

Mayor Lee Webster called the meeting to order at 6:00 p.m. Council Members present were Art Smyth, Jan May (May left for work emergency at 6:45pm), Ramiro Villagrana (Villagrana presented at 6:50pm), Dan Smith and Tim Rieb. Council Member Art Smyth was absent. Also present were Public Works Director Lynn Lawson, City Clerk Misty Ruiz, Police Chief Ron Oules and Deputy Clerk Desha Dawson.

❖ **PLEDGE OF ALLEGIANCE –**

**ADDITIONS/CHANGES TO THE AGENDA:**The agenda was approved as submitted.

**MINUTES APPROVAL:**

The minutes from September 11, 2013 City Council Meeting were reviewed. Verbiage changes made by City Attorney Chuck Zimmerman were reviewed.

**MOTION:** *Council Member Smith made the motion to approve the above minutes. 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, October, 2013, the Council, by a majority vote, does approve for payment those vouchers included in the voucher payment list and further described as follows:

September Manual Claims Fund voucher numbers 6, 694-697, 52439-52445, 52447 as well as October Council voucher numbers 52484 and 52486-52549 in the total amount of \$156,068.11.

September Payroll Fund voucher numbers 670-693, 52368-52373, 52380, 52446, 52448-52471, 52473-52476 and 52485 in the total amount of \$112,819.80.

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

**PUBLIC COMMENT:**

**BREWSTER SENIOR CENTER UPDATE:**

Mr. Alan Broere, Senior Center President, presented to give updates to the Council and Mayor regarding the Brewster-Bridgeport-Pateros Senior Center.

**MAYOR WEBSTER:**

**ACTION LIST FOLLOW-UP:**

The action item list from the September Council meeting was reviewed for 2013. Mayor Webster noted that two signatures are needed for the agreement for the Karl Goehry Memorial Basketball Court. City Attorney Chuck Zimmerman recommended that the onus be placed on the group for repairs and maintenance of the court. Mayor Webster has signed the agreement as is.

JOHN HOUSDEN- FOLLOW UP ON CODE ENFORCEMENT/VIOLATIONS:

As requested at the previous Council Meeting, Mr. Housden presented with several pictures of properties that he believes are in violation of City code, as well as a copy of the BMC. Mr. Housden is highly concerned about the length of time these properties have been allowed to be in violation and feels the City needs to start implementing ways of getting them taken care of. The Mayor is concerned is where to start and how much do we (City) want to spend on it. If we hire a code enforcement officer, we are looking to spend at least 6 figures on their salary, and to do that we would have to take the money from somewhere in our budget – and where would we take it from? Council Member Smith stated that if these are truly health and safety issues, we need to deal with those first, which all present agreed.

Council Member May feels we cannot pick and choose – we have to enforce the codes across the board for everyone. Council Member May would prefer that we address these properties with a written request to the property owner, and give them ideas for volunteer organizations to help assist them in clean up as well as other solutions to encourage them to clean up their properties before we start issuing citations. Mayor Webster stated this is a good idea and it will be discussed further in the future.

\*\*\*Council Member May excused herself from the meeting at 6:45 pm as she was called to work for an emergency. Mayor Webster called a 10 minute recess at this time.

At 6:55 pm, Council reconvened into regular session.

OKANOGAN COUNTY TOURISM REQUEST FOR FUNDS:

Mayor Webster reviewed the letter he received from Okanogan County Tourism, requesting hotel/motel tax funds in 2014. This money will help pay for area tourism funding advertising, etc.

**MOTION:**                    *Council Member Smith made the motion authorizing the payment of \$250.00 of our hotel/motel tax funds to the Okanogan County Tourism Council for 2014. Council Member Rieb seconded the motion and the motion passed unanimously.*

MED STAR – AIR AMBULANCE BASE AT ANDERSON FIELD:

Mayor Webster reviewed the letter from NW Med Star with respect to their interest in the placement of a Med Star Air Base (hangar/living quarters) at the Anderson Field Airport. Mayor Webster will keep Council informed of any further talks and plans.

SET DATE FOR BUDGET WORKSHOP:

The Council present unanimously agreed to set the date for the Budget Workshop for Wednesday, November 6<sup>th</sup> at 6 pm, City Hall Council Chambers.

SET PUBLIC HEARING DATE FOR THE 2014 PRELIMINARY BUDGET:

**MOTION:**                    *Council Member Smith made the motion to set the Public Hearing date for the City of Brewster 2014 Preliminary Budget for Wednesday, November 13<sup>th</sup> at 6pm, City Hall Council Chambers. Council Member Rieb seconded the motion and it passed unanimously*

SET PUBLIC HEARING DATE FOR THE 2014 FINAL BUDGET:

**MOTION:** *Council Member Smith made the motion to set the Public Hearing date for the City of Brewster 2014 Final Budget for Wednesday December 11<sup>th</sup> at 6pm, City Hall Council Chambers. Council Member Rieb seconded the motion and it passed unanimously.*

MISTY RUIZ – CITY CLERK TREASURER:

MONTHLY FINANCE REPORT:

Ruiz reviewed the monthly finance report. She stated that we are still improving and are well on track for an affordable budget.

CITY PLANNER – DESIGNATION OF CITY REPRESENTATIVE:

**MOTION:** *Council Member Smith made the motion to designate Kurt Danison, Highland Associates, as our City Representative for any City of Brewster planning or project needs. Council Member Rieb seconded the motion and it passed unanimously.*

HIGHLAND ASSOCIATES 2013 CONTRACT:

Kurt Danison, of Highland Associates, was present at the meeting and explained to Council what the details of his contract entail for the City of Brewster as well as past project overview and upcoming projects.

