

Mayor Jan May called the meeting to order at 6:00 p.m. Council Members present were Art Smyth, John Housden, Avis Erickson, Ramiro Villagrana and Tim Rieb. Also present were Public Works Director Lee Webster, City Clerk Treasurer Misty Ruiz, Lieutenant Kelly Hook and Deputy Clerk Desha Dawson.

❖ **PLEDGE OF ALLEGIANCE –**

ADDITIONS/CHANGES TO THE AGENDA/MINUTES APPROVAL:

The minutes from the 10/14/15 City Council Meeting, 10/29/15 Budget Workshop and 4/21/15 Special Meeting were reviewed. The final agenda for the November Regular City Council Meeting was also reviewed. Mayor May asked that we add JUB Engineering to the agenda. It was also requested by Kurt Danison to add Resolution 15-15, Resolution 15-16 and Ordinance 873 under the Shoreline Master Plan.

MOTION: Council Member Smyth 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, November 12, 2015, the Council, by a majority vote, does approve for payment those vouchers included in the voucher payment list and further described as follows:

October 2015 Manual Claim Fund vouchers 1457-1466, 55192, 55194-55201 and 55215-55223 as well as November 2015 Council Claim Fund vouchers 1498, 1499 , 55234-55245 and 55247-55287 in the total amount of \$271,885.12. Void check 55246 for \$316.78 was also included in the approval.

October 2015 Payroll check 1467-1497, 55101-55104, 55193, 55203-55214 and 55224-55230 in the total amount of \$182,435.17.

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.

BREWSTER POLICE DEPARTMENT:

STATS AND UPDATES:

Lieutenant Kelly Hook presented stats and updates for the BPD. He announced that Interim Chief Cariker was out on maternity leave, however, will be coming to work for 5 hours each Monday. Council Member Housden asked about people who are arrested and the amount of money the City has to pay for them while they are incarcerated for medical billings. Hook stated that the department is looking into this and researching whether they can put this burden on the defendant, possibly through restitution.

PUBLIC COMMENT:

Enrique Campos, Brewster resident and store owner, presented to Council with a complaint regarding a Brewster Officer and a recent shoplifting/theft that occurred at his store. He was angry at how the situation was handled and does not feel that the officer acted appropriately. This is the second time this has happened and he is very upset. Mr. Campos agreed to come and meet with Mayor May and Lieutenant Hook to discuss this further.

JUB: WATER TANK RESTORATION PROJECT UPDATES:

Steve James of JUB Engineering presented to discuss the Water Tank Restoration Project Updates. He stated that the project is moving forward as expected. In April of 2016, we will advertise for projects. He also reviewed the funding options, stated that Council will need to authorize to move ahead with securing funding with one of those two choices listed.

MOTION: *Council Member Housden made the motion to authorize moving forward with securing funding for our Water Tank Restoration Project and to proceed with selecting the Department of Health as a matching fund provider. Council Member Smyth seconded the motion and it passed unanimously.*

Council Member Housden asked about the rate study and how this has helped us in this process. Mr. James stated that without the rate study, and setting our rates accordingly, we would not qualify for funding and/or lose funding if we were to reduce them. Kurt Danison, City Planner, stated that the Reservoir Project is not the only project the City has coming up and this rate study will help us with funding in other areas as well. These rates are key for existing projects as well as future projects.

Public Works Director Lee Webster reviewed our Capital Facility Plan, pg. 17, which shows the lifespan of our infrastructure and reservoirs.

Mr. James stated that they have been working on our manganese issue, and will be making a presentation at the December Council meeting, and if approved, start the search for funding.

Mr. James reviewed the Professional Service/Consultant Agreement between the City and JUB Engineering. He asks for approval at this time.

MOTION: *Council Member Smyth made the motion to authorize the Mayor's signature on the Professional Service/Consultant Agreement between the City and JUB Engineering, contingent upon City Attorney review and approval. . Council Member Rieb seconded the motion and it passed unanimously.*

MAYOR MAY:

PUBLIC HEARING – SHORELINE MASTER PLAN:

City Planner Kurt Danison presented to discuss the Shoreline Master Plan, a continuance of the Public Hearing for the same from the October Council meeting. Danison also presented Resolution 15-15, 15-16 and Ordinance No. 873 for review and approval.

Mayor Jan May opened the Public Hearing at 6:35 pm. No comment was brought forth and Mayor May closed the Public Hearing at 6:36 pm.

RESOLUTION NO. 15-16 ANNOUNCING INTENT TO ADOPT AN UPDATED CITY OF BREWSTER SHORELINE MASTER PROGRAM:

MOTION: *Council Member Rieb made the motion to approve Resolution 15-16, announcing the City of Brewster's intent to adopt an updated Shoreline Master Program. Council Member Smyth seconded the motion and it passed unanimously*

RESOLUTION NO. 15-15 ADOPTING AMENDMENTS TO CITY OF BREWSTER COMP PLAN LAND USE ELEMENT AND MAPS & ORDINANCE NO. 873, TITLE 17 AMENDMENTS:

MOTION: *Council Member Smyth made the motion to approve Resolution No. 15-15 Amending the City of Brewster Comprehensive Plan Land Use Elements and Maps, as well as Ordinance No. 873 Amending Title 17 Chapters 17.08 and 17.30 of the BMC revising Definitions and Critical Areas Regulations and revisions to Title 19 pertaining to permitting procedures and processing for Critical Areas and Shorelines (with changes as outlined by K. Danison). Council Member Rieb seconded the motion and it passed unanimously.*

RATIFICATION OF MAYOR'S SIGNATURE-TASK ORDER 2015-15:

MOTION: *Council Member Rieb made the motion to authorize the ratification of Mayor May's signature on Task Order 2015-15. Council Member Erickson seconded the motion and it passed unanimously.*

RESOLUTION 15-11 – 2016 RATES AND FEES SCHEDULE:

The 2016 Rates and Fees Schedule was reviewed. The changes to the Cemetery rates for opening and closing costs were increased by \$200 to cover fees for equipment use.

