

Mayor Lee Webster called the meeting to order at 6:00 p.m. Council Members present were Kris Dawson, Dan Smith and Art Smyth, Bob Fateley and John Scheller. Also present were Public Works Director Smith, Finance Director/Clerk Pamela Olsen, Chief of Police Ron Oules and Deputy Clerk Desha Dawson.

Council Member Dan Smith moved to approve the minutes from the Regular City Council Meeting on 10/20/10 as submitted. The motion was seconded by Council Member Bob Fateley 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 11/17/2010 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 #44025 through #44098, in the amount of \$123,747.37 with correction to the Highlands Voucher. Payroll Fund voucher numbers #12314 through #12354 in the total amount of \$81,162.89.

ADDITIONS/CHANGES TO THE AGENDA:

There were additions and changes to the agenda as follows: To remove B.3 under the Mayor Section (Hospital CDBG Grant) and add the Recreation Center.

MOTION: Council Member Bob Fateley made the motion to approve the November 17, 2010 City Council Final Agenda with the above changes. Council Member Dan Smith seconded the motion and the motion passed unanimously.

PUBLIC COMMENT:

No Public Comment was brought forth.

MAYOR WEBSTER:

AMERICAN LEGION GAMBLING TAX:

In September of 2008, the Council had agreed to waive the gambling tax for a period of 2-years for the American Legion Hall. At this time, the decision needs to be made whether to extend this relief, or discontinue it. Wayne Mason, Legion representative, stated that the Legion is doing very poorly and may not be able to stay open. The gambling revenues are down 20K from this time last year. The economy has created a severe financial hardship and they are requesting that the relief be continued. Council Member Smith suggested eliminating the gambling tax altogether. No other discussion was brought forth.

MOTION: Council Member Smyth made the motion to extend the American Legion Gambling Tax Relief for another 2-years due to a financial hardship. Council Member Scheller seconded the motion. The motion passed with a vote of four in favor, one (Smith) opposed.

REQUEST FOR REC CENTER GYM USE – FEE WAIVER:

Mayor Webster stated that he had received a letter from Gene and Starlene McDaniel regarding the use of the Rec Center gymnasium for a Christmas program featuring the Story Barn. The current rental fees are \$85 per hour. Council asked how long the program would be and exactly what the intended use would be. Mayor Webster stated that he will contact the McDaniels for more details.

FINANCE DIRECTOR/CLERK EMPLOYMENT AGREEMENT:

The employment agreement for Finance Director/Clerk Pam Olsen has been reviewed. This was drawn up by City Attorney Chuck Zimmerman. Finance Director/Clerk Olsen will be retiring in August of 2011. This agreement is for the remainder of her employment at the City of Brewster. Council Member Fateley asked about training her replacement(s). Mayor Webster stated that Finance Director Pamela Olsen will provide the training, along with outside sources and additional training.

MOTION: Council Member Fateley made the motion to authorize Mayor Webster to sign the employment agreement for Finance Director/Clerk Pam Olsen. Council Member Smyth seconded the motion and the motion passed unanimously.

RESOLUTION 10-10: PROPERTY TAX LEVY/EMS LEVY:

This resolution is annual. It will set the 2011 levy amount for the property tax, indicating a 1% increase from the previous year. Also for approval is the 2011 EMS Levy and amounts.

MOTION: Council Member Dawson made the motion to approve Resolution No. 10-10, setting the 2011 Property Tax Levy amount for 2011. Council Member Smith seconded the motion and the motion passed unanimously.

MOTION: Council Member Smith made the motion to approve the EMS Levy Certification for 2011. Council Member Scheller seconded the motion and the motion passed with a vote of four in favor, one abstained. Council Member Smyth abstained from the vote due to a conflict of interest.

REC CENTER:

With several members of the community present, Mayor Webster opened discussion regarding the Rec Center. The Mayor also stated that there would be a meeting held at the Rec Center on December 8th at 6pm, at which time the City will be looking for any input with respect to how to keep it open and ideas for programs, etc. He encouraged everyone present to attend, as well as passing the word along to encourage more to attend.

Many of the people present voiced concern over the Rec Center and its possible closure. Mayor Webster also presented a petition signed by at least 200 people from the school, also voicing their support to keep the Rec Center open.

Public Works Director Smith stated that most of the use currently at the Rec Center is through indoor soccer and basketball as well as taekwondo. Memberships have continued to decline despite having programs available. Many new programs have started, but have not sustained. Event rentals have declined significantly. We advertised and hosted a public dance in October – but not one person attended. Public Works Director Smith stated that it is clear – without community support, we will not be able to keep the facility running on our current budget.

Council Member Fateley stated that whatever the outcome may be, the community has to understand that in order to keep this facility open, it is going to require community support. The City has used all of its reserve funds and we are basically operating on what we get in. Any programs we have currently and any programs that we may start at the Rec Center will have to generate money, and enough money to support it.

The Mayor thanked the public for their input and strongly encouraged them to attend the meeting on December 8th. He is hoping at that time, between the Council and the staff and the community, we can come up with a solution.

FINANCE DIRECTOR PAMELA OLSEN:

Finance Director Pamela Olsen reviewed the monthly finance report. Council Member Dawson asked how the budget gets balanced. Finance Director Pamela Olsen stated that she does not use projected revenues – trying not to use ending balances to balance the budget either. Some funds will pull out. We received some property tax monies this month, with more expected next month. Tax monies typically come into the City in May/June and Nov/Dec.

