

Mayor Lee Webster called the meeting to order at 6:20 p.m. Council Members present were Art Smyth, Jan May and Tim Rieb. Council Members Ramiro Villagrana and Dan Smith were absent. Also present were Council Member Elect (2014) John Housden, City Attorney Chuck Zimmerman, Public Works Director Lynn Lawson, Assistant Public Works Director John LaBree, City Clerk Misty Ruiz, Police Chief Ron Oules and Deputy Clerk Desha Dawson.

❖ **PLEDGE OF ALLEGIANCE –**

OATH OF OFFICE FOR ELECTED OFFICIALS:

Lee Webster was sworn in as the Mayor, City of Brewster
Art Smyth was sworn in to Council Position No. 1
Jan May was sworn in to Council Position No. 4
Tim Rieb was sworn in to Council Position No. 5

ADDITIONS/CHANGES TO THE AGENDA:

The agenda was approved as with the addition of Ord. #854, amending the 2013 Budget.

MOTION: *Council Member Rieb made the motion to approve the final agenda with the addition noted above. Council Member Smyth seconded the motion and it passed unanimously.*

MINUTES APPROVAL:

The minutes from 10/23, 11/6 and 11/13 City Council Meeting were reviewed.

MOTION: *Council Member May made the motion to approve the above noted 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, December 11th, 2013, the Council, by a majority vote, does approve for payment those vouchers included in the voucher payment list and further described as follows:

November Manual Claims Fund voucher numbers 756-760 and 52667-52673 as well as December Council voucher numbers 754, 755, 1003, 1004 and 52693-52773 in the total amount of \$144,875.77.

November Payroll Fund check numbers 738-753, 52584-52589, 52591-52666 and 52674-52685 in the total amount of \$100,062.72.

MOTION: *Council Member Smyth 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:

OKANOGAN COUNTY TRANSIT:

Pateros Mayor Gail Howe presented to discuss the Okanogan County Transit Authority. There is a Board in need of officers, and the OCTA is begging for participation from the local cities and towns. The next meeting will be January 13th at 6pm and will be held at the OCBHC. There are many decisions that need to be made at this meeting and upcoming meetings with respect to area transportation.

MOTION: *Council Member May made the motion to appoint Council Member Art Smyth as the City Representative for the Okanogan County Transit Authority. Mayor Lee Webster will be the alternate representative. Council Member Rieb seconded the motion and it passed unanimously.*

MAYOR WEBSTER:

ACTION LIST FOLLOW-UP:

The action item list from the November Council meeting was reviewed for 2013. Plaza Way project is on hold for now. Ogden Murphy Wallace is working on the BLA.

ENERGY EFFICIENCY AUDIT RFQ REVIEW & APPROVAL:

A Request for Qualifications was sent out for our Energy Efficiency Audit. Only one firm responded, which was McKinstry. Jayson Schmidt, Account Executive from McKinstry, presented to Council this evening with their preliminary analysis. He reviewed all potential areas of savings the City can implement, with their help, to conserve energy.

It is at this time, the Council will need to select an energy service company, approve the investment grade audit and fees as well as authorize the Mayor to execute the agreement with McKinstry.

MOTION: *Council Member May made the motion to approve McKinstry as our Energy Services Company. Council Member Rieb seconded the motion and it passed unanimously.*

MOTION: *Council Member May made the motion to approve the Investment Grade Audit Proposal from McKinstry for \$30,429.00 and authorized the Mayor to negotiate and execute the agreement regarding the audit with McKinstry. Council Member Rieb seconded the motion and it passed unanimously.*

PUBLIC HEARING FOR THE 2014 FINAL BUDGET:

Mayor Webster opened the Public Hearing for the 2014 Final Budget. 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 hearing was not recorded. Mayor Webster declared the Public Hearing closed.