MOTION: *Council Member Smyth made the motion to approve Resolution no. 15-11 setting the 2016-2019 City of Brewster Rates and Fees Schedule. Council Member Housden seconded the motion and it passed unanimously.*

WATER/SEWER RATE REVIEW:

(This was reviewed under the JUB Water Tank Restoration Project Updates with Steve James).

PUBLIC HEARING – PRELIMINARY BUDGET:

PUBLIC HEARING – PROPERTY TAX LEVY 15-12 AND EMS LEVY 15-13:

Mayor Jan May declared the Public Hearing for the 2016 Preliminary Budget open at 6:45 pm. No comment was brought forth. Mayor May closed the Public Hearing at 6:46 pm.

Mayor Jan May declared the Public Hearing for the 2016 Property Tax Levy open at 6:46 pm. No comment was brought forth. Mayor May closed the Public Hearing at 6:47 pm.

Mayor Jan May declared the Public Hearing for the 2016 EMS Levy open at 6:47 pm. No comment was brought forth. Mayor May closed the Public Hearing at 6:48 pm.

MOTION: *Council Member Housden made the motion to approve Resolution No. 15-12, 2016 Property Tax Levy. Council Member Erickson seconded the motion and it passed unanimously.*

MOTION: *Council Member Housden made the motion to approve Resolution No. 15-13, 2016 EMS Levy. Council Member Erickson seconded the motion and it passed with a vote of 4 in favor, none opposed and one abstained (Smyth).*

FIRE DISTRICT NO. 15 INTERLOCAL AGREEMENT/ANNEXATION DISCUSSION:

Mayor May reviewed the notes from discussions with the County. Annexation may be a viable option; however, the City will need further clarification from the District and County. Mayor May asked if the Council was in favor of pursuing this if it is feasible to annex with the District, depending upon the analysis completed by City Attorney Chuck Zimmerman

MOTION: *Council Member Housden made the motion to approve continuing to analyze pursuing the annexation with Fire District No. 15. Council Member Erickson seconded the motion, passed with a vote of 4 in favor, none opposed and one abstained (Smyth).*

OKANOGAN CO TRANSPORTATION & NUTRITION REQUEST FOR SUPPORT:

MOTION: *Council Member Housden made the motion to approve the Okanogan County Transportation and Nutrition request for funds, \$2K, and authorize the Mayors signature on the agreement once it has been completed. Council Member Smyth seconded the motion and it passed unanimously.*

MISTY RUIZ – CITY CLERK TREASURER:

FINANCE REPORT:

Clerk-Treasurer Ruiz reviewed the quarterly report. There have not been a lot of changes and we are on track financially as projected. Council had no questions for Ruiz.

LEE WEBSTER – PUBLIC WORKS DEPARTMENT:

PUBLIC WORKS UPDATES:

- The cemetery brush/debris pile has been chipped. As of Nov. 12th, the dump pile will be closed for the season, reopening in March 2016. Council Member Housden asked if the dump pile could be open one Saturday per month during peak season for those who are unable to get there on Thursdays (the regular day it is open). Housden also offered to volunteer to be there. Webster stated that we should be able to accommodate this.
- Representatives from Ferguson Waterworks will be here to help set up the Radio-read process for our water meters, with hopes to begin reading the radio meters we have installed in the near future.
- Mayor May stated she would like the City to begin offering free swim lessons for those children who have not had swimming lessons in the past. She also stated that she would be willing to personally fund this. Mayor May would like to see as many children as possible given the opportunity to learn to swim.
- Webster informed Council that plywood sheets have been installed in the gym at the Rec Center (for wall protection for activities). The plywood was donated by a Chelan contractor and installed by a local contractor. All materials and time were

donated. He thanked Karl Word for his help in getting the project set up and completed.

FIRE HALL ELECTRICAL PANEL UPDATE CHANGE ORDER #3 - MCKINSTRY:

MOTION: *Council Member Smyth made the motion to approve change order #3 from McKinstry for the Fire Hall Electrical Panel. Council Member Rieb seconded the motion and it passed unanimously.*

RESOLUTION 15-14 – USED EQUIPMENT PURCHASE:

Public Works Director Lee Webster reviewed the process of his search for a mini-excavator, purchasing new vs. used. This piece of equipment will be multi-functional for all departments; however it will be particularly useful at the cemetery with easier maneuvering and to preserve the grass. Ruiz was asked if the City could afford this purchase (\$46K used/\$55K new). She stated it could be paid for out of the water fund, or with the help of a Dept. of Ag Loan. Webster would like to continue his search at this time to find the best deal for the City. Council was in agreement.

COVE PARK/FOYLE PROPERTY SITE PLAN:

Webster stated he spoke with the DCPUD with respect to the Foyle Property (orchard between west cove entrance and the high school softball field). They are in favor of having this area converted to parking, as this is a huge issue at the Cove Park during peak season. They have asked that we have a site plan, and JUB will be assisting us with that. Webster also stated that the DCPUD will be redoing the restrooms at the park, possibly as early as 2017. The plan is to increase the size and number of stalls to meet the high demand during our summer months.

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

Mayor Jan May

ATTEST: _____
City Clerk/Treasurer, Misty Ruiz