

**November 12, 2003**

Mayor Bonnie House called the meeting to order at 6:00 p.m. Council Members present were Bob Fateley, Wayne Lehrman, Bob Dewey and Dave Freels.

Minutes were approved as sent for 10/08/03.

Vouchers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing, which has been made available to the City Council.

As of this date 11/12/03 the Council, by a majority vote, does approve for payment those vouchers included in the voucher payment list and further described as follows: Claims Fund voucher numbers 36483 through 36581 in the total amount of \$183,371.63 Payroll Fund voucher numbers 21156 through 21193 in the total amount of \$58,238.47.

### **HOST READING PROGRAM**

Liz Driessen, the Elementary School Host Reading Program Director, was present to explain to the council what the Host Program does for our local children. Ms. Driessen explained that by donating a ½ hour or an 1 hour of your time you can help a 3<sup>rd</sup> to 6<sup>th</sup> grade student improve their reading, many of which are reading 2 to 3 grades levels below what is acceptable. Ms. Driessen stated that many of the local businesses are sending teams of employees as mentors. Ms. Driessen urged each of the council members to either volunteer as a mentor or to pass this information on to others in the community. Council Member Freels volunteered a ½ hour of his or one of his employees time once a week on Thursday afternoon.

### **SENIOR CENTER DONATION**

Mayor House discussed a letter she had received from Leanne Leifer with Okanogan County Senior Citizens Association Transportation and Nutrition asking for a donation. City Clerk Pam Olsen reminded council that in the past a donation of \$2,000 was given directly to our Senior Center. The council agreed unanimously that a donation of \$2,000 would go to our local Senior Center and they could distribute it as they deemed necessary.

### **FIRE DEPARTMENT INSURANCE**

Fire Chief Mike Webster and Brewster Volunteer Firefighter Jennifer Munson were present to discuss the Accident Prevention Program Manual and the Volunteer Employee Handbook they are currently working on for the City of Brewster Volunteer Fire Department members. Chief Webster reported that these documents were something that the department has needed for quite some time according to various Washington Administrative Codes (WAC). Chief Webster stated that a copy of each of the manuals had been given to the Fire Committee consisting of Council Member Fateley and Council Member Dewey for their review and that Canfield and Associates had already reviewed them. Webster reviewed with council a list of safety issues that were brought to his attention during a safety inspection done by Canfield and Associates. The three major issues are electrical, heating/cooling system and having a washing machine to disinfect the volunteer uniforms after a call out. City Clerk Olsen stated that there was enough money to purchase the commercial size

washer and advised Webster that he would need to get three verbal bids for the washing machine and three written bids for the electrical work that needs to be done.

**MOTION:**

Council Member Fateley moved to authorize Fire Chief Mike Webster to purchase a commercial size washing machine for the Fire Department after obtaining the three verbal bids. Seconded by Council Member Freels. Motion carried unanimously.

**ORDINANCE #746 – REGARDING WATER/SEWER BILLING CYCLE**

Deputy City Clerk Jackie Moriarty explained to council that the current billing cycle being used was not allowing her to take full advantage of her computer program. Moriarty asked council to change the billing cycle to bill for services already used instead of billing for service not yet used, explaining that the proposed Ordinance #746 would change the billing date to the last working day of the month making the bill due on or before the 18<sup>th</sup> of the following month to avoid a late penalty and if not paid by the 5<sup>th</sup> of the proceeding month the water would be disconnected and a turn-off fee would be added.

**MOTION:**

Council Member Freels moved to approve Ordinance #746 as presented. Seconded by Council Member Lehrman. Motion carried unanimously.

**PUBLIC HEARING – ORDINANCE #747 REGARDING EMERGENCY MEDICAL SERVICES AND ORDINANCE #748 REGARDING PROPERTY TAXES**

Mayor House opened the public hearing regarding Ordinance #747 regarding the Emergency Medical Services (EMS) and Ordinance #748 regarding property taxes. City Clerk Olsen explained that these two ordinances needed to be passed each year in order for the City to collect the EMS money and its share of property tax money.

