349 Mobile

This Company supplies and installs the elevator in a shaft and equipment room built by the building contractor.

No other supplier or contractor quotes were used for this estimate.
Howard Zosel, P.E.
Z's Engineering

ORDINANCE NO. 837

**AN ORDINANCE OF THE CITY OF TONASKET, WASHINGTON
FIXING THE AMOUNT TO BE RAISED BY AD-VALOREM TAXES
UPON ALL TAXABLE PROPERTY, BOTH REAL AND PERSONAL,
WITHIN THE CITY OF TONASKET FOR THE YEAR 2023 FOR THE
CURRENT EXPENSE AND THE CITY STREET FUNDS.**

WHEREAS, the City Council of the City of Tonasket has met and considered its budget for the calendar year 2023; and

WHEREAS, the City's actual levy amount from the previous year (2022) was \$161,842.77 and,

WHEREAS, the population of the city is less than 10,000; and,

NOW THEREFORE, the City Council of the City of Tonasket do ordain as follows:

Section 1. The City Council of the City of Tonasket hereby authorizes an increase in the regular property tax levy to be collected in the 2023 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$1618.42 which is a percentage increase of 1% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Section 2. This ordinance shall become effective from and after its passage by the City Council, approval by the Mayor and five days after publication or a summary thereof as required by law.

PASSED AND APPROVED BY THE CITY COUNCIL this _____ day
of _____, 2022.

APPROVED:

René Maldonado, Mayor

ATTEST:

Alice J. Attwood, Clerk-Treasurer

APPROVED:

Michael D. Howe, City Attorney

**APPLICATION FOR LICENSE
PEDDLERS, CANVASSERS AND TRANSIENT MERCHANTS
Tonasket City Municipal Code 5.12
(ORDINANCE # 346)**

A. Name and date of birth of applicant/s and workers (continue on back if needed)

First Eric First _____
Last Schneider Last _____
Middle James Middle _____
Date of Birth 10/15/1973 Date of Birth _____

B. Complete permanent home and local address of the applicant and, in case of transient merchants, the local address from which sales will be made:

Home: 9 Trail Ridge Dr., P.O. Box 1911 phone (509) 429-3388
Omak, WA. 98841 Fax _____

Business 705 B Omache Dr., P.O. Box 1911 phone (509) 826-0246
Omak, WA. 98841 Fax _____

Washington State Business License # 604639079

Driver's License # WDL4N3T0D93B

C. A brief description of the nature of the business and the goods to be sold:

I own a Papa Murphy's take and Bake pizza franchise.
We sell fresh take and bake pizzas along with
cheesy bread, cookie dough, fresh salad and 2 liter
carbonated soft drinks.

D. If employed, the name and address of the employer, together with credentials establishing the exact relationship:

I own and am employed by 425 Degrees Inc.
(Papa Murphy's Omak). Our address is 705 B Omache Drive
Omak, WA. 98841

E. The length of time for which the right to do business is desired: I would like to

sell out of my concession trailer once a week
or twice a month.

F. The source of supply of the goods or property proposed to be sold, or orders taken for the sale thereof, where such goods or products are located at the time said application is filed, and the proposed method of delivery:

I would like to make pizzas in my store in Omak and then transport them to Tonasket and sell out of my concession trailers once a week or twice a month. All ingredients are purchased through Sigma and Spokane Produce.

G. The names of at least two property owners of Okanogan County, Washington, who will certify as to the applicant's good character and business respectability; or in lieu of the names of references, such other available evidence as to the good character and business responsibility of the applicant as will enable an investigator to properly evaluate such character and business responsibility:

Jeff Hendrich (509) 322-2449
P.O. Box 3518, Omak, WA. 98841

Chris Nelson (509) 670-4549
822 Vista Place, Omak, WA. 98841

H. A statement as to whether or not the applicant has been convicted of any crime, misdemeanor, or violation of any municipal ordinance, other than traffic violations, the nature of the offense and the punishment or penalty assessed therefore:

I have never been convicted of any crime, misdemeanor, or violation of any municipal ordinance.

