

Mayor Lee Webster called the meeting to order at 6:05 p.m. Council Members present were Kris Dawson, Dan Smith, John Scheller and Art Smyth. Council Member Bob Fateley was excused. A quorum was present. Also present were Public Works Director Smith, Chief of Police Ron Oules, Finance Director Pamela Olsen and Deputy Clerk Desha Dawson.

Council Member Smyth moved to approve the minutes from the Regular City Council Meeting on 8/18/10 and Special Meeting Minutes from 7/08/10 as submitted. The motion was seconded by Council Member Scheller and passed unanimously.

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 9/22/2010 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 #43883 through #43960, in the amount of \$136,192.41. Payroll Fund voucher numbers #12237 through #12274 in the total amount of \$95,008.07.

ADDITIONS/CHANGES TO THE AGENDA:

There were no additions or changes to the final agenda.

MOTION: Council Member Smith made the motion to approve the final agenda, as presented. Council Member Smyth seconded the motion and the motion passed unanimously.

PUBLIC COMMENT:

Roger St. Clair – Columbia Cove Community Center:

Mr. St. Clair was not present at meeting this evening.

Jose Amparo – Late Fee Adjustment Request:

Mr. Amparo addressed Council with his request to have his late fee of \$35.00 waived. He stated that he had hurt his arm prior to the bills being due and he was unable to make it to City Hall in time to pay his bill, now he has been charged a late fee. He stated that this fee is excessive and he would like it waived. Council Member Scheller asked if Mr. Amparo had contacted the City prior to his bill being due to inform them of his situation. He stated “no”. Council Member Scheller stated that with prior notification, we more than likely could have worked with him on his payment/late fee situation, however since he failed to contact us, he does not feel the fee should be waived since he knew the bill was due on the 18th and that he would not be able to pay it on time. Council Member Dawson and Council Member Smyth agreed.

Mayor Webster and Council Member Smyth both stated that this fee is assessed to everyone who is late in paying their bill – including them –as they have both had to pay late fees themselves. Mayor Webster stated that at this time, the request to waive the late fee is denied. Council Member Smyth stated that for future reference should a situation arise like this again, Mr. Amparo should contact City Hall to discuss his payment options.

MAYOR WEBSTER:

OKANOGAN DOUGLAS HOSPITAL BOARD – CTED GRANT PROPOSAL:

Okanogan Douglas Hospital Administrator Dale Polla, along with Barbara Engstrom, a grant writer for the Hospital District, presented to discuss a CTED Grant for improvements to the ODDH Emergency Room. Mr. Polla stated that the Emergency Room is in need of an upgrade. This particular department in the hospital treats 300 to 400 patients per month and is just not set up to handle the large volume.

This is a Federal Grant, and the requirements for the grant are as such that the Hospital cannot apply for the grant by themselves; they need a “lead applicant” with that agency being either the County or the City. There is no risk associated for the City. It will not affect our ability to apply for Grants in the future. Ms. Engstrom stated it may actually help us with applying for future grants because it shows our ability to manage these kind of grants.

If the City should decide to become the lead applicant, there are no costs associated that the City would be held accountable for. The City would be responsible for the Resolutions and scheduling and holding the Public Hearings. They would also need to open a separate bank account for payment, which the Hospital would submit monthly payment vouchers to the City for review and approval. We would review the complete package for payment, and issue payment through the account set up for the hospital. It basically would be man hours for the City and the Council, but no cost.

The amount of the Grant they would be applying for is around \$700K-\$750K. The Hospital would have an out of pocket expense for the Architect. City would then review the completed application and approve it.

The application is due in March of 2011. Ms. Engstrom, in association with the Hospital and the Architect, will do all the work associated with getting the application completed and submitted.

Mayor Webster stated he would like to go ahead with being the Lead Agency for the Hospital in their application process for this grant. He feels this will be a good deal all around, benefiting the citizens of Brewster and the patrons of the Hospital.

