

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 Scheller moved to approve the minutes from the Regular City Council Meeting on 8/10/2011 with notation of name change from Dan Smith to Scott Baker in body of corrections. 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 09/14/2011 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 #44746 through #44813 in the amount of \$131,711.33. Payroll Fund voucher numbers #12745 through #12776 in the total amount of \$75,365.77.

Council Member Scheller asked why the Accounts Payable packets were not presented until the night of Council. Clerk Treasurer Ruiz stated that with the Consultant (Toni Nelson) being here the week prior and the amount of work that was involved with getting our budget lined out, the accounts payable were processed later than normal. Council Member Scheller stated he does not feel they can approve the accounts payable invoices with only two minutes to review them before the need to approve them and would like them sooner from now on.

**ADDITIONS/CHANGES TO THE AGENDA:**

**MOTION:** Council Member Fateley made the motion to approve the September 14, 2011 City Council Final Agenda. Council Member Scheller seconded the motion and it passed unanimously.

**PUBLIC COMMENT:**

**AMERICAN LEGION – DENNY PITTMAN, WATER USE QUESTION:**

Mr. Pittman was not present. Public Works Director Smith stated he has met with Mr. Pittman regarding his concern and this has been addressed.

**MAYOR WEBSTER:**

**PUBLIC HEARING – TELFORD VARIANCE:**

Due to an error in paperwork and processes, The Telford Variance request public hearing could not be held at the August Council. Mr. Telford presents tonight to present his variance request. The Public Hearing will also be held. Mr. Telford has requested permission to change the rear set back to 15ft at his property located at 210 E Ansel Avenue, Columbia Shores Addition.

Mayor Webster declared the Public Hearing for the Telford Variance Request open. No comments were brought forth. No written comments were submitted for review. The Public Hearing was declared closed.

Discussion: Public Works Director Smith reviewed the Staff Report. The Columbia Shores Home Owners Association presented a letter with no opposition to this variance noted. Public Works Director Smith recommended approving this request.

**MOTION:** Council Member Fateley made the motion to approve the Telford Variance Request as submitted by Mr. Brad Telford, located at 210 E. Ansel Avenue, Columbia Shores. Council Member Smyth seconded the motion and the motion passed unanimously.

AUTOMATIC AID AGREEMENT:

Mayor Webster presented the Automatic Aid Agreement between Chelan Co. Fire Protection District 7 (Chelan) and Douglas Okanogan Fire Protection District 15 (Pateros/Brewster). This agreement outlines the response agreement between the two districts for the need for each to receive additional support during emergency events in their respective jurisdictions.

**MOTION:** Council Member Smith made the motion to authorize Mayor Lee Webster to sign the Automatic Aid Agreement between Fire District 7 and Fire District 15, therefore entering the agreement accepting the terms. Council Member Fateley seconded the motion and the motion passed with a four in favor. Council Member Smyth abstained from the vote.

SOLID WASTE DISPOSAL INTERLOCAL AGREEMENT:

Mayor Webster presented and reviewed the Solid Waste Disposal Interlocal Agreement submitted by Okanogan County, regarding solid waste handling and disposal for the City of Brewster. This has been reviewed by City Attorneys at Ogden, Murphy, Wallace.

**MOTION:** Council Member Smyth made the motion to approve the Mayor's signature on the Solid Waste Disposal System Interlocal Agreement between the City of Brewster and Okanogan County. Council Member Smith seconded the motion and the motion passed unanimously.

OCTOBER COUNCIL DATE CHANGE:

Mayor Webster asked for Council approval to change the date of the October City Council Meeting from the 12<sup>th</sup>, to the 19<sup>th</sup>, in order to accommodate a meeting with Toni Nelson, Financial Consultant that needs to be held on the 12<sup>th</sup> at the Budget Workshop.

**MOTION:** Council Member Smith made the motion to approve the date change for the October City Council from the 12<sup>th</sup> to the 19<sup>th</sup>. Council Member Smyth seconded the motion and the motion passed unanimously.

