

Mayor Jan May called the meeting to order at 6:00 p.m. Council Members present were Art Smyth, John Housden, Avis Erickson and Tim Rieb. Council Member Villagrana was absent. Also present were Public Works Director Lee Webster, City Clerk Treasurer Misty Ruiz, Interim Chief of Police Nattalie Cariker and Deputy Clerk Desha Dawson. Also present was City Attorney Chuck Zimmerman.

**MOTION:** *Council Member Smyth made the motion to excuse Council Member Villagrana from the meeting. Council Member Erickson seconded the motion and it passed unanimously.*

❖ **PLEDGE OF ALLEGIANCE –**

**ADDITIONS/CHANGES TO THE AGENDA/MINUTES APPROVAL:**

The minutes from 9/9/15 City Council Meeting were reviewed. The final agenda for the October Regular City Council Meeting was also reviewed. Mayor May asked for the addition of Council approval of her appointment of Nattalie Cariker as the Interim Police Chief and Clerk Ruiz asked for the addition of the Trunk-or-Treat Public Event application.

**MOTION:** *Council Member Housden made the motion to approve the above noted minutes and final agenda, with additions noted above. 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 14, 2015, the Council, by a majority vote, does approve for payment those vouchers included in the voucher payment list and further described as follows:

September 2015 Manual Claim Fund vouchers 55061-55073 and 55090-55091 as well as October 2015 Council Claim Fund vouchers 55105 and 55132-55191 in the total amount of \$118,419.64. Void checks (printer error) 55106-55131 were also included for approval.

September 2015 Payroll check numbers 1425-1456, 54996-54998, 55074-55089, 55092-55096 and 55098-55100 in the total amount of \$123,922.48.

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

**PUBLIC COMMENT:**

No public comment was brought forth.

**MAYOR MAY:**

**PUBLIC HEARING – SHORELINE MASTER PLAN:**

Mayor May opened the Public Hearing for the City of Brewster Shoreline Master Plan. No public was present, no comment was brought forth. Mayor May then closed the hearing without comment.

Further discussion will be held at the November City Council Meeting.

PUBLIC HEARING – 6-YEAR STREET PLAN:

Mayor May opened the Public Hearing for the City of Brewster Six-Year Street Plan. No public was present, no comment was brought forth. Mayor May then closed the hearing without comment.

RESOLUTION NO. 15-09, 6-YEAR STREET PLAN:

**MOTION:** *Council Member Housden made the motion to approve Resolution No. 15-09, approving the City of Brewster Six-Year Street Plan. Council Member Smyth seconded the motion and it passed unanimously.*

FIRE DISTRICT NO. 15 – INTERLOCAL AGREEMENT DISCUSSION:

Mayor Jan May opened discussion regarding the redline changes submitted by the District. These changes were made following a meeting held with Mayor May and the District. There were questions raised regarding some of the items discussed for removal still being included by the District, specifically the dispatch fees. May was of the understanding it was to be removed, and it has not been. There are a few other areas that were discussed and agreed on to have changes made, and these changes are not reflected as well.

After further discussion, including discussion of the 2016 budget concerns, the City council directed the City Attorney to correspond with the District's attorney to let the District know the City was not interested in contracting with the District under contract at this time.

*At 6:40 PM, Mayor May excused herself from the meeting, as she was called to work. Mayor Pro Tem Art Smyth then conducted the remainder of the Regular City Council Meeting.*

MISTY RUIZ – CITY CLERK TREASURER:

FINANCE REPORT:

Clerk Treasurer Ruiz reviewed the August/September Cash and Investment activity report. There had been an issue with the software and getting the reports to print correctly, however, these numbers are very close to what our actuals are at this time. Ruiz also reported that there is more money coming in than going out, noting that most of this money coming in is for our current and future projects.

ORDINANCE NO. 871 - AMENDING ORD. 865 (2015 ADOPTED BUDGET):

**MOTION:** *Council Member Rieb made the motion to adopt Ordinance No. 871, amending Ordinance No. 865 – the City's 2015 Adopted Budget Ordinance. Council Member Erickson seconded the motion and it passed unanimously.*

BUDGET WORKSHOP - SET DATE:

Council agreed to set to the 2016 Budget Workshop date and time for Thursday, October 29<sup>th</sup> at 6 pm. The workshop will be held in the City Hall Council Chambers.

