

Mayor Lee Webster called the meeting to order at 6 p.m. Council Members present were Dan Smith, Art Smyth, John Scheller and Kris Dawson. Bob Fateley was absent (excused). Also present were Public Works Director JD Smith, Finance City Clerk Misty Ruiz, Police Lieutenant Kelly Hook and Deputy Clerk Desha Dawson.

Council Member Scheller moved to approve the minutes from the Regular City Council Meeting on 3-16-2011 as submitted. The motion was seconded by Council Member Smyth 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 04/20/2011 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 #44393 through #44478 (and void check No. 44430) in the amount of \$166,212.80. Payroll Fund voucher numbers #12535 through #12567 in the total amount of \$75,165.20.

**ADDITIONS/CHANGES TO THE AGENDA:**

Public Works Director Smith asked that we add item No. 7 to his section of the agenda to discuss the number of mobile vendors allowed in the City. Mayor Webster requested a 5 minute executive session.

**MOTION:** Council Member Smith made the motion to approve the April 20<sup>th</sup>, 2011 City Council Final Agenda with the addition of the above items. Council Member Scheller seconded the motion and it passed unanimously.

**PUBLIC COMMENT:**

**SCOTT MILLER – OKANOGAN CO. EMERGENCY MANAGEMENT:**

Scott Miller, Emergency Manager for the Okanogan County Sheriff's Office, presented the Mayor and Council with handouts regarding the Okanogan County Comprehensive Emergency Management Plan (CEMP). Mr. Miller discussed the flow of the CEMP for area emergencies which include anything from fires to large scale evacuations as well as disasters. The law requires that every jurisdiction in the County have an emergency response functionality. Okanogan County has adopted a new plan, and we are encouraged to adopt the same. In years past, the City of Brewster has adopted the County's CEMP. We are billed for this based on our population, and for 2011 would be approximately \$5965.00. Mr. Miller recommended that we adopt this plan by Resolution, within the next couple of months. In order for the County to be in compliance, all cities within the County need to adopt a CEMP.

Mr. Miller also recommended that we designate a specific department, or person, within the City as the Incident Commander – and he has recommended Public Works Director JD Smith. Public Works Director Smith is familiar with ICS as well as the City infrastructure, basically the City as a whole. Mr. Miller recommended that the elected officials obtain the ICS training.

On a different note, Mr. Miller noted that the snow packs for this year are far above normal. We should expect a high potential for flooding. He also noted that because of the anticipated large run off of the snow melt, they dams will be opening up, lowering some of the pools (in particular, the Brewster pool above Wells) to accommodate for the rising water levels in the Okanogan River. He said that he realizes coming in to Memorial weekend this may not be a good thing, but it is necessary to avoid flooding further up the valley where those communities are more affected with the rising river levels.

Mr. Miller noted that on June 1<sup>st</sup>, the County will be switching from broad band frequency to narrowband. The frequency is staying the same; they are just narrowing the signal. The City, EMS, Fire, etc will all need to apply to the FCC to switch their signals over to narrowband.

KAREN SUTHERLAND – COLUMBIA COVE PARK SWING SET:

Karen Sutherland, Brewster resident, presented before Council to discuss the Columbia Cove Park and some ideas she has regarding park enhancements and improvements such as flowers. She would like to see a swing set and other playground equipment installed for people to utilize and flowers to enhance the appearance. She spoke with Darrin Sexton of the DCPUD and he recommended that she present to Council with her ideas. Mrs. Sutherland stated she understands that the City does not have a lot of money and asked if the City would be opposed to her fundraising for the money, or contacting celebrities who may donate money for the cause.

The Mayor and Council were not opposed to her idea, however, they would like for her to submit a written proposal outlining her plan and how it will be funded as well as who will maintain the flowers, etc. Public Works Director Smith stated he can get her copies of an aerial photo overlay of the park that she can use as a template. Mayor Webster did recommend that she also be in contact with the DCPUD as they maintain the shoreline and have permit and licensing requirements for any projects at the Columbia Cove Park. Mrs. Sutherland thanked the Council for their time and input and stated that she will be in contact.

MAYOR WEBSTER:

MAY COUNCIL DATE CHANGE PROPOSAL:

Mayor Webster requested that the May City Council meeting date be changed from Wednesday the 18<sup>th</sup> to Monday the 23<sup>rd</sup>. There is a gentleman coming with respect to the Rec Center who will be discussing a use proposal, however, the only date he is available to do so is the 23<sup>rd</sup>. Mayor Webster would like to reschedule the City Council meeting for this date so that he and all the Council Members can be there for this discussion.

