

Mayor Lee Webster called the meeting to order at 6:00 p.m. Council Members present were Dan Smith, Art Smyth, Jan May, Ramiro Villagrana and Tim Rieb. Also present were Public Works Director JD Smith, City Clerk Misty Ruiz, Lieutenant Kelly Hook and Deputy Clerk Desha Dawson.

❖ **PLEDGE OF ALLEGIANCE –**

ADDITIONS/CHANGES TO THE AGENDA:

MOTION: Council Member Smith made the motion to approve the November 14, 2012 City Council Final Agenda as is. Council Member Smyth seconded the motion and it passed unanimously.

MINUTES APPROVAL:

MOTION: Council Member Smyth made the motion to approve the September 12th and October 10th Regular City Council Meeting Minutes as submitted. Council Member Rieb seconded the motion and it passed unanimously.

PAYROLL AND ACCOUNTS PAYABLE APPROVAL:

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, November 14, 2012, the Council, by a majority vote, does approve for payment those vouchers included in the voucher payment list and further described as follows:

October Claims Fund voucher numbers 362, 363, 47899-47915, 47917-47936, 47938-47962, 47974, 47984-47987, 1950 and 1951 and September Prepaid Accounts voucher numbers 361, 47864 and 47890 in the total amount of \$143,406.56.

September Payroll Fund voucher numbers 332-337, 341-358, 47792-47798, 47865-47889 and 47891 and 47892 in the total amount of \$102,547.28.

November Claims Fund voucher numbers 388, 47988, 47989, 47995-48050 in the total amount of \$253,657.92;

October Payroll Fund voucher numbers 364-387, 47893-47898, 47963-47973 and 47975-47983 in the total amount of \$100,807.00.

MOTION: Council Member Smyth made the motion to approve the above noted bills and payroll for payment. Council Member Smith seconded the motion and the motion passed unanimously.

PUBLIC COMMENT:

No members of the general public were present.

MAYOR WEBSTER:

WAGE AND INCOME SURVEY:

Mayor Webster reviewed the Wage and Income Salary Survey. He stated that our participation/ Professional Services Agreement Scope of Work. Webster stated he believes it would be in our best interest to participate in this survey. The cost would be split out between the City, the Fire District and the Three Rivers Hospital. Future loans and grants will require this and it will aid us in our consideration for funding. It is good for ten years.

MOTION: Council Member Smith made the motion to approve the Mayor's signature on the Wage and Income Salary Survey Agreement, at a cost of 1/3 the total fee assessed to the City for participation. Council Member Smyth seconded the motion and the motion passed unanimously.

BUDGET WORKSHOP (SET DATE FOR PRELIMINARY BUDGET NOV. 28TH)

MOTION: Council Member Smyth made the motion to set the date for the 2013 City of Brewster Preliminary Budget/Public Hearing for November 28th, 2013 at 6pm. Council Member Rieb seconded the motion and the motion passed unanimously.

BUDGET WORKSHOP/REVIEW:

Clerk Ruiz reviewed the Budget Handbooks and their contents. She also gave an overview of where the budget projections have been set, where we have been and where we are going.

She noted that one change is that the Columbia Cove RV Park will be a self sustaining fund. One major change will be finding/contracting a full-time host to perform all scheduling, onsite job duties and collection of payments. Her Deputy Clerk has been responsible for all duties associated with the RV Park for the past 3-4 years and it cannot continue in this manner, as she needs her Deputy Clerk "back". This (RV) is essentially a full-time position from January through October and her Deputy Clerk cannot continue to do both jobs and work the amount of overtime required to take care of the RV Park.

Mayor Webster stated he would like for to see the RV Park expanded, as the demand for space is growing with the fishing in our area. Possibly some of the PUD relicensing project money for maintenance and operations can go into a fund for this in the future.

Public Works Director Smith briefly reviewed his budget and stated that he is not making any extraordinary requests in 2013.

Lieutenant Kelly Hook (representing Chief Ron Oules who was absent) stated that the department is requesting to budget for the reinstatement of the 6th Officer position, previously eliminated by the prior Council. He also mentioned the patrol car vehicle reserve and employee leave payout funds.

More discussion will take place at the December 12th City Council Meeting.

ORDINANCE NO 844:

Mayor Webster reviewed Ordinance No. 844 with respect to possession of weapons or firearms on certain premises in the City. This is an amendment.

MOTION: Council Member Smyth made the motion to approve Ordinance No. 844. Council Member Smith seconded the motion and the motion passed unanimously.

COUNCIL COMMITTEE APPOINTMENTS:

Due to the recent appointment of three new Council Members, the Council members have been asked to volunteer to fill the vacant committee positions.

FINANCE:	Jan May, Ramiro Villagrana
PUBLIC SAFETY:	Art Smyth, Tim Rieb
PUBLIC WORKS:	Art Smyth, Tim Rieb
PARKS/REC CENTER/POOL:	Dan Smith, Jan May
AIRPORT/CEMETERY:	Ramiro Villagrana, Dan Smith

OCTC – REQUEST FOR HOTEL/MOTEL TAX FUNDS:

Mayor Webster reviewed a letter received from the Okanogan County Tourism Council requesting 10% of the City's Hotel/Motel tax to assist the tourism council. They market all of Okanogan County to a wide variety of people and areas as a desirable visitor destination and produce promotional materials highlighting area tourism.

