

Mayor Lee Webster called the meeting to order at 6 p.m. Council Members present were Dan Smith, Art Smyth, John Scheller, Kris Dawson and Bob Fateley. Also present were Public Works Director JD Smith, City Clerk Misty Ruiz, Police Chief Ron Oules and Deputy Clerk Desha Dawson.

Council Member Dan Smith moved to approve the minutes from the Regular City Council Meeting on 7/13/2011 with corrections/notations as follows:

- Page 2, paragraph 1, line 3. Mayor Webster asked that the sentence read “.....it is ultimately up to Council Member Smith, *not the* Mayor and the rest of the Council’s discretion whether or not he participate”.
- Page 6, paragraph 3, line 4. Council Member Smith asked that the sentence read “...(Council Member Dan Smith had previously stated that he would not participate in any discussions involving his father’s (~~business~~) leases, ie: Golden Wings Aviation).”
- Council Member Dan Smith stated that in the July minutes, under the Airport discussion (Scott Baker, Public Comment) he believes there is a section missing, as he recalls Mr. Baker asking Public Works Director Smith if Golden Wings Aviation (Smith’s) were in compliance with their leases, and that Public Works Director Smith stated that yes they were. Public Works Director Smith stated he does not remember being asked that question specifically and if he were, he would not have said yes. Mayor Webster also stated that he does not recall that question being asked of Public Works Director Smith. **(No changes were made to the body of the discussion in the 7/13/2011 minutes, with the above comments noted and reflected in this portion of the minutes for approval discussion dated 8/10/2011).*

The motion was seconded by Council Member Kris Dawson 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 08/10/2011 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 #44671 through #44745 in the amount of \$251,629.84. Payroll Fund voucher numbers #12699 through #12744 in the total amount of \$78,723.18.

ADDITIONS/CHANGES TO THE AGENDA:

Public Works Director Smith asked for the addition of a training request on his portion of the agenda. Mayor Webster stated that the Telford Variance Request would not be discussed during this meeting (as noted on the preliminary agenda) as there are more things that need to be taken care of regarding the variance request.

MOTION: Council Member Bob Fateley made the motion to approve the August 10, 2011 City Council Final Agenda with the changes and additions as noted above. Council Member John Scheller seconded the motion and it passed unanimously.

PUBLIC COMMENT:**GABRIELA GUERRERRO – DOG ORDINANCE QUESTION/REQUEST:**

Gabby Guerrero and her husband, along with her sister, presented to Council to discuss the City of Brewster three-dog rule inside the City limits. Mrs. Guerrero stated that she has five (5) dogs (four Jack Russell and one large dog). The dogs were being watched by a family member and were left outside late one night. Because the dogs were barking, the Police were called. At that time, they were informed that the City of Brewster only allows residents in the City limits to own three (3) dogs, and that they would have to find homes for two of them. Her request to the Council is for them to make an exception to this rule, as she was unaware of it and has had these dogs for several years. These dogs are like their children and they can't bear the thought of having to give two of them away and they will do whatever is asked of them in order to keep all of them.

Council Member Scheller stated that this is a tough thing for Council to consider, however, he feels that these rules were established for a reason and if we make an exception for them, we will be setting ourselves up for problems later on down the line. He stated that he feels terrible giving them this news, but we do have an ordinance stating the three dog rule, and is very hesitant to make any exceptions regarding it. Public Works Director Smith agrees. Council Member Fateley and Scheller both stated that they do not expect them to be able to find homes for them right away, and would like to wait until the September Council meeting to give them time to find a solution to this unfortunate situation. Again, Scheller stated that he, and the rest of the Council, feel bad not being able to help them in this situation and hope they are able to come to a solution. Mrs. Guerrero and her family thanked the Council for their consideration and they will do what they need to do.

MAYOR WEBSTER:**DOE – WWTP AWARD:**

Richard Marcley from the Department of Ecology presented an award to the City of Brewster WWTP. This is the fourth year the treatment plant has received this award and Mr. Marcley commended the City and the crew for their hard work. The award was presented to Public Works Director JD Smith.

MISTY RUIZ – CITY CLERK TREASURER:**MONTHLY FINANCE REPORT:**

Clerk Misty Ruiz stated that the Monthly Treasurer report is as it has been recently. The Revenue/Expenditure report is still off a bit, but is due to the system not being set up correctly and she is working on this. The bills are paid and payroll is processed. We paid our PWTF loan this past month and even though it was a large amount of money (80K) we are still in the black for our numbers this month. Things are looking better. There are some funds that she and Public Works Director Smith are looking into (balances not right) and she believes that these account balances are off because of the way the payroll system is set up and where the employee wages are being deducted. She is looking into this as well.

