

10/16/2008

Mayor Lee Webster called the meeting to order at 6:00 p.m. Council Members present were Kris Dawson, Bob Fateley, Dave Freels, Art Smyth and Jerry Tretwold. A quorum was present. Also present were Public Works Director JD Smith, Chief of Police Ron Oules and Finance Director Pamela Olsen.

Council Member Art Smyth moved to approve the minutes from the Regular City Council Meeting on 09/10/08 with correction to page 7, paragraph 3 (Motion) to read "This also includes the inquiry into the availability and cost of the wire (2000 ft) that will be needed for the PAPI lights. This will be an extra cost; in addition to the \$9,000.00 for the power placement contract" instead of "This also includes the wire (200 ft) that will be needed for the PAPI lights". The motion was seconded by Council Member Freels and passed unanimously.

Also approved were the minutes from the Special Meeting minutes from 09/17/08 with correction to page 3, paragraph 4, last sentence, to read "Finance Director Olsen stated that we would not" instead of "Finance Director Olsen stated that we would".

The Special Meeting minutes from 09/30/08 meeting were approved after clarification of the statement on page 3, paragraph 4, regarding industrial discharge temperatures.

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 10/16/2008 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 #42030 through #42116 in the total amount of \$222,618.50. Payroll Fund voucher numbers #11169 through #11219 in the total amount of \$81,622.98.

**PUBLIC COMMENT:**

Rebecca Meadows asked what the status of the Fire District #15 Contract was at this time. Mayor Webster stated that the Public Safety Commission is currently working with the District to get the new contract in place.

**MAYOR WEBSTER**

**EMERGENCY MANAGEMENT PLAN: SCOTT MILLER, OCSO; RESOLUTION 08-04.**

Scott Miller, Homeland Security Coordinator/Emergency Management with the Okanogan County Sheriff Office, presented to Council to discuss and review the Okanogan County Department of Emergency Management for Emergency Services. Also presented was a letter from the County stating the intent of the request, as well as a basic Q&A form regarding the Okanogan County Department of Emergency Management.

The cost to the City of Brewster for these services is \$6901.62, which is based on our population (2189) x3.15. The total cost of the EMP for the County is \$125,000, and the Cities in the County share the costs by covering their portion. Okanogan County pays the same fee, based on population size, as do the surrounding cities in the County. Mr. Miller stated that although each City has paid for these services in the past, it will be

more this year. Previously, a portion had been covered by Homeland Security Grants. That funding has been significantly reduced to the point that Cities and Counties are required to pay their portion.

Mr. Miller stated that the City of Brewster must have Resolution No. 08-04 on file with the County in order to receive help/funding in the event of a major emergency (ie: Apple House fire), as well as pay their portion of the DEM (Department of Emergency Management) funding. We have received the letter stating what our monetary requirement is. This letter is the bill, and we should pay from this request.

**MOTION:** Council Member Smyth made the motion to approve Resolution No. 08-04, approving and adopting the all hazards mitigation plan prepared by the Okanogan County Local Emergency Management Organization (OCLEMO) and pay the County calculated portion due from the City of Brewster for these services at \$6901.62. Council Member Fateley seconded the motion and the motion passed unanimously.

PTIC (Public Transportation Information Commission) UPDATE:

Mayor Webster stated that he recently attended an update meeting with the PTIC, which is focused on transportation in Okanogan County – specifically affecting the areas of Brewster, Bridgeport, Omak and Pateros. He stated that they group will be moving forward with studies to determine the need for transportation service in this County. This study is funded by the WSDOT.

ORDINANCE NO. 810 – AIRPORT OPERATIONS POLICIES:

Ordinance No. 810 has been reviewed and approved as submitted to Council today, with the change made to page 3, item 7, which will read “Rotorcraft shall not be left unattended unless properly secured or placed in the hangar”.

Scott Baker, leaseholder at the Brewster Airport, asked who is in charge of enforcing this ordinance once it is passed. Mayor Webster stated that the Airport Manager would be the one enforcing the guidelines set in this ordinance, however if he cannot, then the issue would be in the hands of the City Code Enforcement Officer – Darren Moore.

Mr. Baker also stated that the land that is leased at the airport should be developed and used before new leases are taken on. There are a lot of people who would like to lease land at the airport and have been waiting to do so. Mayor Webster stated he understood what Mr. Baker was saying and that this should be an issue brought up with the Airport Commission. Council Member Freels stated that the lease issue does need to be dealt with.

