

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, Police Chief Ron Oules, City Attorneys Chuck Zimmerman, Julie Norton and Deputy Clerk Desha Dawson.

❖ **PLEDGE OF ALLEGIANCE –**

ADDITIONS/CHANGES TO THE AGENDA:

Mayor Webster asked that Public Comment be moved in the agenda order to follow the approval of the agenda. He also added that there will be an Executive Session to discuss potential litigation following the Public Comment.

MOTION: Council Member Smyth made the motion to approve the December 12, 2012 City Council Final Agenda with additions above. Council Member Rieb seconded the motion and it passed unanimously.

TEN-MINUTE EXECUTIVE SESSION TO DISCUSS POTENTIAL LITIGATION:

At 6:20 pm, Mayor Lee Webster announced that Council will now convene into a ten-minute executive session to discuss potential litigation.

Extended 5 more minutes at 6:30 pm
Extended 5 more minutes at 6:35 pm
Extended 5 more minutes at 6:40 pm
Extended 5 more minutes at 6:45 pm

At 6:50, Mayor Webster announced the conclusion of the Executive Session. No action was taken. The Council will now reconvene into regular session.

MINUTES APPROVAL:

The minutes from November 7th, November 14th, and November 28th were reviewed.

MOTION: Council Member May made the motion to approve the above minutes. Council Member Smyth 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, December 12, 2012, the Council, by a majority vote, does approve for payment those vouchers included in the voucher payment list and further described as follows:

December Claims Fund vouchers, November Manual Claim Vouchers and October Manual (ACH) Claim Voucher numbers 4, 415, 416, 48051-48058, 48070-48074, 48093 and 48095-48155 in the total amount of \$188,634.77.

November Payroll Fund voucher numbers 389-394, 397-414, 47790-47794, 48059-48068, 48075-48086 and 48094 in the total amount of \$100,548.74.

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

PUBLIC COMMENT:

Alan Broere and Corky Crofton of the Brewster Senior Center presented to request funds from the City for their operations. Much of their kitchen equipment is failing and there are minor repairs that need to be made. In years past, it had been right around 2K that they received yearly from the City. Previously, the City has donated this amount to the Okanogan County Transportation and Nutrition, which in turn was used directly for the Brewster, Bridgeport and Pateros Senior Center. Mayor Webster stated that the City has to be cautious and not “gift” funding to any organization. City Attorney Chuck Zimmerman stated that the City could contract with the Center to provide services to the public since it is not a private organization and is open to the public and the surrounding communities. The Senior Center provides services and activities for the poor and infirm. Zimmerman also stated that the City of Brewster could “challenge” Bridgeport and Pateros to match or beat the City contribution amount.

MOTION: Council Member Smith made the motion to provide \$1,000 to the Brewster, Bridgeport and Pateros Senior Center. Council Member May stated she would like this amount to be higher. Council Member Rieb and Council Member Villagrana agreed. Council Member Smyth is very much in favor of the challenge idea. No one seconded the motion and the motion died.

MOTION: Council Member Smith made the motion to provide \$2000 to the Brewster, Bridgeport and Pateros Senior Center, and to challenge the other two towns to meet that amount. Council Member Smyth seconded the motion and it passed with all in favor.

MAYOR WEBSTER:

2013 FINAL BUDGET REVIEW/APPROVAL – ORDINANCE NO. 845:

The final 2013 Budget was presented to Council for review and approval. Police Chief Ron Oules wanted to note prior to Council decision on the budget, that he is faced with a 20K reduction in his budget for 2013. He also stated that because of this cut, he is faced with the hard decision to eliminate a staff member (court clerk position). In his original 2013 budget, he had budgeted for his entire staff as well as a sixth officer position. Now, due to the 20K cut, he feels it is important to fulfill the request of the citizens to reinstate the sixth officer position; therefore he had to eliminate a position to allow him to stay within this reduced budget.

Mayor Lee Webster stated that the Streets fund has suffered for many years. It was his decision to cut 20K from the PD budget, and put this money into streets for upcoming projects and repairs. Public Works Director Smith asked Oules if he was eliminating an FTE position to create a part time position. Oules said no. Oules stated that not having a Court Clerk position will affect his department, and that he may have to hire someone on a part time, temporary basis during the busy months if the need arises. Council Member Smith stated it is his hope that by filling the sixth officer position that the overtime will decrease. Oules stated that there was no doubt in his mind that it would.

MOTION: Council Member Smyth made the motion to approve Ordinance No 845, the 2013 City of Brewster Final Budget, as submitted. Council Member Rieb seconded the motion and it passed unanimously.

MOTION: Council Member Smyth made the motion to remove the hiring freeze, rescinding the previous motion placing a City wide hiring freeze. Council Member Smith seconded the motion, stating that each department should hire within their budget. The number of employees is not the issue, staying within your budget is. The motion passed unanimously.

COMMUNITY CENTER LEASE:

The proposed lease from Head Start was reviewed by Council and City Attorney Chuck Zimmerman. The following action was taken:

MOTION: Council Member Smyth made the motion to approve the 2013 Columbia Cove Community Center Lease Contract with the Okanogan County Head Start Program. Council Member Rieb seconded the motion and it passed unanimously.

2013 CITY ATTORNEY FEES/ADJUSTMENTS:

Chuck Zimmerman of Ogden Murphy Wallace discussed the City Attorney rate increases for services. He also announced that Julie Norton has made partner.

MOTION: Council Member Smyth made the motion to approve the Ogden Murphy Wallace 2013 Legal Services Fee increases. Council Member Rieb seconded the motion and it passed unanimously.