I. The last cities, not to exceed three, where applicant carried on business immediately preceding the date of application and the addresses from which such business was conducted in those municipalities:

I purchased the Papa Murphy Omak franchise on 1/12/2020. I have been in business for almost two years.

Omak Washington

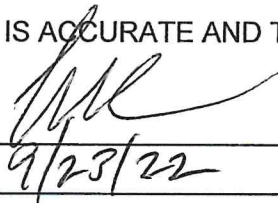
J. At the time of filing the application, an application fee shall be paid to the City Clerk to cover the cost of investigation of the facts stated therein.

K. In consideration of the City of Tonasket granting this permit, the undersigned does hereby agree to indemnify and hold harmless the City of Tonasket and its employees, officers, and agents against all suits and claims arising in any way connected with the activities hereby permitted, and the undersigned further agrees to defend any and all such actions at the sole cost and expense of the undersigned.

I SWEAR THE ABOVE INFORMATION I HAVE GIVEN IS ACCURATE AND TRUE.

Sworn: _____

Date: _____

Handwritten signature and date in blue ink. The signature is a stylized cursive 'M'. The date is '9/23/22'.

Received by City Clerk, date: 9/23/22

Referred to City Council, date: _____

Council Action: _____

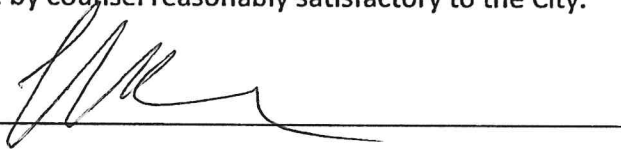
Vendor Release of Liability & Indemnity Agreement

Participation in this event is at your own risk. By signing this document, you, your agents, servants, or employees agree to comply with any applicable fire codes, laws, ordinances, and regulations pertinent to health, fire prevention, and public safety.

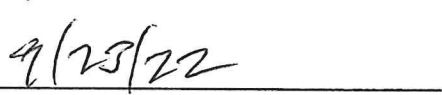
Agreement to Indemnify

You shall indemnify the City from and against any and all claims, demands, causes of action, suits or judgments including but not limited to, any claims of insurance carriers, for deaths or injuries to persons or for loss of or damage to property arising out of or in connection with you, your agents, servants, or employees. In the event of any claims made or suits filed against the City, at its option, require you to resist or defend such action or proceeding at your own cost and expense by counsel reasonably satisfactory to the City.

Sworn: _____

A handwritten signature in black ink, appearing to be 'J.M.', written over a horizontal line.

Date: _____

A handwritten date '9/25/22' in black ink, written over a horizontal line.

RESOLUTION NO. 2022-14

**A resolution declaring certain property
to be surplus to the City.**

WHEREAS, the City of Tonasket, a municipal corporation of the State of Washington, is the owner of certain property as described in Exhibit "A" attached hereto and incorporated herein as set forth; and

WHEREAS, the City of Tonasket is desirous of disposing of said property described in Exhibit "A": attached pursuant to statutory authority of the State of Washington; and

WHEREAS, the said property is in excess and surplus to the present or foreseeable needs of the City of Tonasket, or is in such condition as to have no value,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TONASKET, WASHINGTON, that the property described in Exhibit "A", attached hereto and incorporated herein, as fully set forth is not necessary to the needs of the City of Tonasket and is surplus and excess to the foreseeable needs of said City, or is in such condition as to have not value, may be disposed of pursuant to statutory authority. The City may dispose of the surplus property in a method determined to be in the best interest of the City.

PASSED BY THE CITY COUNCIL this _____ day of _____,
2022.