CITY SOFTWARE COMPARISONS:

Clerk Treasurer Ruiz presented Council with a Vision Municipal Solutions software overview. Also included was a comparison of the Vision program to our current City software program, Springbrook Software. Clerk Ruiz stated that a recent visit from a Municipal Consultant brought to her attention that our current software system is not really designed for a City of our size/services. The Springbrook software program is designed more for those Cities who do "GAP" accounting – and the cash accounting system does not fit what we need. To upgrade and fine tune our current system to fit our needs, it would cost us more money than to go with the recommended Vision program. Over ten years, the savings to the City would be roughly 60K if we switch to the new program. This program is used by the City of Pateros, Omak and Okanogan and is designed for small cities, like us. It is a cash in/cash out accounting system, and will include all the programs we need with respect to cash receipts, accounting, payroll and utilities. Clerk Ruiz and Deputy Clerk Dawson recently had an onsite visit with the staff in Omak to review the system and are impressed with its capabilities.

Clerk Ruiz would like Council to consider switching to this program as she and the consultant (Toni Ann) feel it will best benefit us and our current situation.

MOTION: Council Member Smyth made the motion to authorize Clerk Misty Ruiz to begin the process to switch our City software program from Springbrook Software to Vision Municipal Solutions. Council Member Dawson seconded the motion and the motion passed unanimously.

Clerk Ruiz stated that this transition will take place soon, however, is not sure of an exact date. She would like for Council to come and meet with Toni Ann (consultant) and herself during this transition so that they can all see just how the system is going to benefit the City. She will keep them informed of the progress and when this meeting will take place.

TRAINING REQUEST- MUNICIPAL BUDGETING & FISCAL MANAGEMENT, BARS NUMBERING CHANGES:

Clerk Ruiz stated that she has two classes coming up, one in about a week in Leavenworth for the Municipal Budgeting and Fiscal Management, the other in September in Spokane regarding the BARS numbering system changes. The class in Leavenworth costs \$125.00, is two days in length and she will be driving a City vehicle back and forth each day. The one in Spokane is also \$125.00, four days long (will probably not attend all four days) and she will be staying with friends (no hotel expense – just class cost, food and mileage). Both of these classes are beneficial to the Clerk position. She is requesting permission to attend.

MOTION: Council Member Smith made the motion to approve Clerk Ruiz's attendance to the two classes listed above. Council Member Smyth seconded the motion and the motion passed unanimously.

PUBLIC WORKS DIRECTOR JD SMITH:PUBLIC WORKS UPDATE:

As noted, the previously planned Variance request (Telford – Columbia Shores) has been removed from the agenda and will be discussed at the September 14th Council meeting, with the public hearing held at that time.

Eastbay has submitted a request to move the community dock. Its current location, in conjunction with the river current, allows for large amounts of drift wood and debris to collect along the north side of it. The will be re-angling the dock so that it does not collect debris that may damage it. The City does not have an issue with them moving the dock for those reasons.

Public Works Director Smith stated that there is a fourth request for a Taco Wagon in the City limits of Brewster. There are no stipulations in our Municipal Code to limit the number allowed. It is also known that there is a fifth application in, however, they are awaiting reinstatement of their license (it had been revoked prior due to violations). They have requested a business license with the City of Brewster. Council Member Fateley stated that of the three Taco wagons that are in operation, he believes at least one of them is in violation, and our ordinance regarding these types of vendors needs to be looked at and there needs to be limit on the number allowed and what the licensing requirements and fees are.

RESOLUTION NO. 11-10 - SIX-YEAR COMP. STREET PROGRAM 2012-2017:

This resolution is annual and needs to be submitted to the State each year, outlining our Six year Comprehensive Street Program for the years 2012-2017. It identifies road improvement projects within the City limits and assigns priority numbers.

MOTION: Council Member Scheller made the motion to adopt Resolution No 11-10, adopting a Six-year Comprehensive Street Program for the years 2012-2017. Council Member Smyth seconded the motion and the motion passed unanimously.

PLANNING COMMISSION – FSA BOUNDARY CHANGE RECOMMENDATIONS:

Public Works Director Smith presented the Staff Report from Kurt Danison, City Planner, regarding the Gamble Ranch Urban Growth Boundary Expansion Request. This request is for the City to consider expanding their UGA to include the area north of the City lying east of Paradise Hill Road and south of the Hanford Cutoff Road. They also request that this expansion include the City confirming that they will provide domestic water and the Gamble Ranch will provide its own irrigation and stand alone waste water treatment facility.

The Planning Commission held a public hearing regarding this on July 27th to take testimony prior to making a recommendation to Council on whether to accept the proposal for formal processing.

The recommendations from the Planning Commission and Mr. Danison are as follows:

1. Consider creating several levels of FSA including, but not limited to: full service areas where the City plans on providing all forms of City service; limited service areas where the City may only provide single service, e.g. water; or, areas where the City does not plan on providing any urban services but wants to provide a basis for City comments to the County as development occurs in those areas.
2. Analyze existing FSA to determine if there are areas that should be removed in light of the current proposal.
3. Make recommendations on the issues that need to be addressed in development agreements related to the proposal including, but not limited to: water availability, comprehensive planning and system capacity; revenue sharing; emergency services; development standards; and SEPA review.

