

Mayor Lee Webster called the meeting to order at 6:00 p.m. Council Members present were Art Smyth, Jan May, Dan Smith, Ramiro Villagrana and Tim Rieb. Also present were City Attorney Chuck Zimmerman, 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:** Mayor Webster asked for the addition of a 5 minute executive session prior to public comment to discuss potential litigation. The agenda was approved as with the addition noted above.

**MINUTES APPROVAL:** The minutes from October 8<sup>th</sup> and October 16<sup>th</sup>, 2013 City Council Meeting were reviewed.

***MOTION:*** *Council Member Smith made the motion to approve the above noted 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, November 13, 2013, the Council, by a majority vote, does approve for payment those vouchers included in the voucher payment list and further described as follows:

October Manual Claims Fund voucher numbers 52550, 52568, 52569, 52571 as well as November Council voucher numbers 724-731 and 52593-52652 in the total amount of \$208,432.30.

October Payroll Fund voucher numbers, check numbers 698-723, 52477-52483, 52551-52554, 52556-52567, 52570, 52572-52583 in the total amount of \$117,464.13.

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

**5-MINUTE EXECUTIVE SESSION – TO DISCUSS POTENTIAL LITIGATION:**

At 6:03 pm, Mayor Webster announced that Council will now convene into a 5-minute executive session to discuss potential litigation.

6:08 PM – Extended two (2) more minutes.

6:10 PM – Executive Session ended.

Mayor Webster reconvened into Regular Session.

**PUBLIC COMMENT:**

Council Member Jan May excused herself from the meeting as a Council Member to discuss a personal issue with the Council. She stated that there are some major changes coming with respect to the Three Rivers Hospital. These changes could have drastic

effects on the community. She urged anyone interested in the future of the hospital and the services they are proposing to eliminate to attend the next Hospital board meeting on November 25<sup>th</sup>, and/or contact the Board of Commissioners and express their concerns. Fiscal responsibility is crucial in this situation.

**MAYOR WEBSTER:**

**ACTION LIST FOLLOW-UP:**

The action item list from the October Council meeting was reviewed for 2013. Chuck Zimmerman is handling the BLA at the Airport. Public Works Director Lawson stated he has requested the scope of work for the Plaza Way project from Erlandsen's. Eric Smith is also working on this.

**ENERGY EFFICIENCY AUDIT REQUEST FOR QUALIFICATIONS:**

**MOTION:**                    *Council Member Smyth made the motion to move forward with obtaining Requests for Qualifications for the City of Brewster Energy Audit. Council Member Rieb seconded the motion and it passed unanimously.*

**RESOLUTION NO 13-12, ESTABLISHING PURCHASING POLICIES FOR THE CITY:**

**MOTION:**                    *Council Member Smyth made the motion to approve Resolution No. 13-12, establishing purchasing policies for the City of Brewster. Council Member Rieb seconded the motion and it passed unanimously.*

**PUBLIC HEARING FOR THE 2014 PRELIMINARY BUDGET:**

**PUBLIC HEARING FOR EMS LEVY:**

**PUBLIC HEARING FOR PROPERTY TAX LEVY:**

Mayor Webster opened the meeting for Public Comment on the above noted items. Mayor Webster asked if there were anyone present who had any comments to bring forth. No one came forth.

With there being no one present, and no public comment brought forth, the hearings were not recorded.

Mayor Webster declared the Public Hearings closed.

**2014 PRELIMINARY BUDGET:**

By majority vote, Council approved the 2014 Preliminary Budget.

**RESOLUTION NO. 13-11 – PROPERTY TAX LEVY:**

**MOTION:**                    *Council Member Smith made the motion to approve Resolution No. 13-10, setting the Property Tax Levy amount for 2014. Council Member Rieb seconded the motion and it passed unanimously.*

RESOLUTION NO. 13-10 – EMS LEVY:

**MOTION:** *Council Member Smith made the motion to approve Resolution No. 13-11, setting the EMS Tax Levy amount for 2014. Council Member May seconded the motion passed with a vote of four in favor, and one (Smyth) abstained.*

ORDINANCE No. 852, 2013 BUDGET AMENDMENT (Amending Ord. 845):

**MOTION:** *Council Member Smith made the motion to adopt Ordinance No. 852, amending Ordinance No. 845 - the 2013 adopted budget ordinance - and approving the title summary of the ordinance. Council Member Rieb seconded the motion passed and it passed unanimously.*

MISTY RUIZ – CITY CLERK TREASURER:

Clerk Ruiz presented the monthly financial report. She noted that this is the first time the City has been in the 7-digit range for our account balance. Ruiz also presented Council with the Bars numbering explanations, as they had previously requested.

