

Mayor Lee Webster called the meeting to order at 6:00 p.m. Council Members present were Art Smyth, John Housden and Tim Rieb. Council Member Jan May was excused for a work emergency. Council Member Ramiro 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:

The Mayor asked for the addition of Ordinance No. 855 - EMS Levy, for discussion.

MINUTES APPROVAL:

The minutes from 5/30/13, 12/11/13 and 1/28/14 City Council Meeting were reviewed.

MOTION: *Council Member Smyth made the motion to approve the above noted agenda and Council meeting 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, February 12, 2014, the Council, by a majority vote, does approve for payment those vouchers included in the voucher payment list and further described as follows:

December 2013 Manual Claims Fund voucher numbers 783-785, 52775-52780, 52796 and 52806 as well as January 2014 Manual Claim voucher numbers 802, 52814-52830, 52832-52881, 52896-52912 in the total amount of \$268,093.16.

December 2013 Payroll check numbers 761-782, 52686-52692, 52774, 52781-52795, 52797-52805 in the amount of \$101,783.20 and January 2014 Payroll check numbers 786-801, 803, 811-816, 52807-52813, 52882-52895, 52913-52922 in the total amount of \$113,172.80.

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

PUBLIC COMMENT:

RANDY LOUCKS – LAND LEASE QUESTION:

Randy Loucks, owner of Blue Water Sanitation, presented to Council with a request to possibly lease land from the City for storage of is portable toilets, toilet trailers and possibly an in ground 8,000 gallon DOE approved storage tank. If allowed, he would fence the area. The area he is interested in is located on the north side of the Locust Grove Cemetery.

The land that he is currently storing his equipment on has an expiring lease, which is not being renewed. He has a letter from the current lease holder indicating that he has to have his equipment moved by May 1st, as they have plans for the space after that date.

Mayor Webster stated that there is a two-person committee that consists of two Council members that Mr. Loucks may consider meeting with for now, going over the plans, etc. These two Council members would then present the idea and plan, along with Mr. Loucks, to the Mayor and the other council members for consideration before any final decisions are made. Mr. Loucks was in favor of this meeting as well and he will be in contact with the designated Council members in the near future with more discussions to follow after that.

Mr. Loucks also noted that his current lease at the Airport is coming due, and he is hopeful that the City will renew this lease.

MAYOR WEBSTER:

ACTION LIST FOLLOW-UP:

The action item list from the December Council meeting was reviewed for 2013. Currently, the storm water project (River Plaza) has some options to review. Public Works Director Lynn Lawson has these and will be going over them with Rail America.

ORDINANCE NO. 855 – EMS LEVY:

Mayor Webster noted that due to the fact that he and Council Member Smyth would have to excuse themselves from any discussion and/or vote regarding Ordinance No. 855 due to a conflict of interest, which would only leave two Council Members present. Therefore, we do not have a quorum at this time. (Two Council Members are absent this evening). He stated that we will be coordinating with Council and the District to set up a special council meeting for next week at noon to discuss this further when we have a full quorum to do so. Deputy Clerk Dawson will contact the Council Members and Mrs. Vallance to get the meeting set up.

REC CENTER:

Mayor Webster reviewed photos of damage to the Rec Center with Council. There are currently several teams, from AAU youth basketball, indoor soccer league, adult basketball league that are using the gym after Head Start finishes for the day. However, there is a considerable amount of vandalism occurring during one of these programs, and we have no way to know which group it is. This ranges from holes in the walls, broken light covers, fire alarm fixtures, drinks and garbage on the floor in the gym to feces on the floors in the bathroom.

Public Works Director Lynn Lawson stated that he has received several complaints from Head Start with respect to the condition of the building and the bathrooms when they come to class in the mornings, and it has been getting worse lately.

Shan Miller, City of Brewster Pool Manager, local business owner and Boys and Girls Club of America representative stated that she is interested in meeting with the City to revisit the possibility of the Boys and Girls Club coming into Brewster and possibly using the Rec Center. The Park Committee is Council Member May and Council Member Housden. They will set a time to meet with Mrs. Miller to discuss this further.

In the meantime, Council agreed that something needs to be addressed with respect to the vandalism and damage that is occurring currently. Head Start leases this building from the City for their educational programs and it is important to keep that relationship strong. Mayor Webster stated that Council needs to think about what avenue they would like to take to address this which may include paying someone to be

present and supervise these programs. He does not want to close it, but we need to do something to solve the problem. Mayor Webster would like to “clean up” the number of keys that people have to get into the Rec Center at the end of this season and start new if Council decides that outside programs will still be allowed.

Council Member Housden stated that we made need to redefine the uses allowed at the Rec Center. It may have originally been designed or designated for multiple uses, but if damage is being done, we need to look into possibly changing this.

MISTY RUIZ – CITY CLERK TREASURER:

FINANCE REPORT:

Clerk Ruiz reviewed the December 2013 and January 2014 cash and investment activity reports. The ending fund balance for January is down a bit due to our paying the City insurance premium of \$89K. Ruiz reviewed the revenue report.

Council member Housden would like to come in to City Hall to meet with Clerk Ruiz to go over the cash and investment activity report. Ruiz encouraged Housden to come in whenever it is convenient for him.