MOTION: Council Member Smyth made the motion to direct the Planning Commission, as part of the formal review process, to proceed with the above recommendations regarding the Urban Growth Boundary Expansion Request submitted by the Gamble Ranch. Council Member Smith seconded the motion and the motion passed unanimously.

WATER COMP PLAN UPDATE:

Public Works Director Smith stated that the initial draft is completed. The DOE is reviewing it now. It is extensive, yet thorough, and thanked Erlandsen & Associates for the outstanding job they did in helping us to complete this. Public Works Director Smith stated he did make a few changes with respect to our short term/long term goals. Our short term goals include refurbishing our wells, meter all 39 trailers at the Angle Trailer Court (currently only 3 meters service all of them), install a loop system with a fire hydrant at ATP, install source meters on the City wells, upgrade the fire line at the hospital and repair our upper reservoir. The long term goal is to perform a main line replacement.

Once the DOE has finished their review and Council has reviewed and approved, since our water department will have no debt after this year, we will be placed higher on the list for funding for the above listed projects.

AIRPORT UPDATE:

Public Works Director Smith presented Council with an Agreement for Transfer of Entitlements. The City is unable to commit these funds to an Airport project at this time. The Transfer of Entitlements will waive the City of Brewster's receipt of FAA apportioned funds for the fiscal years listed, in the amount of \$150,000, and make the waived amount available to the Adams County Port District #1, Othello Municipal Airport. This will not affect future entitlements to the City of Brewster. If we are unable to use the funds available to us, we must transfer them or risk losing them.

MOTION: Council Member Smyth made the motion to ratify the action of the Mayor to execute the Agreement on behalf of the City of Brewster. Council Member Dawson seconded the motion and the motion passed unanimously.

With respect to other Airport business, Public Works Director Smith stated that the City of Brewster had received a check from Golden Wings Aviation for their lot lease fees at the Airport. Due to a dispute regarding the amount of the unpaid parking fees, the City returned the lease check to GWA along with a letter stating why it was being returned (unpaid parking fees). He stated that on today's date, a check was received from GWA (via their attorney) for the past due parking fees.

TRAINING REQUEST:

Public Works Director Smith is requesting Council approval for Lynn Lawson, Assistant Public Works Director, to attend the Evergreen Rural Water Conference in Vancouver at the end of August. The fee for the class is \$160; hotel is \$350 and \$100 for meals. He will be taking the City truck to this conference. Public Works Director Smith does have money in his training budget for this.

MOTION: Council Member Fateley made the motion to approve Lynn Lawson's attendance to the ERWC in Vancouver, the last week of August. Council Member Dawson seconded the motion and the motion passed unanimously.

POLICE CHIEF RON OULES:

STATS AND UPDATES:

Police Chief Ron Oules stated that the stats are in line with normal for this time of the year, with nothing out of the ordinary. Most of the overtime in July is being reimbursed, with the exception of the 4.5 hours of OT for shift coverage over the 4th of July holiday, which was unavoidable due to staffing.

Oules stated that he has not heard any news back on the vest replacement grant that was applied for. He did state that most of these grants are matching money grants, so if we were awarded the vest replacement grant, he is not sure if he has money in his budget to covering the matching funds required.

The old patrol car was recently sold for \$1,000 (surplus). This money will go back into the PD budget. They may also have someone interested in buying the old DARE van as well, with that money going back into the PD budget as well, if sold.

Police Chief Ron Oules noted that the Canfield FATS training trailer recently visited Brewster, which the officers were able to attend. However, he is concerned about the need for his officers to meet their training requirements. He has asked some of his officers to go on their own time to classes that are offered in locally which most have done, yet there are classes further away that he needs his officers to attend and does not feel right asking them to do this on their own time. He understands that the budget is tight right now, however, would like Council to consider approving sending an officer to Spokane to training and approving the expenditures for this. He will attempt to get a "voucher" for this officer to attend the class (class fee/lodging voucher) with the only expense being meals and mileage. He did state that if the voucher was not awarded, the City would need to cover the entire cost. He is always looking for ways to save money and the required training without a big cost to the City, but when it is required and it cannot be acquired locally, he has no choice.

MOTION: Council Member Smith made the motion to approve sending an officer for required training in Spokane on a class/lodging voucher- if it can be obtained, with City to cover cost of meals and mileage. Council Member Dawson seconded the motion and the motion passed unanimously.

ADJOURNMENT:

With there being no further business to come before the Council, the meeting was adjourned at 7:40 p.m.

Mayor Lee Webster

ATTEST:

City Clerk/Treasurer, Misty Ruiz