**MOTION:**

Council Member Fateley moved to approve Ordinance #747 as presented. Seconded by Council Member Dewey. Motion carried unanimously.

**MOTION:**

Council Member Lehrman moved to approve Ordinance #748 as presented. Seconded by Council Member Dewey. Motion carried unanimously.

**RESOLUTION #03-08 REGARDING CITY RATE STRUCTURE**

City Clerk Olsen discussed Resolution #03-08 regarding the city rate structure starting 01/01/04 and running through 2007. Olsen reported that the previous rate structure that was passed in November 1999 and ran through 2002 needed to be revisited. Olsen explained that she had gone through the previous resolution and did a 3% cost of living increase on all city rates except for sewer which she and Public Works Director Shenyer are both recommending a flat \$1.50 per service increase for the next 4 years to help pay back a loan associated with the current upgrade of the wastewater treatment plant. Council

Member Fateley stated that he would rather do a yearly cost of living increase then to wait until the city was in financial trouble and have to do a large increase all at once.

**MOTION:**

Council Member Lehrman moved to approve Resolution #03-08 as presented. Seconded by Council Member Freels. Motion carried unanimously.

**CITY OF BREWSTER/BREWSTER SCHOOL DISTRICT SPORTS FIELD LEASE**

Public Works Director Shenyer discussed the City of Brewster/Brewster School District Sports Field Lease. Shenyer reminded council that they had wanted to discuss this again this year after last year when they decided to waive the \$4,500 yearly lease fee to eliminate some of the schools debt due to the levy failing. Shenyer reported that they had been using the field again this year and asked if we should bill them according to the lease. Council Member Fateley and Council Member Freels volunteered to attend a school board meeting to discuss it and then report back to council.

**SPECIAL MEETING/PUBLIC HEARING REGARDING CDBG GRANT FUNDS**

Public Works Director Shenyer requested a special meeting to be set for November 17, 2003 at noon to hold a public hearing to authorize participation in the Washington State Community Development Block Grant Program for Phase II of the Wastewater Treatment Plant Project. Council agreed to hold a public hearing on November 17, 2003 at noon.

**08 MONEY CONTRACT**

Public Works Director Shenyer reported to council that in order to receive the .08 money from Okanogan County in the amount \$65,000 for the Main Avenue Project and \$90,000 for Phase II of the Wastewater Treatment Plant Project the council needs to authorize the Mayor to sign a contract with Okanogan County.

**MOTION:**

Council Member Fateley moved to authorize the mayor to sign the contract with Okanogan County to receive the .08 money. Seconded by Council Member Dewey. Motion carried unanimously.

**JUB ENGINEERING DESIGN CONTRACT**

Public Works Director Shenyer discussed the JUB Engineering design contract which outlines all of the rest of the work that needs to be done at the wastewater treatment plant. Shenyer reported that it will cost approximately \$235,100 for that design work and that the funds are being covered by the loan we received from the Department of Ecology Centennial Clean Water Act.

**MOTION:**

Council Member Fateley moved to authorize the Mayor to sign the contract with JUB Engineering to provide a design for the rest of the upgrades to be done at the wastewater treatment plant. Seconded by Council Member Dewey. Motion carried unanimously.

## **POLICE DEPARTMENT REPORT**

The monthly police report and stats were passed out.

## **IAC GRANT/SOCCER FIELD CONSTRUCTION**

Council member Freels inquired to whether the IAC grant that the city received for \$56,000 could be used to build baseball field instead of soccer fields. Public Works Shenyer stated that he could find out but during the public hearings regarding the Park Plan soccer fields are what the public felt we needed. Council member Freels requested documentation (i.e.: council minutes) showing the grant process that was followed.

## **ADJOURNMENT**

There being no further business to come before the Council the meeting was adjourned.