MOTION: Council Member Smyth made the motion to authorize the Okanogan Douglas District Hospital to begin the application process for the CTED (Block) Grant for the Emergency Room upgrades, and for the City of Brewster to be the Lead Agency (sponsor) for the grant. Council Member Scheller and Council Member Smith seconded the motion and the motion passed. Council Member Dawson abstained from the vote due to a conflict of interest. (Council Member Dawson is an employee at the Hospital).

FEMA FLOOD PLAIN MAPPING CONFERENCE – REQUEST FOR REIMBURSEMENT (HIGHLAND & ASSOCIATES):

Mayor Webster discussed the letter for training reimbursement we received from Highland & Associates regarding the Federal Emergency Management Agency re-

mapping to updates to the floodplain mapping accuracy conference in October. They have stated in their letter that this will benefit our community by bringing more technical expertise for flood plain permitting, recertification and land use decision making. The total cost of the conference is \$1,797.00. This would be split between the cities of Brewster, Pateros, Omak, Twisp and Tonasket, costing each City \$359.40. Associate Planner, Sharla Schrock, will be the one attending.

Council Member Dawson asked if this was a required certification for them, and if so, we should probably approve the expenditure. Council Member Scheller wants to know if this is truly of benefit to the City. Mayor Webster stated that he believes it will benefit the City in the fact that our planners will have the specific training, if it is ever something we need to have them do work on. Council Member Scheller then questioned if we pay for the training, and it is an additional service they provide for us on their contract, will they turn around and bill us for the same service we just paid for them to get training on? Finance Director Pamela Olsen stated that if they do not have the specific training, and we need work done regarding floodplain mapping, permitting or re-certifications, we would pay an outside source more to do it vs. having our own City Planners trained. Public Works Director Smith agrees with Finance Director Pamela Olsen.

Mayor Webster stated he will talk with City Planner Kurt Danison and address the questions Council has presented, to get the specifics on this training and how, or if, it will ever be of benefit to us.

MOTION: Council Member Smith made the motion to authorize Mayor Webster to approve the expenditure of \$359.40, for Highlands Associate Planner Sharla Schrock to attend the FEMA Floodplain Conference only after the company has satisfactorily answered the Mayor and Council's questions regarding the benefits of this training to the City of Brewster. Council Member Dawson seconded the motion and the motion passed unanimously.

ANNUAL BUDGET RETREAT – SET DATE/PLACE:

Mayor Webster stated he would like to set the date, time and location for the annual City Budget Retreat. He stated we could consider holding it at the Recreation Center, or possibly the American Legion Hall. After discussion, Council Members agreed to hold the retreat at the American Legion Hall (if the date is open) beginning at 6:00 pm on Wednesday, October 27th.

Action: Mayor Webster will check with the Legion regarding the date and possibly waiving the room rental fee.

Finance Director Pam Olsen stated that she will need budget numbers from the Department Heads by the 15th of October.

Action: Finance Director Olsen will send out reminders to the Department Heads.

Police Chief Ron Oules asked that the Mayor and Council consider allowing more time for each Department to review their budget requests, possibly one-half hour instead of the prior fifteen minute time slot. The Mayor and Council agreed that this was feasible.

FINANCE DIRECTOR PAMELA OLSEN:

MONTHLY FINANCE REPORT:

Finance Director Pamela Olsen reviewed the monthly finance report. She stated that the numbers are the worst she has ever seen them, and is concerned about our current situation. The Water/Sewer/City Equipment fund will look better once we get the reimbursement from the USDA for the Public Works Service vehicle. Otherwise, things are not looking good going into the discussions regarding the 2011 budget.

Council Member Dawson asked what is going on. Do we need to start focusing on where to save money, possibly making cuts if necessary? Public Works Director Smith stated that all departments have cut spending, but in his department it is the repairs that hit them the hardest, like the recent pump failures.

The Mayor stated that these are some of the issues and concerns that we will be discussion at the Budget Retreat on October 27th. We really need to focus on ways to save. Finance Director Pamela Olsen stated that we need to take action soon.

The Mayor also stated that we are still running on the same budget numbers as proposed which is to operate on 2008 budget numbers minus 5%. We are still falling short and we need to discuss it further.