MOTION: Council Member Smith made the motion to approve the request of 10% of the City of Brewster Hotel/Motel tax funds to be paid to the Okanogan County Tourism Council. The motion was seconded by Council Member May and the motion passed unanimously.

SURVEY UPDATE:

Mayor Webster reviewed the results of the customer surveys. He outlined the distinct difference between all six categories queried. He stated that this is, and will be, a good tool in helping the City determine what services are most important to our customers.

ACTION LIST FOLLOW UP:

The action item list from the October Council meeting was reviewed (see attached). The following requests, notes and discussions are outlined on the action item list for November.

MISTY RUIZ – CITY CLERK TREASURER:

MONTHLY FINANCE REPORT:

Clerk Ruiz reviewed the cash and investment activity report as well as the reconciliation directory report. Transfers are not shown on this report, as they will be done at year end so that Council can better track revenues and expenditures as they are. Currently, things are looking good with our revenues being more than our expenditures.

8:25 PM: Mayor Webster announced a 10 minute recess at this time.

8:35 PM: Mayor Webster announced the end of the recess.

JD SMITH – PUBLIC WORKS DEPARTMENT:

PUBLIC WORKS UPDATE:

Public Works Director Smith stated that his crew has been preparing for winter. They are still working on filling potholes as well.

SERVICE TRUCK –CONDITION:

Public Works Director Smith stated that the blue Chevy 1-ton truck is currently out of service. Upon preparations for winter, it was discovered that the frame, behind each front wheel, has ½ inch cracks almost completely through. There is also a softball sized hole in the driver’s side floor board. This vehicle is used to plow snow at the parks and main roadway intersections. It is not safe to use in its current condition and cannot be repaired. The vehicle needs to be replaced. He will be looking to replace this vehicle with a used ¾ ton vehicle. He will get quotes (3) and present to Council. He is looking to spend between 21K and 25K, and as he understands it we do not have to go out to bid. He is asking Council for approval of this vehicle replacement.

MOTION: Council Member Smyth made the motion to authorize the purchase of a used ¾ ton service truck with the conditions and price range set above. The motion was seconded by Jan May and the motion and the motion passed unanimously.

PARK MOWER – CONDITION:

Public Works Director Smith stated that there is a need to replace the current mower being used for the parks. We are currently spending thousands of dollars in parts and labor per year to keep it running. He has received a quote from Hamilton Farm for a John Deere mower with a cab and plow, as this mower can be used to remove snow from sidewalks and trails. The cost for this mower will be 32K. We can use some of the PUD money designated for park maintenance, the rest can be paid out of water/sewer funds, however the bulk of the payment would come from the PUD funds.

MOTION: Council Member Smyth made the motion to authorize the purchase of the new John Deere mower, as described above. The motion was seconded by Council Member May and the motion passed unanimously.

COUNCIL APPROVAL ON PURCHASES OVER TWO-THOUSAND DOLLARS:

MOTION: Council Member Smyth made the motion to rescind the previous motion requiring Council approval for purchases over \$2,000, and to set the amount requiring approval at \$5,000. The motion was seconded by Council Member Rieb and the motion passed unanimously.

DOE WASTE WATER GRANT:

Public Works Director Smith stated that we have resubmitted for this grant. Our north lift station is at 98% of capacity. We have submitted for a lift station upgrade project. We should know more by the end of the month.

SAFE ROUTES TO SCHOOL GRANT:

Public Works Director Smith stated we are in the "select" category for this grant. If awarded, this grant would include placement of sidewalks on Ferry (from Bridge to 4th Street) as well as a new cross walk on Bridge Street at Ferry. He will keep Council informed of our progress/award on this grant.

AIRPORT UPDATE:

Public Works Director Smith stated the fencing project is on schedule. The resurfacing/stripping project is complete, with finishing touches to be done in the spring when the weather is better. The total project was 102K, with all but 14K being reimbursed to the City. We will also be getting a new beacon in the future as well.

SET PUBLIC HEARING DATE FOR CDBG GRANT:

Public Works Director Smith asked for Council to set the Public Hearing date for the CDBG Grant regarding the Angle Trailer Court infrastructure upgrades and individual unit metering. (Currently, there are only three meters that supply water to all 39 tenants). Grant application cutoff date is January 31st, 2013.

MOTION: Council Member Smyth made the motion to set the Public Hearing date for the CDBG Grant for January 9, 2013. Council Member Smith seconded the motion and the motion passed unanimously.

LIEUTENANT KELLY HOOK – POLICE DEPT REPORT:

STATS AND UPDATES:

Total incidents reported were 106. Overtime for the month of October was just under \$3800. The new officer, Rory Williams, is doing well. He is currently working days/weekends.

ADJOURNMENT:

With there being no further business to come before the Council, the meeting was adjourned at 9:25 p.m.

Mayor Lee Webster

ATTEST:

City Clerk/Treasurer, Misty Ruiz