Council Member Scheller asked why jail fees are not in the budget. The jail fees come out of the General Fund per Finance Director Olsen and she has tried setting up a reserve for these, however, the money is just not there to do so. Our reserves have kept us afloat in the past, but they are just not there and what is there is running out.

Council Member Fateley stated he believes the City and the department heads have been doing an excellent job keeping expenditures down, especially considering the fact that the money is just not there. He also stated that for as long as he has been a Council Member, he has never seen the budget the way it is now, and it is “scary as hell”.

PUBLIC WORKS DIRECTOR - J.D. SMITH

PUBLIC WORKS UPDATE:

Public Works Director Smith stated he received an e-mail from the DOE regarding our water rights. The City had applied for 650 acre feet back in 1993. The good news is that the fee for this amount will be \$9750 annually (\$15 per acre ft maximum). If we reduce the amount of acre feet we are requesting to 300 acre feet – our fee would be \$4500 annually. Public Works Director Smith stated that the DOE will discuss reducing our requested amount. He believes this is a good idea, however if we forfeit the 350 acre feet and decide later on that we would like to have it, we would need to re-apply.

HEAT PUMP (CITY HALL):

Public Works Director Smith stated that our furnace at City Hall is in need of repair. He

received a quote on repairing it, which would cost around \$4200. At that price, it would cost us more to repair it than to replace it. Giving the current budget issues, he would like to take a chance and wait it out. It is functioning (marginally) right now, but it is failing and will need to be replaced. Our heat pump is fine; it is the furnace that is going out.

UTILITY RATE PROPOSAL:

Public Works Director Smith presented the rate increase proposals (in percentage format) to Council as previously requested by Council Member Smith. At this time, Public Works Director Smith stated this is for Council review. JUB Engineering could not make it to this meeting, however will hopefully be attending the December meeting to discuss the Treatment Plant and the rate study information. Council Member Fateley asked if the rate increases are consistent with JUB's recommendations. Public Works Director Smith stated that they are. These rate increases will help cover loan amounts as well as future upgrade reserves and current line maintenance.

STREETS:

Public Works Director Smith reviewed proposed repairs to streets for 2011. He has priced different rates for chip seal application and asphalt replacement, which vary significantly. Obviously a double chip seal application would be more cost effective, however, has to consider the condition of the streets to be repaired and if this is feasible. He will be talking with other cities to see what the comparisons are for both repairs. He will be looking to use money from programs and funds that have been reduced and/or eliminated to help cover these repairs.

Public Works Director Smith also stated that in order to reduce costs to the City he will be changing the way snow removal is done this year. It has been decided that the crew will work their 8 hour shift and then go back the next day (8 hour shift) and continue to plow and pick up snow. This schedule is to avoid overtime, however, in some cases it may be unavoidable. There will also be a 3" minimum call out rule for plowing. We are the only City in the County that picks up our plowed snow. Another cost saving consideration may be to discontinue snow-blowing the sidewalks on Main Street, as it is technically the business owners responsibility to clean the sidewalks in front of their businesses.

WATER BREAK:

Public Works Director Smith reported a water line break at the Gebbers main house. This was a major repair, and to save future repairs, the line was replaced. A PVC line was installed, versus replacing the metal pipe. The PVC line was run inside of the old metal pipe which will serve as reinforcement and insulate it well. On this line, there were two meters noted, however, the line ran past these meters and was servicing the fork lift repair shop. This was an unmetered extension of the line not installed by the City. A meter was installed on this line during the repair. The shop was built in 1980. Public Works Director Smith has discussed this with Tory Wulf of Gebbers Farms. The issue at hand is that this line has been running unmetered for 30 years. Public Works Director Smith will discuss this further with Gebbers regarding the 30 years of unmetered water service they have received, unbeknownst to the City.

POLICE CHIEF RON OULES:

The stats are the lowest he has ever seen them. There were no malicious mischief calls in October – which he attributes to his officers work on critical cases. Arrests have been made regarding a recent burglary and their continued efforts have helped immensely.

Overtime is within normal limits. Shift coverage is an unavoidable cost to the department.

Otherwise, the department is holding on. There is no money left in the budget at this time. He stated that there are two areas currently that need attention, and the costs are unavoidable. One of those areas being the recording system for the evidence room, the other being a computer for the Chief. The records system for the evidence room has to be maintained, and he needs a computer to do his work and maintain the PD system. He has the money currently in his budget to cover both of these costs, which are both under 2K each. The Mayor stated that these expenditures are under the 2K Council approval amount and if he has the money in his current budget to cover the costs, then he should get them. Council agreed.

30 MINUTE EXECUTIVE SESSION:

RCW 42.30.110 – Evaluate a complaint against an employee:

At 7:50 pm, Mayor Webster announced that they would now be convening into an Executive Session, lasting 30 minutes, to discuss a complaint against a City employee.

At 8:25, with no further discussion, Mayor Webster announced that the Council would now reconvene into Regular Session. No action was taken following the Executive Session.

ADJOURNMENT:

With there being no further business to come before the Council, the meeting was adjourned at 8:25 p.m.

Mayor Lee Webster

ATTEST:

City Clerk/Finance Director Pamela Olsen, MMC