

Mayor Lee Webster called the meeting to order at 6:03 p.m. Council Members present were Dan Smith, Art Smyth, Bob Fateley and John Scheller. Council Member Dawson was absent (excused). Also present were Public Works Director Smith, Finance Director/Clerk Pamela Olsen, Chief of Police Ron Oules and Deputy Clerk Desha Dawson.

Council Member Smyth moved to approve the minutes from the Regular City Council Meeting on 12/15/10 as submitted, and the Special Meeting Minutes from 12/31/2010. The motion was seconded by Council Member 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 01/19/2011 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 #44169 through #44223, in the amount of \$63,573.41. Payroll Fund voucher numbers #12399 through #12438 in the total amount of \$85,618.00.

**ADDITIONS/CHANGES TO THE AGENDA:**

Finance Director Pamela Olsen asked to add a training request for Misty Ruiz.

**MOTION:** Council Member Fateley made the motion to approve the January 19, 2011 City Council Final Agenda with the addition noted above. Council Member Smith seconded the motion and the motion passed unanimously.

**PUBLIC COMMENT:**

No public comment was brought forth.

**MAYOR WEBSTER:**

**PUBLIC HEARING – OKANOGAN DOUGLAS HOSPITAL CDBG GRANT:**

Mayor Lee Webster announced that the public hearing for the Community Development Block Grant for the Okanogan Douglas Hospital ER Remodel Project. Barbara Engstrom, Grant Coordinator for ODDH, reviewed the project details. Handouts regarding the project were given to the Council and Mayor. One of the many Grant requirements include showing a partnership with the lead applicant, that being the City of Brewster. Also needed for the Grant application is a copy of the City's Grievance Procedure, the Title VI Non-Discrimination Agreement, and Resolution No. 11-01, outlining the Certification of Compliance and the City's participation with ODDH in this Grant as the lead applicant.

No public comment or further discussion regarding the Public Hearing was brought forth. Mayor Webster declared the Public Hearing closed.

**MOTION:** Council Member Smith made the motion to authorize Mayor Lee Webster to sign the approved CDBG application paperwork, including Resolution No.11-01. Council Member Smyth seconded the motion and the motion passed unanimously.

After the closing of the public hearing, discussion continued. Mayor Webster again reiterated that the City has no liability in this grant, should the Hospital fail to pay and cannot hold up their end of the grant commitment. Barb Engstrom stated that there is a revision in the agreement stating that the City of Brewster is not liable. The City does have the authority to reject the final award. There are contingencies in place for change orders; 15% for initial, 8% for others like architecture and engineering with a 20% contingency for the total project. Public Works Director Smith stated that this is standard, but wants to make sure these percentages are in line with normal. Ms. Engstrom stated that the hospital can ask for additional funding if the contractor bails out for example – which would be considered circumstances beyond their control.

Finance Director Pamela Olsen stated that there has been some confusion in getting things ready on the City's end with respect to this grant application and the process. There needs to be better communication between the Hospital and the individuals responsible for getting this grant application together in order for the City to be able to do what we need to do for them. Public Works Director Smith stated that some of the forms we have received from the grant writers have not been complete and have blank areas on them and we (the City) are not comfortable with signing documents or approving any forms during this grant process unless they are complete.

Ms. Engstrom stated she was not aware that some of these things were occurring and apologized. She stated that the people working on this grant will make sure that all forms are completed and that there is better communication between the hospital, the City and those working on the grant from now on. Mayor Webster stated that the City does want to help in any way possible, but ultimately, does not want the City to be liable in any way if this grant should fall through, or if granted and the hospital is unable to uphold their end of the agreement.

#### COLUMBIA COVE COMMUNITY CENTER:

Mayor Webster stated that Rec Center is now essentially closed. Part-time employee, Anthony Ruiz, has been working on the nights that the indoor soccer/basketball is being held. The Mayor had talked with Shan Miller (seasonal pool manager) regarding ideas for programs and funding at the Rec Center in the future. Mayor Webster emphasized that the City does not have funds to support the Rec Center re-opening, nor funding of future programs. He stated that unless Council wants to look at other funds to see if there are any available, he does not believe it would be wise to take money from essential funds to put into the Rec Center at this time. Council Member Fateley agreed stating that at this point if anyone is interested in getting the Rec Center up and going again, they need to have the funds lined up to do so, as the City does not have them at this time.

It has been discussed previously about the potential of putting in a thumbprint recognition lock system that would allow the City to control who/when people were going to the Rec Center for private events, sports, etc. He would like to discuss this further as this may be a good option for the general public who is interested in using the Rec Center.