**MOTION:** Council Member Smyth made the motion to approve the Council Meeting date change from May 18<sup>th</sup> to May 23<sup>rd</sup>, same time and place. Council Member Scheller seconded the motion and the motion passed unanimously.

MISTY RUIZ – CITY CLERK:

MONTHLY FINANCE REPORT:

City Clerk Misty Ruiz presented the Council with the monthly finance report prepared by outgoing City Clerk Pam Olsen. Clerk Ruiz stated that as she understands it, the General Fund is 35K in the red due to jail fees that we have paid out. 17K was paid in March alone, and \$5917 sent this month. Council Members Scheller and Dawson asked why the Monthly Finance report is not being received until the day of Council, and not before Council in the packets as requested. Council Member Scheller commented that to his recollection, Council agreed to change the regular Council Meeting date to allow for more time for Olsen to get the report done and to the Council. Clerk Ruiz stated that she did not prepare this report and does not know why it was not received until today, however, she will make sure that Council receives the reports in a timely fashion once she has been formally trained and is familiar with the format and system.

Mayor Webster stated that Pam Olsen, City Clerk for the past 28+ years, has turned in her resignation and will be retiring later this summer. She will work through the end of July. Misty Ruiz will replace Olsen as the City Clerk for the City of Brewster.

**PUBLIC WORKS DIRECTOR JD SMITH:**

**PUBLIC WORKS UPDATE:**

Public Works Director Smith introduced Ken Nichols, formerly with USKH engineering. USKH is the engineer for the Airport, owned and operated by the City of Brewster. Mr. Nichols stated that he has parted ways with USKH and is going to be starting his own airport engineering firm. He stated he has enjoyed working with the City regarding our Airport as a part of USKH, however, should the City decide to change engineering firms, he will be available if we choose to do so.

Public Works Director Smith stated that there are still several street repairs going on, however, the grader has broken down so it may take a little longer than expected to get these repairs done.

The water comp plan is progressing well. The draft will be in soon, which will be sent to the DOH for review before the final is completed.

The Shoreline Master Plan is progressing as well. The staff report, SEPA review and final copy will be coming from Kurt Danison. We will then enter the 60 day comment period and set the public hearing date.

On June 1<sup>st</sup>, a large group of around 85 Biologists will be coming to the Brewster area to perform watershed studies. They plan to stay at the Columbia Cove Park, hoping utilize the RV Park and/or tent camping area for approximately 10 days. They will also be renting the Rec Center gym and kitchen.

Public Works Director Smith noted that as a requirement for the Water Use Efficiency Rules, we will be mailing each water utility customer a toilet leak detection tablet with instructions for use to determine if the customer's toilet tank is leaking.

With respect to the airport, the FAA is reviewing our grant application for the scope of work for the runway sealing and fencing engineering/plans. We should hear back from them within the next week regarding this project.

PUMP HOUSE:

The pump house at the Columbia Cove Park had to be reconstructed, as the roof collapsed this spring. The building had been in poor repair for quite some time and this had to be done. Mayor Webster approved the emergency repair, as the total cost was \$2,500 (\$500 over the \$2000 approval limit for Council). As stated, this pump house is necessary and it could not be put off.

POOL REPAIRS:

The main drain pump in the vault at the pool has failed. It is \$1,257.00 to replace the pump, and this is something that has to be replaced in order for the pool to be operational. Lynn Lawson also recommended that we replace the three pool filters that are in need of replacement. There are twelve total. He recommends that we buy five at \$250 each, to replace the three that need replacing and to have two backup.

HOSPITAL WATER METER:

Public Works Director Smith presented a cost break down for replacing the Okanogan Douglas Hospital water meter. To his knowledge, this meter has been an issue since he started at the City in 2007 and according to records, much longer than that. The issue at hand is not just replacing the water meter, but the vault as well. The meter is old and is not functioning properly and cannot be recalibrated and is not in compliance with the DOE. He has checked with several agencies regarding costs of replacing the meter and the materials involved. The City crew will do most of the work, yet the meter and materials will cost around \$7,600. There is money in the Public Works budget for Water improvements. At this time, Public Works Director Smith is requesting Council approval for this repair, which will come out of the water/sewer construction fund.

**MOTION:** Council Member Smyth made the motion to approve the replacement of the meter and repair of the meter vault at the Okanogan Douglas Hospital at a cost of \$7600, which will come out of the water/sewer construction fund. Council Member Smith seconded the motion and the motion passed unanimously.