LYNN LAWSON – PUBLIC WORKS DEPARTMENT:

PUBLIC WORKS UPDATES:

- The Energy Efficiency Audit is taking place now.
- The 500 gallon tank lid has been repaired and sealed. The other two tank lids were inspected, with the 300 gallon tank lid found to be in poor condition. The City Engineers are looking into this, as it may be more cost effective to replace it rather than repair it.
- The flushing program has been completed. This was done with minimal impact on services and minimal complaints from customers. Council Member May is still very concerned about the amount of Manganese at her residence. Public Works Director Lynn Lawson and Assistant Public Works Director John LaBree both stated they will be doing what they can to remedy this situation for her, including the installation of a blowout port, since she is at the end of the line.

MASTER CONTRACT USAGE AGREEMENT – WA STATE DEPT. OF ENTERPRISE SERVICES:

**MOTION:** *Council Member Smyth made the motion authorizing Mayor Webster to execute the Master Contract Usage Agreement with the Washington State Department of Enterprise Services. Council Member May seconded the motion and it passed unanimously.*

EQUIPMENT REQUESTS:

Public Works Director Lynn Lawson stated that he is requesting to purchase an additional John Deere mower, similar to the one that we purchased last year; however, it would not have a cab, A/C or heat. The other two mowers we have and beyond repair, leaving us with only one. The money for the new mower would come from the PUD monies for park maintenance/operations. This would be selected from the State bid list. Council would like for this mower to be identical to the one we have, that way each one is capable of doing the same functions.

**MOTION:** *Council Member May made the motion authorizing the expenditure of up to 45K to purchase a John Deere mower with cab, A/C and heat. This money will come from the PUD Park maintenance/operations monies. If any is borrowed from the General Fund to help fund the purchase, it will be paid back from the PUD Park maintenance/operations money. Council Member Rieb seconded the motion and it passed unanimously.*

Assistant Public Works Director John LaBree stated he has been doing a little investigating into replacing our street sweeper. The one we have is worthless – inoperable and cannot be repaired. The crew test drove a demo unit yesterday, which was a sweeper/vac truck. He reviewed new, used and lease options, costs, pros and cons. New pricing ranges from 245K-270K new; 215K for demo; 65K-100K for used. Lease costs can be upwards of 10K per month.

LaBree would like Council input as to which avenue they would like to pursue, if at all, with respect to purchasing a sweeper/vac truck. It would be a very useful piece of equipment as it is very versatile. Council has requested that he obtain cost comparisons for contracting the sweeper services as well as more definite hard numbers on purchasing one, either uses, new or demo and how it would be paid for. LaBree will do this. It was also suggested that the old sweeper be disposed of.

**MOTION:** *Council Member Smyth made the motion authorizing the Mayor and Public Works Director Lynn Lawson to surplus the old Mobil Sweeper, disposing of it in the most beneficial manner to the City. Council Member Rieb seconded the motion and it passed unanimously.*

VEHICLE/EQUIPMENT REPLACEMENT SCHEDULE:

Public Works Director Lynn Lawson presented Council with the revised vehicle replacement schedule, as requested. Assistant Public Works Director LaBree stated that he is looking into a vehicle that can replace at least two of our dump trucks as far as snow removal is concerned.

CHIEF OF POLICE RON OULES:

STATS AND UPDATES:

Chief of Police Ron Oules stated that overtime will fluctuate over the next few months with staff changes. Otherwise, things are right on track with the department statistics for the year.

**ADJOURNMENT:** With there being no further business to come before the Council, the meeting was adjourned at 7:45 p.m.

---

Mayor Lee Webster

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