

Mayor Lee Webster called the meeting to order at 6:05 p.m. Council Members present were Art Smyth, Jan May, Dan Smith and Tim Rieb. Council Member Villagrana 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:**

Mayor Webster asked for the addition of, Ordinance No. 851 and Mosquito Control District question from Omak. The agenda was approved as submitted from above.

**MINUTES APPROVAL:**

The minutes from August 14, 2013 City Council Meeting were reviewed.

**MOTION:**                *Council Member Smith 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, September 11, 2013, the Council, by a majority vote, does approve for payment those vouchers included in the voucher payment list and further described as follows:

August Manual Claims Fund voucher numbers 6, 645, 670, 1001, 1002, 52323, 52324, 52329-52331, 52366, 52367 as well as September Council voucher numbers 52375, 52379 and 52381-42538 in the total amount of \$204,011.91.

August Payroll Fund voucher numbers 646-669, 52251-52257, 52259, 52262-52264, 52325-52328, 52332-52360, 52362, 52363, 52365 and 52376-52378 in the total amount of \$122,307.43.

**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:**

John Housden raised the question as to how the City addresses abandoned houses, vacant lots and dilapidated structures within the City limits. Some of these homes and properties are in very poor condition and he is concerned that they are presenting a safety hazard with respect to fires and health. Mayor Webster stated that there are ordinances in place, however we do not have a current Code Enforcement officer, therefore it is difficult to enforce. Council Member May suggested that the City should address the health and safety issue of these properties first. Public Works Director Lynn Lawson noted that there are several properties on the radar, however, does not have the man power or correct staffing to effectively enforce the violations. Mr. Housden will compile a list of the homes he believes are violating City Code as well

as pictures of the properties. He will also research our BMC online and designated which codes are being violated, which properties are of highest importance to address and will present this back to Council for review and further discussion in November.

**MAYOR WEBSTER:**

**ACTION LIST FOLLOW-UP:**

The action item list from the August Council meeting was reviewed (see attached). The following requests, notes and discussions are outlined on the action item list for September 2013.

- Public Works Director Lynn Lawson stated that the fence is being installed now. The company ran out of hardware, but plan on completion this week.
- Mayor Webster stated that the BLA at the airport is still being addressed; however the owner of the hangar recently passed away and is not sure what will happen now. He will keep Council informed of any updates.
- Plaza Way Project – Erlandsen’s is working on this for us now.

**OKANOGAN COUNTY TRANSPORTATION & NUTRITION REQUEST FOR FUNDS:**

Mayor Webster noted in past years, the City of Brewster has donated money to the Okanogan County Transportation & Nutrition Program through the Brewster Senior Center. The OCTN has requested this on behalf of the organization on their own to help cover the costs of meals and transportation to Brewster area residents and senior citizens. Clerk Misty Ruiz suggested checking with the Department of Ag with respect to meals and funding of that similar to our summer food program. Council agreed with this idea.

***MOTION:***

*Council Member May made the motion to contribute \$2000 to the Okanogan County Transportation and Nutrition for transportation and meals of area residents and senior citizens of Brewster. This contribution will assist the poor and infirm within our community. Council Member May would like for the City to pursue looking into DOA funding for this program. Council Member Smith seconded the motion and it passed unanimously.*

**MOSQUITO CONTROL DISTRICT:**

Mayor Webster received a letter from Omak City Manager Ralph Malone with respect to forming a Mosquito Control District for the cities within Okanogan County. The Mayor asked Council if this were a District we would be interested in joining or forming. The general consensus of the Council at this time is that we do not have a mosquito problem here in Brewster, and do not feel it would be beneficial to us at this time.

**USED TIRE PICK UP SCHEDULED:**

The County has scheduled a used tire pick up for November 16<sup>th</sup> and 17<sup>th</sup>. They will be located at the dirt parking lot below the Grade School. This is for private individuals looking to dispose of old tires. This is not for commercial use. If someone has more than 100 tires, they can call the number on the form for an on-site pick up.

**GOEHRY MEMORIAL BASKETBALL COURT:**

The project is still moving forward. Karl Word has the funding and the 5013-C is set up. The Mayor asked if there were any questions regarding the contract before we enter into it. He reiterated that the land is being donated by the City, not given to them. Council Member May stated she would like to know if it is stated anywhere in the agreement the length of the term on the land use. She also would like to know who is going to be responsible for the insurance. Council Member Rieb stated he would like to see some verbiage in the contract as to who is going to be responsible for the maintenance of the court. He would like it to be someone other than the City. Council Member Smyth asked, in particular, who would be responsible for clean-up of any damages from vandalism and/or graffiti. Mayor Webster will be in contact with Mr. Word to go over the above questions. He will keep Council informed of any updates.

ORDINANCE NO 851:

Mayor Webster reviewed Ordinance No 851. This ordinance amendment clarifies the City code provision relating to Council confirmation of Mayoral appointments to positions within the City. This states appointments by the Mayor to the position of Chief of Police, Public Works Director and City Clerk (also known as Department Heads) shall require confirmation by the Council; all appointments to other positions within the City shall be made by the respective City Department Head following consultation with, and approval by the Mayor.