TRUNK-OR-TREAT EVENT APPLICATION:

**MOTION:** *Council Member Rieb made the motion to approve the Annual Trunk-or-Treat Event Application for Saturday, October 31<sup>st</sup>. Council Member Smyth seconded the motion and it passed unanimously.*

**LEE WEBSTER – PUBLIC WORKS DEPARTMENT:****PUBLIC WORKS UPDATES:**

- Webster stated that his crew is continuing with obtaining their certifications, particularly in the water department. Kerry Heen recently became Water Cert II.
- The department will be participating in the WCIA required training.
- The repair of the water feature located at 7<sup>th</sup> and Main is complete.
- The sidewalk replacement on the SRTS project has been completed.
- The crew is in the process of installing radio read registers on the water meters.
- The reservoir project is moving forward. Construction will begin in the spring.
- The Public Works crew is performing monthly manganese testing. One well has been testing higher than the others. If this continues, the use of this well will be discontinued and the City will apply for a point of conversion permit to divert for the Canyon well and push it to full capacity use.
- The Cemetery Well (located between the cemetery and the upper reservoir) was checked and found to only be 45' deep. We will need to look at this site again and possibly try and drill this deeper and then test it again.
- The City-wide hydrant flushing program will commence in the spring of 2016.

**AIRPORT UPDATES - Airport Capital Improvement Plan (ACIP):**

Public Works Director Lee Webster stated that the City is in the process of working with the FAA to get all of our necessary upgrades performed, so that it will not affect our monetary entitlements. The beacon and windsock replacement/repair projects have been started. It was noted, however, that our wiring was not up to code and we will need to have a new transformer installed. This will be performed through the PUD. The FAA requires the City to have a written agreement with the PUD for this and the city attorney prepared the agreement. We are looking at about 30-days for this project to be complete.

Lou Lott of JUB compiled a list of projects that need to be completed and updating and we are hoping to start these projects in 2017. Another issue being addressed is that land ownership of the Gebbers property will be required. Gebbers understands this and we are moving forward with that.

**BREWSTER POLICE DEPARTMENT:****REVIEW OF INTERIM POLICE CHIEF AGREEMENT AND APPOINTMENT:**

City Attorney Chuck Zimmerman reviewed the agreement for the interim appointment of the Police Chief. Mayor Jan May appointed Nattalie Cariker as the City of Brewster Interim Police Chief.

***MOTION: Council Member Housden made the motion to approve the Mayors appointment of Nattalie Cariker to the position of Interim Police Chief for the City of Brewster. Council Member Erickson seconded the motion and it passed unanimously.***

**STATS AND UPDATES:**

Chief Cariker noted that September overtime. There were 52 hours; however, she noted that a majority of this will be reimbursed. She noted that overtime may go up over the next few months, considering the number of employees. The calls for service for the month of September reviewed, noting that there was an increase in agency assist calls. Cariker stated that most of these are assisting new officers and checking on officers and deputies who do not answer their status checks. Housden was concerned with that increased number. Cariker stated she agrees, however the coverage and help between agencies is essential and necessary. Other agencies assist us when needed as well.

She noted that Officer Mitchell is driving the gray Charger, which will have the PD decals on soon. On the 23<sup>rd</sup> of October, there will be an assembly at the Brewster School to complete the SRTS Project and discuss safety. She will be meeting with the Boys and Girls Club to get ideas on events they can collaborate on as well. The week before Halloween, the PD will be going over Halloween safety with the students.

Cariker also reviewed some of the new processes and goals she hopes to implement for the department. These include: One-year and two-year goal plans focusing on community oriented policing; compliance with City's insurance regarding training; customer service training; update SOP's, modification of service culture (if needed); patrol vehicle replacement and possible 6<sup>th</sup> Officer replacement. Cariker also presented a Service Culture list of areas within the department where she would like to have further training and for the department to focus on as areas for department improvement.

Cariker stated she has been talking with the Mayor and has been doing budget comparisons with a specific number of officers, hours and coverage. She stated that she will work within the budget that is set for the department and believes they can operate with five officers, but no less. She will not be filling the sixth officer position at this time, but would like to leave open the possibility of replacing that position in the future if the budget permits. Cariker recognizes the 2016 budget may not permit the sixth officer position to be filled at this time.

Housden asked if the jail fees were considered in the budget planning. Cariker noted that she is looking into ways to offset some of these fees and is exploring ways to place the burden on the defendants for the jail fees and medical fees. She is researching electronic monitoring as an option as well.

Cariker encouraged the Council, Mayor and citizens to come to her with any questions or concerns and she looks forward to moving forward with the department.

**ADJOURNMENT:** With there being no further business to come before the Council, the meeting was adjourned at 7:55 p.m.

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Mayor Pro Tem Art Smyth

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