APPROVED:

René Maldonado, Mayor

ATTEST:

Alice J. Attwood, Clerk-Treasurer

EXHIBIT A

4 Noblis computer towers

2 sets of computer speakers

1 computer mouse



retail academy

[205] 490-2825

info@retailstrategies.com

Helping communities learn to attract retail, teaching how data provides options, and real estate drives decisions.

Okanogan County

Retail Academy is designed to empower community leaders with a realistic list of retail prospects and an action plan to market the community to the prospects.

Six hours of customized training include a GAP analysis to identify leakage for potential new business opportunities, education on the marketing materials provided, how to create an elevator pitch, setting up conference meetings, prospect outreach, and where to find industry-leading information critical to implementing a long-term retail recruitment strategy.

September 8th
9 AM (PST)

What to expect
(online virtual call)

October 17th
9 AM – 3 PM (PST)

Retail Academy Workshop
12 Tribes Casino Hotel, Omak, WA

Who should attend?

The community leaders who will utilize the information provided through Retail Academy to attract new businesses to your market.

- 1 empower
- 2 educate
- 3 equip
- 4 energize

communities to ask for what they deserve.

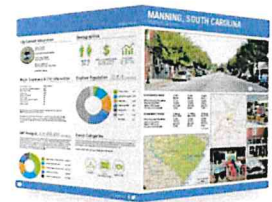
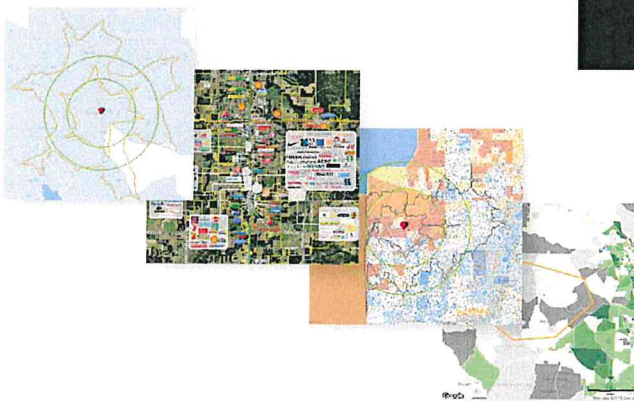
communities on what similar towns have received.

communities to approach retail partners in a smart way.

communities to meet their true potential.



Retail Academy



Resources Attendees Receive

Market Analysis

- Mobile Tracking Trade Area Data
- Real Estate Opportunities
- Retail & Restaurant Prospects

Marketing Flyer

- GAP Report & Peer Analysis
- Retail Aerial & Traffic Counts
- Top Categories for Recruitment

Education

- 6 Hour Retail Recruitment Training from Licensed Real Estate Professionals



The Retail Academy workshop and materials were fantastic. The experience was everything promised and more.

The data Retail Strategies provided helped us get a more refined picture of our community through the lens of retail, and those brands looking to relocate or grow. That information is invaluable."

Mandy Wallner
Economic Development Manager, Richland, WA

Alice Attwood

Subject: City Council Meeting
Location: <https://us02web.zoom.us/j/89241874416>
Start: Tue 10/11/2022 6:00 PM
End: Tue 10/11/2022 9:00 PM
Recurrence: (none)
Meeting Status: Meeting organizer

Alice Attwood is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
<https://us02web.zoom.us/j/89241874416>

Meeting ID: 892 4187 4416
One tap mobile
+12532158782,,89241874416# US (Tacoma)
+13462487799,,89241874416# US (Houston)

Dial by your location

- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 669 444 9171 US
- +1 669 900 6833 US (San Jose)
- +1 719 359 4580 US
- +1 646 931 3860 US
- +1 929 205 6099 US (New York)
- +1 301 715 8592 US (Washington DC)
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 386 347 5053 US
- +1 564 217 2000 US

Meeting ID: 892 4187 4416
Find your local number: <https://us02web.zoom.us/j/89241874416>