**MOTION:**                    *Council Member May made the motion to approve Ordinance no. 851. Council Member Rieb seconded the motion and the motion passed with a vote of 3 in favor (Rieb, May, Smyth) and 1 opposed (Smith).*

MISTY RUIZ – CITY CLERK TREASURER:

MONTHLY FINANCE REPORT:

Clerk Misty Ruiz reviewed the cash and investment activity report. With changes to our financial institution and credit card center, the reports have been challenging to balance, but she is making good progress as the transition progresses. She noted that we have had several large expenses over the past months with the RV park expansion, hydrant flushing, equipment purchases, etc, but we are doing well financially.

She also noted that the preliminary budget is still being worked on at this time and hopes to have it available by the October Council Meeting. With budget time approaching, the need for more Council meetings may occur.

LYNN LAWSON – PUBLIC WORKS DEPARTMENT:

PUBLIC WORKS UPDATES:     Public Works Director Lynn Lawson reviewed the following Public Works projects/happenings:

- The City water reservoir (storage tank) cleaning and inspection has started. The company hired – Concrete Experts – has been diving, cleaning and inspecting all three of our drinking water reservoirs. So far, the project is going well. They noted about 1” of sediment in the bottom and sides of the tank, consisting primarily of manganese, however did show some sand and other sediment. The company also inspected our tank sites and swimming pool with ground penetrating radar and has detected voids in the soil under the main reservoir due to the water leaking out of the cracks in the floor of the reservoir. They inspected

the pool with the GPR and found some structural issues there as well. They will be finishing the tank inspection/cleaning project soon. Public Works Director Lynn Lawson will inform council of their findings and recommendations with respect to our reservoirs and local swimming pool.

- System Flushing – the water system flushing is scheduled to being the week of September 23<sup>rd</sup>. Lawson is hoping for this to run smoothly, but is anticipating some small issues considering that this has not been done before. Flyers will be hand delivered to each residence outlining the flushing process and what to expect.
- Public Works Director Lynn Lawson noted that the main pump house line, the park pump line, cemetery irrigation and the Mutual Irrigation line on Indian recently “broke” all around the same time. The crews have been working to repair these. We had several complaints about black water at the same time. On further investigation and news releases, it was noted that we had a small earthquake around the time all of these issues popped up, which could be the cause of all of the breaks.
- Crack sealing on the streets will begin in October as well as pothole repair.
- The Fire Hall remodel project has started and is moving along well. Rough estimates for the heating/air unit are coming in around 24K. Erlansden’s will be helping us look for energy efficiency monies to help offset some of our costs. We will also be looking into automatic door openers that close on timers. There will be an additional cost associated with this for the electrical.
- Public Works Director Lynn Lawson reviewed the DOE Flow Load Report. This is due every four years. Currently, we are running at 55% capacity – which is good. He noted that at 80% capacity or higher, we will need to start planning for our next upgrade.
- Lawson noted that grease is becoming an issue in our sewer lines. There is an ordinance in place regarding grease trap requirements for businesses and restaurants, as well as household requirements. Council would like this to be presented at the next regular meeting for review.
- The lift station pump replacement is planned. This will be at a cost of \$17K. To date, we have had two pumps go out. We will have a backup pump for our South lift station as well.

DRINKING WATER STATE REVOLVING FUND LOAN ACTION:

Public Works Director Lynn Lawson reviewed the DOH Drinking Water State Revolving Fund Loan Contact. The City has been approved for a \$727,000 with 30% forgiveness for the installation of 39 water meters at the Angle Trailer Park, two fire hydrants, mainline and three new well source meters. Upgrades and installation at these sites will improve water pressure, fire flow and residential services. This project will begin in 2014. Public Works Director Lynn Lawson has asked for Council to authorize the Mayor to enter into the contract agreement for this loan.

**MOTION:** *Council Member Smyth made the motion to authorize Mayor Webster to execute the contract for the DOH Drinking Water State Revolving Fund Loan. Council Member May seconded the motion and it passed unanimously.*

USDOT/FAA GRANT AGREEMENT:

Public Works Director Lynn Lawson reviewed the FAA Grant for the installation of the NAVAIDs, including the beacon, wind cone, pole and segmented circle at the Anderson Field Airport. This grant is for \$151,290. The cost to the City of Brewster for the project will be roughly \$7,500. Public Works Director Lynn Lawson has asked for Council to authorize the Mayor to enter into the contract agreement for this airport improvement grant.

**MOTION:**                    *Council Member Smyth made the motion to authorize Mayor Webster to execute the agreement for the USDOT/FAA Grant for the improvements noted above. 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 numbers are down with respect to the incident log. Break-ins however are not down as far as he would like to see them.

Overtime is at 26 hours for the month with 14 of those hours being security, and these are reimbursed.

Oules stated that Officer Hartnett has applied for a job with DCSO. If Officer Hartnett is hired, Oules stated that he will need to fill this position, hopefully with a lateral, but may have to hire new recruit. Costs for his department will go up for a period of time, until Officer Hartnett can be replaced.

**ADJOURNMENT:**    With there being no further business to come before the Council, the meeting was adjourned at 7:40p.m.

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Mayor Lee Webster

ATTEST: \_\_\_\_\_

City Clerk/Treasurer, Misty Ruiz