**MOTION:** *Council Member Smith made the motion authorization the Mayor to execute the 2013 Agreement, and the addendum, between the City of Brewster and Highland Associates, City Planner, for consulting services. Council Member Rieb seconded the motion and it passed unanimously.*

ERLANDSENS – RECOMMENDATION OF NO ACTION AND RECONSIDERATION OF TITLE 17 BMC AMENDMENTS RE: REAR YARD SET BACKS IN R1 ZONES:

**MOTION:** *Council Member Smith made the motion to approve the letter of transmittal from Erlandsen & Associates regarding setbacks in portions of the R1 Zone, and the recommendation that the Council direct the Planning Commission to reconsider the 2008 amendments to Title 17 with further recommendation presented to the Council by the Planning Commission after review. Council Member Rieb seconded the motion and it passed unanimously.*

SET PUBLIC HEARING DATE FOR EMS LEVY/PROPERTY TAX LEVY:

**MOTION:** *Council Member Smith made the motion to set the Public Hearing date for the EMS Levy and Property Tax Levy for Wednesday November 13<sup>th</sup> at 6pm, City Hall Council Chambers. Council Member Rieb seconded the motion and it passed unanimously.*

**LYNN LAWSON – PUBLIC WORKS DEPARTMENT:****PUBLIC WORKS UPDATES:**

Public Works Director Lynn Lawson informed Council of the following:

1. The 30hp well pump has been pulled for repair; however, he is not sure of the total cost at this time. He will keep council updated on this.
2. The basketball court on Cliff Avenue is completed. The fence is in place. Many groups of kids have been playing ball on the court. The striping will be done in the spring as well as landscaping.
3. The RV park entrance is being enhanced, as well as a gravel strip that is being placed curbside along the power only sites.
4. The irrigation lines will be winterized within the next week.
5. A company out of Seattle will be coming in the next week or so to give a quote on liner repair and inspection of the swimming pool. This is one of many repairs and upgrades that will need to be made to the pool in the coming year. Other anticipated costs with respect to heat and filtration.
6. Lawson stated he has received bids for the fire hall HVAC unit. This came in at \$34,000. As noted previously, Erlandsen & Associates will be looking into Energy Efficiency Loans to help offset some of these costs when the replacement is done.

**RESERVOIR INSPECTION UPDATES:**

All three of the reservoirs were dove and inspected last month (September through first week in October) by Concrete Experts out of Lynnwood, Wa. The crew found significant cracks and leakage in our 500K gallon tank. It was also noted that the tank lid was leaking. The 200K gallon and 300K gallon tanks were also dove and inspected. They have cracks, but no significant leaks.

This company also performed Ground Penetrating Radar to detect for soil voids. The 500K gallon tank shows a significant void underneath it; the other two tanks have voids as well, but not as significant. Lawson stated that this is something that will need to be addressed with some type of soil stabilization.

Lawson highly recommends addressing the 500K gallon tank lid, as having the lid leaking is not acceptable. He is concerned with the pooling water on the rim of the lid on the tank leaking into the main water supply and requests that this be repaired as soon as possible. The bid for this is approximately \$13,000, including lid repair and GPR of the repair to ensure that the leak has stopped.

**MOTION:**                    *Council Member Smith made the motion approving the repair of the 500K gallon reservoir tank lid at a cost of \$13,000. Council Member Rieb seconded the motion and it passed unanimously.*

**HYDRANT FLUSHING UPDATE:**

The hydrant flushing program has been restarted after a short delay. They are currently at Hanson Street, and will continue working south. There have been a few black water complaints, but not too many. This is the first time the City has attempted a system flush like this, so we are “learning as we go” and will implement changes and improvements to this program in the years to come. Once again, Lawson emphasized how much the portable valve turner has been to the hydrant flushing process and thanked Council for authorizing this purchase.

WWTP GRINDER REPAIR:

The affluent plant grinder is failing. Public Works Director Lawson has received quotes on rebuilt vs. new. At that point, it would be more cost effective to purchase a new one. This piece of equipment runs 24/7 and is in constant use.

**MOTION:**            *Council Member Rieb made the motion to purchase a new affluent grinder for the waste water treatment plant at a cost of \$14,300. Council Member Smith seconded the motion and it passed unanimously.*

DESIGNATION OF ON CALL ENGINEER:

Several applications were received and reviewed. A total of seven firms sent in letters of qualification. A four member panel reviewed the letters and scored them based on a list of criteria set by the City of Brewster. Based upon the scoring and recommendations of the reviewing panel, Erlandsen & Associates had the highest score.

**MOTION:**            *Council Member Rieb made the motion to select and designate Erlandsen & Associates as our on-call City Engineer, based on the selection and scoring process performed and authorize Mayor Webster to execute the agreement. Council Member Smith seconded the motion and the motion passed unanimously.*

CHIEF OF POLICE RON OULES:

STATS AND UPDATES:

Chief of Police Ron Oules noted that the overtime is what it is, and that he had no control over this. There were several employees out due to family illness and emergencies and a majority of the overtime was incurred because of shift coverage. Officer Mike Hartnett will be leaving at the end of this month to start his new job at the DCSO. Oules will be looking to replace him as soon as he can, hopefully no later than January 1, 2014.

**ADJOURNMENT:**    With there being no further business to come before the Council, the meeting was adjourned at 8:20 p.m.

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Mayor Lee Webster

ATTEST: \_\_\_\_\_  
City Clerk/Treasurer, Misty Ruiz