Clerk Ruiz also noted that the grant applications for the Energy Grant are completed and submitted. The 2012 audit year is near closing. Ruiz is working on the BARS changes, and the 2013 year end financials are near closing as well. Ruiz did note that she has been working on Ordinance No. 855 just recently, as she received the information today, but will continue to work on this with the City Attorneys.

LATE FEE DISTRIBUTION:

Clerk Ruiz asked Council for their preference on how to distribute the Late Fee charges. Currently, they are all paid into the water fund, and she is suggesting that this be a split between water and sewer.

MOTION: *Council Member Smyth made the motion to approve the 50/50 split of the Late Fee charges into the water and sewer fund. Council Member Rieb seconded the motion and it passed unanimously.*

FOLDER/INSERTER MACHINE:

Clerk Ruiz has requested Council approval to purchase a new folder/insert machine. This is used for folding and enveloping of our 800+ utility statements, as well as our past due statements, customer letters and questionnaires and for folding newsletters and brochures. We could lease it for \$192 per month, or purchase it for \$7,600. Ruiz believes we will save money in the long run to purchase this outright.

TRAINING REQUEST:

Clerk Ruiz has submitted two training events for Council review and approval. The first is the Annual Financial Report Training in Omak on March 5th. This is a one day class, and she would like for Deputy Clerk Dawson and herself to attend this. The second is a Grant Management Training Class in Arlington on March 20th. This is also a one day class.

MOTION: *Council Member Smyth made the motion to approve the above noted folder/insert purchase for \$7,600 and to approve the two training requests. Council Member Rieb seconded the motion and it passed unanimously.*

LYNN LAWSON – PUBLIC WORKS DEPARTMENT:

PUBLIC WORKS UPDATES:

Public Works Director Lynn Lawson noted that he is currently working on the following projects:

- Airport lease for Med Star. They are hoping to be operation by May 1st of this year.
- The Public Works Department is checking into the possible installation of water meters at the airport. This would bring all water users at the airport under one umbrella. This is still in the review process and Lawson will keep Council informed of updates and information when it is available.
- The 30hp domestic well pump has been removed by O’Connell Drilling for possible repair. It was noted to have a severe vibration. It was serviced and reinstalled; however, it is still not working correctly. The replacement cost of this pump is \$27K, and has been applied for on our energy efficiency grant. If the grant is approved, it will cover the cost of the replacement; otherwise the City will have to cover the cost as it does need to be replaced soon. O’Connell will await the results of our approval for the energy audit to see which way we will be going as far as replacement of this pump.

ANGLE TRAILER COURT LOT FEES:

Public Works Director Lynn Lawson stated that the Angle Trailer Court meter project is moving along well. Letters of authorization to enter property were sent to each tenant, with almost all of the letters returned to the City approving our crews to do what is needed to start and complete the project. There will be a lot of disruption to the tenants during the project, however we will try and keep it to a minimum and still do what we need to do. Lawson suggested maybe not raising the lot lease fees this year in order to offset the amount of disruption the project is going to cause. Council was not in favor of this; therefore the rates will go up according to our budget ordinance for 2014.

CHIEF OF POLICE RON OULES:

STATS AND UPDATES:

Chief of Police Ron Oules asked the Mayor and Council if they would like to continue to receive the overtime total worksheets in their council packets for review. Mayor Webster stated that he would.

Oules reviewed stats. Overall the stats are in line with normal for this time of year. The junk vehicle stats are up, however, this is the time of year when the officers have time to address the issue further and therefore, the numbers are up.

Oules also stated that they continue to have issues with security alarm responses for false alarms. There is one business in particular that they are having the issue with, and this business owner has been billed for the false alarm responses, however, has only paid about \$100 of a \$3000 bill. Oules is asking for suggestions on how to remedy the

problem. Clerk Ruiz said she will check to see if this is something that we can send to collections.

Chief of Police Ron Oules informed council that the MDT's are being installed in the patrol cars. This will save the officers' time and he thanked Clerk Ruiz for helping keep the City financially responsible and assisting in finding the funds to make this happen.

TRAINING:

Oules noted that he would like Council approval to attend a two-day class on firearms training at the Burien Academy February 27th and 28th.

MOTION: *Council Member Smyth made the motion to approve the above noted training request for Chief of Police Ron Oules. Council Member Rieb seconded the motion and it passed unanimously.*

EQUIPMENT SURPLUS:

MOTION: *Council Member Housden made the motion to approve the surplus of firearms from the Brewster Police Department following the guidelines for surplus of firearms. Council Member Smyth seconded the motion and it passed unanimously.*

FOLLOWUP DISCUSSION RE: JAKE BRAKE ORDINANCE:

Oules reviewed the Brewster Municipal Code regarding compression brakes, as well as the draft ordinance from Ogden Murphy Wallace. Oules stated for enforceability and clarity in the law, it needs to be black and white. The officers cannot enforce something subjective.

MOTION: *Council Member Housden made the motion to prohibit the use of Compression Brakes in the City limits of Brewster. Council Member Smyth seconded the motion and it passed unanimously.*

Chief of Police Ron Oules and/or Mayor Webster will contact Ogden Murphy Wallace regarding the exact wording for this ordinance with the final draft of the Ordinance to be approved at the March Council meeting.

ADJOURNMENT: With there being no further business to come before the Council, the meeting was adjourned at 7:50 p.m.

Mayor Lee Webster

ATTEST: _____
City Clerk/Treasurer, Misty Ruiz