SCHEDULE CITY BUDGET WORKSHOP:

As noted above, Financial Consultant Toni Nelson would like to attend our Budget Workshop. Since the only day she can be in Brewster to meet with the Council is the 12<sup>th</sup> of October, Mayor Webster requested that the Regular City Council Meeting date be changed to the 19<sup>th</sup>, and the Budget Workshop be scheduled for October 12<sup>th</sup> to coordinate with Ms. Nelson's schedule. A location for the workshop was discussed and it was decided to hold the workshop on October 12<sup>th</sup>, 6pm at the Columbia Cove Community Center.

**MOTION:** Council Member Smith made the motion to approve the annual Budget Workshop date, time and place as noted above. Council Member Smyth seconded the motion and the motion passed unanimously.

**MISTY RUIZ – CITY CLERK TREASURER:**

**MONTHLY FINANCE REPORT:**

City Clerk Misty Ruiz presented September financials to Council. These numbers look similar to those presented in August, and that we continue to show improvement. She stated there are many new changes coming with the software conversion in the next couple of months. Currently, she has been working with Toni Nelson, Financial Consultant on getting our fund balances lined out for the transfer. Some fund changes will be made, for example 501, as the fuel charges need to be tracked in the GL for each department instead of transfer accounts, as it was set up to do prior. More information will be available at the Budget Workshop scheduled for October 12<sup>th</sup>.

**PUBLIC WORKS DIRECTOR JD SMITH:**

**PUBLIC WORKS UPDATE:**

Public Works Director Smith stated that his crew has been working on miscellaneous repairs, clean up and pothole repair.

**TRAINING REQUEST-IACC (Infrastructure Assistance Coordinating Council):**

Per the recommendation made by Eric Smith, Erlandsen & Associates, Public Works Director Smith is asking for Council approval for himself, and either John LaBree or Dave Reynolds, along with Eric Smith, to attend a workshop with the IACC technical consultants. These people are experts in their perspective fields. During this consultation, Public Works Director Smith stated that they would discuss plans and possible economic solutions on necessary repairs, ie: reconstruct/rebuild of the canyon and river wells, repair of the 30ft crack in the upper reservoir and the repair/replacement of the Hospital vault. Attendance of this class is at no cost to the City through AWC scholarships, with the cost of the fuel to drive to and from the meeting being the only actual City expense.

**2012 ATP RATE/LOT FEE INCREASES:**

As noted, the City of Brewster must give the residents of the Angle Trailer Park 90 days notice of any rate increases. Public Works Director Smith stated that he will be sending out the lot fee increase notifications October 1<sup>st</sup> to the residents, with any utility increase notifications sent out after the budget workshop.

TIB STREET REPAIR GRANT:

Public Works Director Smith stated that TIB has released 50M in funds for street repair grants. We have submitted two projects for street repair. We may have a good shot at obtaining some of these funds, which would be funded 95% by TIB, and the City would be responsible for approximately 15K for both projects. We should know by December of 2011 if we were approved for the grant, and if so, we would do the repairs in the spring of 2012.

CITY INSURANCE INCREASES:

Public Works Director Smith stated that the City's Insurance premiums increased by 22% (10% flat annual increase, 12% additional for the 4 year City Liability increase). Our consultant/agent fees for Martin Morris also increased from \$3500 to \$4000 per year. Public Works Director Smith asked what the occasions for the liability increases were and they included our four pump failures, damage/repairs for sewer line back up issues, vehicle damages (loader vs. car, grader vs. car), however the biggest reason for the increase was the Solis case.

Mayor Webster stated that he would like to check into finding a different carrier next year if we can do that. Fateley states that he would like this researched as well. Public Works Director Smith will check into this and report back to Council.