Mr. Baker stated that this is a public airport and should stay a public airport. With ordinance No. 810 in place, this is a good base for rules and guidelines that everyone has to abide by. Public Works Director Smith stated that this ordinance is a living document and changes and adjustments to this ordinance can be made at a later date, should the need arise.

**MOTION:** Council Member Freels made the motion to approve Ordinance No. 810, as amended. Council Member Tretwold seconded the motion and the motion passed unanimously.

PUBLIC HEARING – GEBBERS ANNEXATION REQUEST/ZONING:

Mayor Webster announced that the City of Brewster will now hold the Public Hearing for the Gebbers Annexation Request. This Public Hearing will be audio taped. Mayor Webster then opened the floor to comment. There was no public comment brought forth. No objections. There was no Council input; no staff report.

Mayor Webster then closed the Public Hearing for the Gebbers Annexation request.

FINANCE DIRECTOR PAMELA OLSEN:

MONTHLY TREASURERS REPORT:

Finance Director Pamela Olsen reviewed the Monthly Treasurers Report. She stated that arterials and streets were in the red now, but would be out soon as the money has come in for these. Public Works Director Smith asked how much money goes into these funds, and where does it come from. Finance Director Olsen stated that it comes from the Motor Vehicle Tax and State shared money with a certain percentage going into streets and arterial separately. For certain projects, both State and Federal Grants are also available.

ANNUAL COUNCIL RETREAT/BUDGET WORKSHOP:

Finance Director Pamela Olsen stated that the Annual Council Retreat/Budget Workshop is still scheduled for Friday, October 24<sup>th</sup> from 8:00 am to 4:00 pm at the Campbell's Resort, Lake Chelan.

PUBLIC WORKS DIRECTOR - J.D. SMITH

HIGHWAY 97/MAIN STREET SIDEWALK PROJECT UPDATE:

Public Works Director Smith stated that the majority of the roadwork and sidewalks are now completed on this project. The light posts have been ordered and will be installed as soon as they arrive. These light posts are the same as the ones on Main Street currently, and will continue all the way out to Hwy 97. Public Works Director Smith has asked that the construction/road crew change the turn lane curb (long curb) from bull-nose to ramp ends as this will not cause such an issue with snow plowing. He has also suggested that this be painted solid yellow for better visibility.

The signs have been ordered for 7<sup>th</sup> Street, Keller and Hwy 97 (no left turn) and a solid yellow center line has been painted in this area, continuing with the same line as Main Street. A yield sign will also be placed for those who are entering 7<sup>th</sup> Street from Hwy 97.

Council Member Tretwold suggested placing the yellow-flasher posts similar to those near Harmony House for additional safety and designation of the newly constructed area considering there are now curbs and islands in places there were not before. Public Works Director Smith stated he will check into this.

Public Works Director Smith stated that he is very pleased with the results of the project as is Mayor Webster, stating that this is a proper and safe layout for this intersection. Considering safety was the main issue in this area, Police Chief Oules stated he believes it is now a safer intersection, as do his officers.

WELCOME TO BREWSTER SIGN:

Council Member Tretwold stated that he has the footprint and the size of the concrete slab that will be needed for the sign that will be placed at the south end of Brewster, near the NCNB and will be meeting with the bank to go over the exact placement of the sign. With respect to placement of the sign at the north end of town, where the current sign is already in place, Public Works Director Smith stated that we will need to get a hold of the church, as he believes they own this property. Council Member Tretwold stated that we should consider an alternate place for this sign, just in case.

AIRPORT REPORT – DAN SMITH, COMMISSION CHAIR:

The major contract that the Airport Commission had been working on was Ordinance No. 810, and now that it has passed, things should continue to move forward with respect to the Airport. Commission Chair Dan Smith stated that he would like for Airport Commission to go over the PAPI Lights at the next Airport Commission Meeting. Manager Dave Smith stated he had priced some wire, but the spools only came in 5000 ft lengths, which would require underground splicing and they do not want to have to run the wire this way. These topics, and others, will be discussed at the next Airport Commission Meeting.

PLANNING COMMISSION REPORT:

Public Works Director Smith stated that the Planning Commission met and discussed the proposed Gebbers Annexation request and the UGA. Hopefully by the next Planning Commission meeting they should have the zoning regulations ready for the proposal. The Commission has the zoning regulations draft ready and this should be complete and ready for Council by the November meeting; at the latest by December.