COMMUNITY CENTER:

Mayor Webster has been communicating with Tory Wulf regarding the Cal Ripkin Youth Baseball camp which will be held here in Brewster on August 19<sup>th</sup>. This is a great program and depending on the turnout, this could become a long-term camp year after year. He also met with a group of individuals who are interested in utilizing the Rec Center for youth programs. This group would staff themselves, start up their own programs and run it on their own. They would be leasing the building from the City. This group would like to meet with the Mayor and Council to review the proposal and ideas, however, they will only be able to meet on Monday May 23<sup>rd</sup>. Therefore, the Council Meeting date has been changed to accommodate this meeting so that it can be held during our regular City Council Meeting.

SPRING CLEAN UP WEEK:

Public Works Director Smith stated that this will start next week, April 25<sup>th</sup> through the 29<sup>th</sup>. Notices were sent to all customers within the City limits on the monthly statements.

MOBILE VENDORS:

Public Works Director Smith stated that according to our City Ordinance, although we do allow mobile vendors, we do not have a limit on how many we allow. Currently, we have two (2) licensed mobile vendors, with one more possible application coming in from Martin Hurtado. Mr. Hurtado was present at this Council meeting. Public Works Director Smith would like for Council to consider limiting the number of mobile vendors allowed in the City via an Ordinance. Smith stated that this is not in an attempt to keep Mr. Hurtado from obtaining a mobile vendor permit should he decide to apply, however, he would like there to be a set number for this type of permit as we do not have a limit currently. When Mr. Hurtado inquired about this, upon reviewing the current Ordinance it was noted that there was not a limit and he feels there should be. Council Member Smyth and Smith stated they believed there should not be limit; Council Member Dawson and Mayor Webster stated that there should be a reasonable limit to the amount of mobile vendors. Mayor Webster and Council stated that they would consider this over the next couple of meetings.

LATE FEE FOLLOW-UP:

Public Works Director Smith presented Council with a year to year comparison of the late fees assessed to utility customers, as well as the number of shut offs. This hand out shows the annual revenue to the City as well as the costs of processing the late fees and shut offs. Although the late fees have consistently gone up, the number of past dues and shut offs have significantly decreased from year to year, therefore decreasing the amount of time processing by the staff and crew.

Council Member Dan Smith thanked Public Works Director Smith for the comparisons and stated they are very informative. Public Works Director Smith stated that he does not want to continue to raise the late fees, yet does not want it to be reduced. These fees do help cover the cost of maintaining our water system and reserves. However, if Council decides to lower it, he would like them to be fair to both the customer, and the City. Council Member Smith agreed that we should not raise the late fee, but feels it does need to be a reasonable amount with respect to our customers.

Council Member Smyth asked about our fixed income customers, ie: the elderly and disabled. The City does currently have a deferral program, which is only allowed twice per year, per customer, and allows the customer to defer payment to a later date without being assessed the late fee. He would like the City to consider a program that allows the elderly and disabled, who are on fixed incomes, to avoid paying late fees if they are unable to pay on or before the 18<sup>th</sup> of each month with guidelines set up for payment due dates and default of payment penalties which would be recurring throughout the year, not month to month.

It was agreed that Council will review the fees again in July, after the comparisons of late fees/shut offs for the first 6 months of 2011 can be added for additional information. Public Works Director Smith will have this available in July for Council.

POLICE LIEUTENANT KELLY HOOK:STATS AND UPDATES:

Lieutenant Hook reported that the stats are within normal. There were 15 hours of overtime noted, which were reimbursed through emphasis patrols.

TASK FORCE AGREEMENT:

Lieutenant Hook presented the Mayor and Council with the North Central Washington Task Force Agreement. This is an annual agreement that we have with the NCWTF, which provides their services in our County and City when needed. The annual fee is \$2,000.

**MOTION:** Council Member Smith made the motion authorizing Mayor Lee Webster to sign the 2011 North Central Washington Task Force agreement, and the annual fee of \$2000. Council Member Smyth seconded the motion and the motion passed unanimously.

ADJOURNMENT:

Mayor Webster notified the Council, the general public and the media in attendance that he would not be utilizing the 5 minute Executive Session he had previously requested, as it did not fall under the conditions to hold an Executive Session.

With there being no further business to come before the Council, the meeting was adjourned at 8:00 p.m.

---

Mayor Lee Webster

ATTEST:

---

City Clerk, Misty Ruiz