SHAN MILLER – BREWSTER COMMUNITY POOL:

Shan Miller, Brewster Community Pool Manager, reviewed the 2010 Pool stats and compared them to years past. She stated that the pool had a phenomenal year, and attributed that to the excellent staff, the training they have received and the numerous programs implemented over the summer. During the 2010 season, the pool was open 92 more hours, including Saturdays in July with the Chamber sponsoring a successful free swim day on the 4th of July. They were an average of 80 patrons per day for the swim season with 275 students for swim lessons (up from 256 in 2009 and 101 in 2008). The pool hosted ten (10) pool party rentals, three (3) home swim meets and the Okanogan County Swim Team Championship.

Aside from the great numbers, many improvements were made including painting the bleachers, office and “sprucing” up the pool perimeters and general clean up. Manager Miller has many “works in progress” for the 2011 season, including earlier pool use in the spring and extended use in the fall (weather permitting), a Guard Start program for 13-15 year olds (our “future” guards), teen swim, family nights, water shows, movie nights, ladies water aerobics, physical therapy, RV Park pool passes, special education swim/therapy, in-school programs and second session swim sessions.

She is thrilled with the success of the 2010 swim season and hopes to keep improving pool use through public relations and pool programs, continued guard education promoting a fun and safe experience for everyone who attends our pool. Better use of the facility equals more patrons which equals more dollars!

EDDIE ALLEN – COLUMBIA COVE COMMUNITY CENTER:

Rec Center Director Eddie Allen presented Council with a proposal that would allow

alcohol to be served at the Rec Center for private events – ie: weddings and dances. In 2009, there were 17 events held at the Rec Center, with only 5 in 2010. Director Allen believes the decrease is due to the City not allowing alcohol on the premises, and people are going out of town to rent facilities where it is permitted.

Council Member Dawson is adamantly opposed to the idea of allowing alcohol at the Rec Center for any function. She stated that her home is located on one of the main “thoroughfares” that people walk from town to the Rec Center and back and she does not enjoy having these people causing problems for the community, littering, loitering, etc. She stated that we have a lovely RV Park that the City is trying to promote, adding more sites and doing upgrades to, including the boat launch and park area, and due to the close proximity of the RV Park and City Park to the Rec Center, the loud music and alcohol could be a deterrent for patrons of the RV Park and City park.

Mayor Webster stated that he was opposed to the idea at first, but after hearing the proposal and speaking the Director Allen, he believes Council should consider the idea. Police Chief Ron Oules stated that he is not completely against the idea of allowing alcohol at Rec Center functions; he just needs more information on the guidelines before he makes a decision. He stated that based on previous history of when alcohol was allowed there in the past, he believes we will run into the same problems, including MIP/MIC citations.

Council Members Smith, Smyth and Scheller stated they would also need more information before making a yes/no decision, however, are willing to discuss it further to see if this would be feasible and of benefit to the City. Council Member Dawson stated she would not be in favor of any further discussion and is strongly opposed to the idea.

Public Works Director Smith stated that this should be discussed further before decisions are made and encouraged Council to think of programs that would encourage memberships and events or programs that are broad-based and that would attract membership and use. Mayor Webster stated that this will be discussed at a later date with decisions made at that time.

Director Allen also announced that the Rec Center would be hosting a Haunted House for Halloween, as well as a Christmas Bazaar in November and a Tae Kwon Do tournament in the spring. Memberships have been about the same, as they tend to ebb and flow with the seasons. Memberships should pick up this fall and winter with start of indoor basketball, soccer, volleyball, Zumba classes and Tae Kwon Do.

RECESS: Mayor Webster announced at 7:05 pm, Council would adjourn for a 5-minute recess. At 7:10 pm, Mayor Webster reconvened into Regular Session.

PUBLIC WORKS DIRECTOR - J.D. SMITH

PUBLIC WORKS UPDATE:

Public Works Director Smith stated that the service truck, obtained through the USDA Grant, is here at the City. The title has been processed and we have received the plates. A reimbursement request has been sent in to the USDA, which we should receive soon.

AIRPORT UPDATE:

Smith stated that all of the airport lot lines have been marked by the City crew. Mary Vargas recently performed an on-site visit/inspection and she will be sending the report to the City once it is completed.