Mayor Webster noted that he has been in contact with Gebbers Farms and Pete Fraley of OMW with respect to the Boys and Girls Club of America and possible use of the Rec Center for implementation of programs in our area. There will be a meeting on January 26<sup>th</sup> in Wenatchee regarding this. The Mayor would like someone from the City to attend this meeting for input and to answer any question they may have. If anyone is interested in attending, please let him know.

OTHER INFORMATION:

Mayor Webster had two announcements to convey to Council. The first one being that Pamela Olsen will be leaving the City this year; therefore there will be a vacancy on the LEOFF Board. They must live in the City limits. If there is anyone interested in filling this board vacancy, they can contact him or Police Chief Ron Oules.

The other announcement is that of a letter he received from the NCWR. This request is for a \$250 annual membership fee. He would like Council to consider this and let him know if they would like to obtain this membership.

PAMELA OLSEN – CLERK/FINANCE DIRECTOR:

TRAINING REQUEST – CITY CLERK & CLERK IN TRAINING:

Finance Director Pamela Olsen asked Council for their approval regarding a training request for herself and Clerk in Training, Misty Ruiz. This class will be held in Omak and sponsored by a local Clerk. The total cost for the class is \$100 per person, plus mileage reimbursement.

**MOTION:** Council Member Fateley made the motion to authorize the training request for Finance Director Pamela Olsen and Clerk in Training, Misty Ruiz. This class will be held in Omak at a cost of \$100 per person, plus travel. Council Member Scheller seconded the motion and it passed unanimously.

PUBLIC WORKS DIRECTOR - J.D. SMITH

PUBLIC WORKS UPDATE:

GEBBERS FARMS INC:

Public Works Director Smith stated that in 2010, Gebbers Farms Inc used 14 million gallons of water for the year. As far as he can tell, they have done exactly what they said they would with respect to cutting down water usage at their packing facility. He wanted Council to be aware of this.

WATER COMP PLAN:

Public Works Director Smith stated that he is currently working with Erlandsen & Associates regarding the update of our City Water Comp Plan. This is progressing well. Right now, the major issue is our water rights. Apparently we have water rights that are not assigned properly. Apparently, the City had 1,800 acre feet in a supplement reserve that we were not aware of. Mayor Webster feels that by not knowing this, we may have turned down business or growth to the area in belief that we did not have the water rights to support it. The DOE is looking into whether we can change this. Public Works Director Smith has asked the DOE if we can trade the additional water rights we have (that we have not used) or convert them into supplement. They stated that they have never been asked a question like this before, and will check into it.

At this time, the DOE needs to know how many acre feet the City will be requesting. The question is now, if the City requests 1,000 acre feet and mark 300 of those for immediate use, can we bank the other 700 in a reserve. If we request the 300 acre feet for immediate use, it will cost the City \$4,500 per year.

Public Works Director Smith stated that Council and Mayor Webster will need to make a decision soon regarding how many acre feet we would like to request – what we can afford – and how much we would like to put into supplement. We will need to justify our need for it as well. He would like to know at the February Council meeting. Mayor Webster stated he would like the Planning Commission to give input on this as well. Council Member Fateley also suggested talking with Gebbers Farms Inc. to get an idea of any projects they may be planning, as this could affect our decision as well. There has been a moratorium placed on outside City limits water rights, however if it is requested it is determined on a case by case. Inside the City limits is a different scenario and we need to consider all possible outcomes.

#### TRAINING REQUEST:

Public Works Director Smith stated he had one, possibly two employees who are in need of training to maintain certifications. He would like authorization to send these employees to the required training class which is sponsored by Evergreen Rural Water. The conference will be in Yakima. Total cost will be \$510 each. This is in his budget.

**MOTION:** Council Member Smith made the motion to approve the training request for two (possibly one) Public Works employee(s) to attend the Evergreen Rural Water Conference in Yakima for maintenance of their certifications. Council Member Scheller seconded the motion and it passed unanimously.

#### KEN NICHOLS – USKH (AIRPORT):

Ken Nichols with USKH (City Airport Engineer) presented to Council to discuss Federal Grant money for upcoming projects at Anderson Field Airport. He stated that there are several projects – some short term that need to be done soon, and some long term – that the City needs to consider at this time.

The FAA has requested that fencing be installed, as well as crack sealing, fog seal overlay and striping of the runway/taxiway. The crack sealing/overlay/striping needs to be done at least every five years – we are now approaching six-years since this was done. The City has grant money available every year from the FAA. We currently have 450K in our “bank” (unused fund moneys that carry over) and we have at least 600K coming available in the next year. These projects will be slated on a 5-year plan, pending FAA approval, with 5% matching funds required from the City.