ACTION LIST FOLLOW UP:

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

MISTY RUIZ – CITY CLERK TREASURER:

MONTHLY FINANCE REPORT:

Clerk Misty Ruiz thanked the Council Members for their hard work and patience through the budget process and all the other changes that have occurred at the City.

She then reviewed the finance reports, explaining how she had been careful on setting the budget considering what we will still need to pay in the 2012 budget. The cash and investment reports match the reconciliation directory exactly. What is in the budget is what is in the bank.

2013 RATES AND FEES SCHEDULE AMENDMENTS – RESOLUTION NO. 12-13:

Clerk Misty Ruiz reviewed Resolution No. 12-13. The rates and fees increases are the same as 2012, with exceptions being made to the pool rates, late fees and Angle Trailer Court. Pool fees were set to reflect flat rates. The late fee will not be increased from the current \$35.00 fee.

Angle Trailer Court lot fees for single/doublewide will not increase in 2013.

MOTION: Council Member Smyth made the motion to approve Resolution No. 12-13, amending Resolution No. 11-11 setting the fees for City services. Council Member May seconded the motion and it passed unanimously.

CITY WEBSITE SERVICE:

Ruiz stated that our current website URL address or “domain name” is registered and managed through the WA State Department of Information Services. Our current address is ci.brewster.wa.us. We had been paying \$60 per month for this address, and because we have gone over our megabyte allowance, this has now gone to \$200 per month. She asked Council what their thoughts were on possibly changing the City’s website to a ci.brewster.org address/domain name for a lesser fee. The website, if the URL address is changed, would remain with the same content. Council stated they would like to have Ruiz check into changing this to save money.

CITY INSURANCE CHANGE:

Clerk Misty Ruiz stated that we will be changing our City Insurance carrier from CIAW to WCIA. This will save money. City Attorney Chuck Zimmerman stated he works with WCIA on a regular basis and he recommends them. There is also the potential for some free training for our Council Members.

JD SMITH – PUBLIC WORKS DEPARTMENT:

PUBLIC WORKS UPDATE:

Public Works Director Smith stated that the new/used service truck is on site and in service. John LaBree and Kerry Heen constructed a new mount for the plow and have installed it for a cost of about \$40 vs. \$600 quoted from Blizzard Plows for the same mount.

ERWOW MEETING:

[Public Works Director Smith stated that he attended the Annual ERWOW Conference in Nashville. He has been elected to the National Rural Water Board. With this designation, he will need to attend two national meetings per year with the first being in February 2013.

PLANNING COMMISSION UPDATE:

Public Works Director Smith had expected City Planner Kurt Danison to be present this evening, however, he is not. Public Works Director Smith stated that the Airport Protection Plan is being reviewed with respect to zoning. The Planning Commission has it pretty well drawn out. He also stated that the Shoreline Master Plan is still under review.

REQUEST FOR SURPLUS (CHEVY 1-TON):

Public Works Director Smith would like permission to surplus this as a salvage vehicle. The damage to the frame will not allow us to sell it as a complete service vehicle. It will be as a sealed bid, with or without a minimum.

MOTION: Council Member Smyth made the motion to approve the surplus sale of the old blue Chevy 1-ton service truck as a salvage vehicle due to the frame damage. Council Member May seconded the motion and it passed unanimously.

BLA AT ANDERSON FIELD (GEBBERS HANGAR): (Action List Item)

Public Works Director Smith stated that in talks, Gebbers Farms is not very interested in purchasing, but are more interested in a long term lease for exchange of the BLA. Gebbers is reluctant to sell. They (Gebbers) would like the City to entertain a long term lease agreement (50 yr) for the City owned property currently planted with Gebbers Farms apple trees at the north end of the airport in exchange for a boundary line adjustment of the hangar which is on ½ City property, ½ Gebbers property. If this were to take place, the City would own the entire hangar, and Gebbers would have a 50 year long term lease of City property. The current lease on this hangar expires in June of 2013, and will need to be rewritten.

At this point, direction is needed from Council as to what the City would like to do. Ogden Murphy Wallace (City attorneys) are not in favor of entering into a long term lease. Council Member Smith state he would like Chuck Zimmerman to review this further and make his recommendations on what would be the best approach by the City. The rest of the Council Members agreed.

RV PARK:

Public Works Director Smith stated that there has been discussion with City Attorney Chuck Zimmerman with respect to the Columbia Cove RV Park 2013 host issue. This will either be an onsite host, or a contract under an LLC. Chuck Zimmerman says this cannot be a part-time City position due to Union rules. This will be followed up further once the 2013 reservations begin on January 2, 2013.

CHIEF OF POLICE RON OULES:

STATS AND UPDATES:

Police Chief Ron Oules took the opportunity to welcome and thank the Council for their efforts this year with changes to the City and the budget process. He encouraged them to come speak with him at any time if they have questions or concerns.

Oules noted that graffiti is still a huge issue and they are working hard to do what they can to catch the people responsible. Calls for service have been up; however, he feels with the hiring of the sixth officer, this will go down. There will be no gaps in coverage and with another officer on duty, visibility will be up.

Overtime is high because of the time of year, with respect to holidays. This last year has been the worst year for overtime, yet again believes with will be remedies with the hiring of the sixth officer. This officer, he is hoping, will be a lateral from Twisp which means limited training time and he will be on patrols sooner.

Oules also stated that he is going to keep the 704 patrol car for EVOC training, to save wear and tear on the newer vehicles as EVOC training is extremely hard on vehicles. The 704 will also be available to be used as a "runner" car for City staff when it is not in use for training purposes for his officers.

ADJOURNMENT:

With there being no further business to come before the Council, the meeting was adjourned at 8:30 p.m.

Mayor Lee Webster

ATTEST:

City Clerk/Treasurer, Misty Ruiz