WWTP UPDATE:

Public Works Director Smith stated that the secondary clarifier had been installed; however there was a problem with the seal. This has been repaired. The crew is still continuing work on the Head Works building.

The President of JUB Engineering, Lee Cammack, came to Brewster on Wednesday to discuss JUB work relations with the City. Public Works Director Smith stated that it was nice to have the President of the company doing all of our WWTP updates visit our City and oversee the work that has been done. Mr. Cammack was pleased with the result of his company's work and Public Works Director Smith was glad to have had the opportunity to meet and network with Mr. Cammack regarding his company and the work they have done for us.

RESOLUTION NO. 08-05 SIX-YR TRANSPORTATION IMPROVEMENT PROGRAM:

Public Works Director Smith stated that the City is required to have a Six-Year Transportation Improvement Program and that it be revised yearly. This Resolution will need to be filed with the Secretary of Transportation of the State of Washington and outlines our projected street improvements from 2009 through 2014 and also allows us to receive additional funding for these projects.

**MOTION:** Council Member Freels made the motion to adopt Resolution No. 08-05, the Six-Year Comprehensive Street Program (Transportation Improvement Program) for the ensuing six calendar years with a

copy of this Resolution being filed with the Secretary of Transportation of the State of Washington. Council Member Tretwold seconded the motion and the motion passed unanimously.

**MAIN STREET/3<sup>RD</sup> STREET MAIN LINE BREAK:**

Public Works Director Smith informed the Mayor and Council of a recent main line break at Main Street and 3<sup>rd</sup> Street, in front of the Fire Hall. The Public Works crew came in at 6 pm on October 13<sup>th</sup>, repaired the line and service was back up and running by morning on October 14<sup>th</sup>, Saturday. Due to the very difficult time the crew had in locating the line, Public Works Director Smith stated he will be requesting GIS infrastructure mapping of our water/sewer main lines and meters in the 2009 budget process. This project would be taken to Erlandsen & Associates.

Council Member Tretwold, on a side note, asked what the orange fencing was along Hwy 97 below the Apple Avenue Hotel. Public Works Director Smith stated that this is the location of our PRV Station. The area is fenced off currently as they have been working on this, getting it opened up and cleaned out. This PRV Station is now operational. After one month, the station will be rechecked and line pressures will be verified.

**POLICE CHIEF RON OULES- POLICE DEPARTMENT:**

**POLICE DEPARTMENT UPDATE/STATS:**

Police Chief Oules reviewed the BPD statistics. He stated that overtime is right in line with normal. Out of the 100 hours logged, there are 43 hours that will be reimbursed to the City. Agency assists for this month are down to 7, with the normal running around 15-20. Most of these assists are at the Gebbers Labor Camps. There is a new person in charge of the camps, and Police Chief Oules believes that due to the fact they are being monitored and managed differently, this could have a lot to do with the decrease in calls to the camps.

Police Chief Oules stated that there were 5 cases of forgery/fraud reported in the City of Brewster, with arrests made. Due to community awareness and the businesses being alert to the activities, it has made catching the people committing these crimes easier.

**OTHER BUSINESS:**

**BULK EQUIPMENT PURCHASE/TAHOE INDUSTRIES:**

Public Works Director Smith stated that Tahoe Industries presented to Brewster City Hall with a bulk equipment purchase proposal. These items consist of demo equipment, including a diesel generator, gas generator, compressor, power washer, trash pump and repair equipment. These items all come with a 2-year factory warranty. Currently the City has one generator which is at the WWTP. There are no provisions for City Hall, Police Department or the Fire Hall in the event of a prolonged power outage. Public Works Director Smith spoke with Fire Chief Mike Webster and the Fire Hall is willing to split the cost with the City, stating they could use some of this equipment as well. Both departments have money in the current year's budget, and would cost each department \$2500.00 each. Public Works Director Smith is asking for Council approval of this purchase.

**MOTION:** Council Member Freels made the motion to approve the purchase of the demo equipment from Tahoe Industries, at \$5,000.00, with the cost to be split equally between the Fire Department and the Public Works Department. Council Member Smyth seconded the motion and the motion passed with a vote of four (4) to one (1).

**ADJOURNMENT**

With there being no further business to come before the Council, the meeting was adjourned at 7:30 p.m.

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Mayor Lee Webster

ATTEST:

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City Clerk/Finance Director Pamela Olsen, MMC