BUILDING INSPECTOR VACANCY:

Public Works Director Smith stated that he had received a letter of resignation from Darren Moore, Building Inspector. Smith stated that there was no notice given and that Moore basically walked off the job, only leaving a letter on his (Smith's) desk on Friday August 19<sup>th</sup>. This creates an issue since there are several construction projects going on in Brewster and Pateros. (The City of Pateros contracts for building inspection services from the City of Brewster). Public Works Director Smith has contacted Okanogan County and Dave Sandoz, City of Twisp, for coverage of our current project inspections. He has been in contact with Roger Erlandsen of Erlandsen & Associates (City Engineer). They have an inspector that is employed by them and if we can possibly get Bridgeport and Pateros to join us, we may be able to contract our building inspecting services through them at a group rate. Roger Erlandsen, Mayor Webster, Public Works Director Smith and Pateros Mayor Gail Howe will be meeting to discuss this further.

Council Member Fateley asked what we were doing with respect to Code Enforcement, as Mr. Moore was also the City Code Enforcement Officer. Public Works Director Smith stated that he is working with the Brewster PD to get any code violations taken care of. Public Works Director Smith stated that if there are violations noted, he will research them and if a need arises to issue citations, the PD will do this.

Council Member Fateley also asked about the "taco wagons". He believes, to the best of his recollection that there had been an ordinance passed several years ago with respect to the operations of the taco wagons (itinerant vendors) not being allowed on Main Street. We currently have two set up on Main Street. Council Member Fateley wants to discuss this issue further prior to the 2012 business license cycle. Public Works Director Smith would like to limit the number of these types of vendors, as does Council Member Fateley. Public Works Director Smith stated that he would like the ordinance and licensing requirements tightened up a bit. Council Member Fateley stated that something needs to be done. The town does not look good. We either need to give it to them, or take it back.

He also commented with respect to the business signs, and yard sale signs. Business signs should have a requirement for appearance and size – not handmade and unprofessional. He also does not like to drive around and see all the yard sale signs sitting on corners for days and days. It does not look good. How can we make people responsible for picking up these signs – can we fine them? Public Works Director Smith will double check the ordinance, but believes that the signs are only allowed to be posted on the person’s property. Council Member Fateley and Council Member Scheller will meet to discuss this further.

**POLICE CHIEF RON OULES:**

**STATS AND UPDATES:**

Police Chief Ron Oules stated that the stats and overtime are in line with normal, as expected. He emphasized that when people in the community see suspicious activity, the need to call 911. He stated that he would rather have his officers respond to a suspicious activity call and have it be nothing, than to show up after the fact and have it be something serious. When people see something suspicious going on, they should not hesitate to call the PD as this is their job to serve the public and ensure their safety.

**TRAINING:**

Police Chief Ron Oules stated that there is a Public Disclosure Act meeting that will be coming up soon in Chelan on September 26<sup>th</sup> and 27<sup>th</sup>. He would like to send his Court Clerk Becky Smith or Administrative Assistant Juana Escobar. Meals are provided. The cost of the class is \$100. The person who attends would drive to the class each day (2 day class); therefore no lodging would be required. This is a very beneficial class for his office staff.

**MOTION:** Council Member Scheller made the motion to approve the attendance of Becky Smith or Juana Escobar at the Public Disclosure Act Class in Chelan on September 26<sup>th</sup> and 27<sup>th</sup>. Council Member Smith seconded the motion and the motion passed unanimously.

**DEPARTMENT OF AG VEHICLE GRANT:**

Police Chief Ron Oules stated that the time is nearing to submit for the DOA vehicle grant for a patrol car. As he understands, the maximum amount the DOA will provide is 15K, with the City (PD) to cover the remaining 15K. Oules is asking Council to consider submitting for this DOA grant for the PD vehicle replacement. Council Member Fateley stated he would like to wait until after the Budget Workshop. Police Chief Ron Oules stated this would be fine, however, the sooner we submit for it the better our chances are for obtaining the grant.

**ADJOURNMENT:**

With there being no further business to come before the Council, the meeting was adjourned at 7:00 p.m.

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Mayor Lee Webster

ATTEST:

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City Clerk/Treasurer, Misty Ruiz