ORDINANCE No. 853, 2014 CITY OF BREWSTER FINAL BUDGET, and ORDINANCE 854, AMENDING THE 2013 BUDGET:

MOTION: *Council Member Smyth made the motion to adopt Ordinance No. 853, adopting the City of Brewster 2014 Final Budget as well as Ordinance No. 854, amending the 2013 Budget. Council Member May seconded the motion passed and it passed unanimously.*

HIGHLAND ASSOCIATES CONTRACT REVIEW/APPROVAL:

The Professional Planning Services Agreement between the City of Brewster and Highlands Associates was reviewed. This agreement was drafted by City Attorney Ogden Murphy Wallace.

MOTION: *Council Member May made the motion to approve the Professional Planning Services Agreement between the City of Brewster and Highlands Associates, and authorized the Mayor to execute said agreement. Council Member Smyth seconded the motion and it passed unanimously.*

AUTOMATED EXTERNAL DEFIBRILLATORS:

Mayor Webster and noted that the City has an opportunity to purchase AED's (Automated External Defibrillators) at a discounted price through the Fire District, at half the cost of what they run new. Council, as a whole, believe the purchase of these items would be beneficial to the City in the event of a medical emergency and discussed possible placement locations for the AED's, including City Hall, PD, Rec Center and the Senior Center.

MOTION: *Council Member May made the motion to approve the purchase of six (6) AED devices for the City of Brewster. Council Member Smyth seconded the motion and it passed unanimously.*

MISTY RUIZ – CITY CLERK TREASURER:

FINANCE REPORT:

Clerk Ruiz reported that revenues continue to be more than our expenditures, allowing us to keep our upward financial trend.

OGDEN MURPHY WALLACE 2014 LEGAL SERVICES PROPOSED RATES:

Chuck Zimmerman from Ogden Murphy Wallace was present to discuss the 2014 Legal Services rates with the Council and Mayor Webster.

MOTION: *Council Member May made the motion to approve the Ogden Murphy Wallace 2014 Legal Services/Rates and authorized the Mayor to execute the letter of approval. Council Member Smyth seconded the motion and it passed unanimously.*

LYNN LAWSON – PUBLIC WORKS DEPARTMENT:

PUBLIC WORKS UPDATES:

Public Works Director Lynn Lawson gave updates on the following:

- The crew has been fixing the lights on Main Street as well as the park
- Service work is being performed on the snow removal equipment in preparation.
- The RFQ for the Safe Routes to School is in progress; the legal ad has been placed. We should be choosing an Engineer soon.
- Erlandsen's has started surveying at the Angle Trailer Court for the water project. This is moving along very well.
- The repaving of 1st Street: The project was applied for; however we did not receive this grant. The competition was tough. We are looking to do repairs to our worst streets in the spring to keep them passable for vehicles. We will do our best to preserve what we have until we can get the TIB funding to repair/replace them.

PURCHASE REQUEST:

Public Works Director Lawson and Assistant Public Works Director LaBree presented to Council to discuss the request to purchase a 1978 Peter Built water truck from the Fire District. The truck is strong and reliable and will be extremely beneficial for our projects. The only reason the District is looking to sell it is because they recently purchased two new trucks, therefore, they do not need this one anymore. They are selling it for \$16K. Both Lawson and LaBree feel this is a good deal.

MOTION: *Council Member May made the motion authorizing the purchase of the 1978 Peter Built Water Truck from Fire District #15 for \$16,000.00. The monies to purchase this will come from the water/sewer/street funds. Council Member Rieb seconded the motion and it passed unanimously.*

CHIEF OF POLICE RON OULES:

STATS AND UPDATES:

Chief of Police Ron Oules stated that the stats are low for the month; however, there was one attempted robbery his staff is currently working on. Overtime will take quite a hit in December with holiday coverage.

The process is still ongoing for the new hire officer. A conditional offer has been made. The new hire will be going to the academy, hopefully in January of 2014. He will not be on the payroll until February.

One other item he would like to discuss is possibly modifying the Jake Brake Ordinance. He has been in contact with Ogden Murphy Wallace, but nothing is final at this point. He would like input from Council. It will be discussed further at the January Council Meeting

ADJOURNMENT: With there being no further business to come before the Council, the meeting was adjourned at 8:00 p.m.

Mayor Lee Webster

ATTEST: _____
City Clerk/Treasurer, Misty Ruiz