ANGLE TRAILER COURT – ANNUAL RATE INCREASES:

Public Works Director Smith stated that he would be sending letters to the residents of Angle Trailer Court, informing them of the annual rate increases for the lot rental fees. This will be a 5% increase, as approved by Council and agreed upon by the tenants of the Angle Trailer Court. Initially, the ATP residents had proposed a \$25.00 per year increase on the lot fees; however, Council approved a 5% annual increase which is significantly less than the \$25.00 increase they had presented. Including taxes, the increase will be \$14.43 for single wide trailers; \$16.66 for double wide trailers. These notifications will be sent out October 1st, which is within the 90-day notification period.

RV PARK BATH HOUSE UPDATE:

This project is near completion. There was an issue with a potential break in, however it was discovered that one of the locks had failed and this will be repaired. Currently, the locks are manual. The locks will be adjusted so that they lock on closing every time, and no one can manually unlock it from the inside. Again, the bath house will be RV Park exclusive and not open to the general public.

DCPUD UPDATE:

The paving has been completed. The electrical connections to the 18 additional overflow sites, parking lot striping and light pole placement are just about the only things left to do. We are currently awaiting a response from the Army Corp of Engineers with respect to the water permit for the dock completion. It will need to be obtained/issued by November so the work can be completed in February of 2011. If not issued, the in water projects will be delayed until July of 2011. The in water project, when completed, will provide a dual launch with a single 150-foot dock.

Public Works Director Smith also stated that the proposed location for the Goehry Memorial Basketball Court (old Rec Center at the Little League Field) has been measured. It has enough area to place a half court and a three-quarter court.

WATER MAIN REPAIR:

The crew just finished repairing a main line at the cemetery. Apparently, Gebbers Farms had driven over this with a D-8 Cat, damaging the line. It has been repaired, with the costs for the repair being forwarded to Gebbers Farms.

SPENDING FREEZE:

Public Works Director Smith stated that he has issued a spending freeze for his department, with the exception of emergency repairs and fuel costs. Any purchases, if for any other reason than those listed, will require his authorization.

POLICE CHIEF RON OULES:

POLICE DEPARTMENT UPDATE/STATS:

Police Chief Ron Oules stated that there were 34 hours of overtime for the month of August, with 28 of those being reimbursed through emphasis patrols. The stats are down from the average, which he believes is in part due to work on apprehending certain individuals who have been responsible for a majority of the malicious mischief calls. He also stated that the reports will look different in the future, showing higher numbers when in fact it will be a result of the new NIVER's reporting system and the breakdown of the charges as they are entered. For example, if someone is arrested for breaking into a vehicle, it will be broke down into a vehicle prowling, breaking and entering, theft, etc. So one incident will actually look like three or four, when in fact it is all involved in the same incident.

Police Chief Ron Oules also stated that the department will be receiving the new 2010 4x4 Chevy Tahoe patrol vehicle within the next couple of weeks that was obtained through two separate grants, with the only costs to the City being those associated with outfitting the vehicle with the necessary equipment.

TRAINING REQUEST:

Police Chief Ron Oules is requesting Council approval to send one of his employees to Records Retention Training in Wenatchee. The cost of the class is \$250, plus meals and travel. There will not be hotel fees associated with the class, as this person will travel to and from the class. He has money in his budget for this training, and stated this class is a must for his department.

MOTION: Council Member Scheller made motion to authorize the attendance at the Records Retention Class in Wenatchee by the BPD Records Clerk, at the costs discussed above. Council Member Dawson seconded the motion and the motion passed unanimously.

30-MINUTE EXECUTIVE SESSION – PERSONNEL:

At 8:45 pm, Mayor Webster announced that Council will now convene into a 30-minute Executive Session to discuss personnel.

At 9:15 pm, Mayor Webster announced that Council will now adjourn from the Executive Session, with no action taken and no further discussion, back into Regular Session.

ADJOURNMENT:

With there being no further business to come before the Council, the meeting was adjourned at 9:15 p.m.

Mayor Lee Webster

ATTEST:

City Clerk/Finance Director Pamela Olsen, MMC