The City has done a good job at banking their funds for airport improvements; however, it is getting to the point that we will have to use the funds. Pavement maintenance is a must (per FAA) and we need to get on a schedule for this. Mr. Nichols stated this is money well spent. He is predicting that this project will cost approximately 165K. The City’s portion (5% matching funds) would be approximately \$7K. USKH will provide contract formulation that defines the project, and will put this together for approval by the FAA. Other steps include a contract increase authorization. Mr. Nichols suggested that the City move quickly on this as any bids will need to be submitted by March 2011.

AIP (Airport Improvement Program) is a State matching grant program. The State funds are set at a 50/50 match to the City's portion. The State likes to have project/bids ready to go and will not go retroactive on funds. The State can provide 2.5% on construction portion. Mayor Webster asked if this was a sure thing – Mr. Nichols stated no, it is not. The State funds are not like Federal funds – the State is a competitive grant program with the highest priority being Federal matched grant money – and will pay 2.5% of the City's portion.

As previously stated, the FAA would like fencing installed at the airport. This would include a perimeter fence with gates. We will need to submit cost estimates for this project as well as phases as to how the project will be completed – most likely this will be over several years. The fence project can be added to the pavement maintenance project. If it is not done this year, we can at least put it in our plans and estimate the project costs and time frame. The FAA has also stated we need to look at doing some work to our parallel taxiway. Funds are not available at this time through the current pavement maintenance program and we would be looking at starting this project in 2012. We can get the design done this year with construction slated for next year. This will allow us to get our bids in early.

Mr. Nichols stated that the next step for the City at this point is to make a decision on the matching funds. He would like to get moving on the projects we can do now within the next couple of months. At this time, he needs council authorization for the Mayor to sign these documents, agreements and resolution that we have made a commitment for matching funds.

Council Member Dan Smith stated that when he was on the Airport Commission prior, he had made the recommendation that if there is a 5% matching funds requirement for these type of projects, the City should be setting these funds aside (projected) every year so that it is there when we need it and it should be a part of the budget process.

**MOTION:** Council Member Smyth made the motion to authorize Mayor Lee Webster to sign the grant application and the amended contract with USKH to include work orders, subsequent work orders in 2011 and grant applications for the FAA and WASDOT. Council Member Scheller seconded the motion and it passed with a vote of 3 in favor, one (Fateley) opposed.

#### ACTION ITEM FOLLOW-UP:

At a previous Council meeting, Council Member Smyth had asked about the possibility of eliminating or reducing the number of City issued cell phones. Public Works Director Smith checked into this. Since the current contract with Verizon would not expire until September of 2011, there would be a \$200 per phone termination fee, totaling \$1400, if the City chose to eliminate all cell phones. The Building Inspectors phone is on a separate contract through AT&T and this plan expires in July – also subject to an early termination fee. Public Works Director Smith stated that at this point, it would cost us more for the early termination than it would to go to the end of the contract. He recommends maintaining the phones until the end of their contract(s) and then re-evaluating this subject at that time. Council agreed.

**POLICE CHIEF RON OULES:**

**STATS AND UPDATES:**

Police Chief Ron Oules reviewed the overtime for December and stated that this is in line with normal, considering the holiday and sick leave issues they cannot avoid. The stats are the lowest he has seen. There was one robbery recently – January – in which three of the four suspects had been arrested.

On a follow-up with respect to the agency assist calls – he stated that this is indeed due to the fact that our officers are responding to accidents and fire calls. We are responding to incidents that are in our general area, and we cover at the scene until County arrives.

Police Chief Ron Oules stated that he does not have the year-end totals figured up yet, but hopes to have them available at the February 16<sup>th</sup> meeting. He is predicting, however, that the numbers will be down. He did remind Council that there may be some discrepancies in the numbers due to the new reporting system the department is required to use, and how it logs each incident.

He also stated that his looking for grants to cover any additional expenses should the need arise in 2011. The Department does not have any major projects slated, and is in a holding pattern budget wise at this point.

**15 MINUTE EXECUTIVE SESSION:**

**RCW 42.30.110 – Discuss Personnel:**

At 7:45 pm, Mayor Webster announced that they would now be convening into an Executive Session, lasting 15 minutes, to discuss personnel.

At 8:00, 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 8:00 p.m.

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Mayor Lee Webster

ATTEST:

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City Clerk/Finance Director Pamela Olsen, MMC