

Mayor Jan May called the meeting to order at 6:03 p.m. Council Members present were Art Smyth, John Housden, Tim Rieb, Avis Erickson Ramiro Villagrana. Also present were Public Works Director Lee Webster, City Clerk Treasurer Misty Ruiz, Chief of Police Ron Oules, Deputy Clerk Desha Dawson and City Attorney Chuck Zimmerman

❖ **PLEDGE OF ALLEGIANCE –**

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

The minutes from 4/8/2014 City Council Meeting and the 4/14/2015 Special City Council Meeting were approved as submitted. The final agenda for the May 13<sup>th</sup> City Council Meeting was also approved with the addition of the O’Connell non-aviation lease.

***MOTION: Council Member Smyth made the motion to approve the above noted minutes and final agenda. Council Member Housden seconded the motion and it passed unanimously, vote 5-0-0.***

**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, May 13, 2015, the Council, by a majority vote, does approve for payment those vouchers included in the voucher payment list and further described as follows: April 2015 Manual Claim Fund vouchers 1246-1252, 5448-54492 and 54519 as well as May 2015 Council Claim Fund vouchers 1283, 54520 and 54522-54602 in the total amount of \$378,033.93.

April 2015 Payroll check numbers 1253-1282, 54407-54409, 54494-54504 and 54506-54515 in the total amount of \$121,795.53.

***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, vote 5-0-0.***

**PUBLIC COMMENT:**

**KARL WORD – UPCOMING EVENTS:**

Mr. Word thanked the City for their cooperation with the Cinco de Mayo event. It went very well, with minimal complaints and no mishaps. He stated that the circus will be coming to town on June 8<sup>th</sup>, for which he has submitted an event application. The Boys & Girls Club will be hosting the event. He also stated that he will be submitting an event application for the Brewster 4<sup>th</sup> of July Celebration. He is anticipating that there will be a parade, with the time to be determined (possible 7pm). He is unsure if there will be a free swim at the pool as in years past, and he will talk with pool manager Shan Miller regarding this.

**O’CONNELL NON-AVIATION LEASE REQUEST:**

An application for a non-aviation lease of Lot #79 at the Brewster Municipal Airport was presented. Shawn O’Connell has requested this lease. Council reviewed the proposed lease agreement. (It is noted that exhibit “A” referencing the lot description is not included in the lease packet, and this will be obtained).

**MOTION:** *Council Member Smyth made the motion to approve the BMA non-aviation lease agreement with Shawn O'Connell, for lot #79, and authorize the Mayor to sign said lease (once exhibit "A" is received). Council Member Rieb seconded the motion and it passed unanimously, vote of 5-0-0.*

**MAYOR MAY:**

**PROJECT CHANGE ORDERS:**

Paki Peralta of Erlandsen & Associates was present to discuss the change order requests #2 and #3 for the Angle Trailer Court Project. There is a change order regarding sewer line conflicts, as well as ball valve placement at connection sites at each trailer in the park.

**MOTION:** *Council Member Smyth made the motion to approve change orders #2 and #3 for the Angle Trailer Court Upgrade Project. Council Member Rieb seconded the motion and it passed unanimously, vote of 5-0-0.*

**MOTION:** *Council Member Smyth made the motion to approve payment of \$18,550 to Erlandsen & Associates for the above noted change orders for the Angle Trailer Court Project. Council Member Housden seconded the motion and it passed unanimously, vote of 5-0-0.*

**ENGINEERING SELECTION UPDATE:**

The City reviewed and conducted interviews for Water and Airport Engineers. The Committee (Housden/Rieb) stated it was the consensus of the interviewers and the scoring reports that JUB presented to be the most qualified for our system needs.

**MOTION:** *Council Member Rieb made the motion to select JUB Engineering as the most qualified firm to apply for general engineering services and Airport services for the City of Brewster, and to approve the agreement for services general and airport services and authorize the Mayor to execute the agreement. Council Member Housden seconded the motion and it passed unanimously, vote of 5-0-0.*

Airport Improvement Projects #2 and #3 were reviewed with Mary Vargas of the FAA today. These projects and the agreement were presented for review/ approval tonight.

**MOTION:** *Council Member Housden made the motion to authorize the City staff to negotiate the terms of the agreement with the JUB for the FAA Airport Improvement Projects #2 and #3 and authorize the Mayor to execute the agreement. Council Member Rieb seconded the motion and it passed unanimously, vote of 5-0-0.*

**RESOLUTION NO: 15-07:**

**MOTION:** *Council Member Smyth made the motion to approve Resolution No. 15-07, relating to or concerning declaration of portions of certain real properties surplus to the need of the water system. Council Member Rieb seconded the motion and it passed unanimously, vote of 5-0-0.*

**\*\*\*At 6:40 PM, Mayor May was called to work for an emergency. At this time, Mayor Pro Tem Art Smyth took over the meeting.**

**MISTY RUIZ – CITY CLERK TREASURER:**

**FINANCE REPORT:**

Ruiz reviewed what was presented. She stated that the report is a bit behind; noting that the additional work on preparing the CDBG Grant put her behind.

**ORDINANCE NO. 869 – BUDGET AMENDMENT:**

***MOTION: Council Member Housden made the motion to adopt Ordinance #869, amending Ordinance #865, City of Brewster 2015 Budget. Council Member Rieb seconded the motion and it passed unanimously, vote of 4-0-0.***

**NCB LINE OF CREDIT – RESERVOIR PROJECT:**

***MOTION: Council Member Rieb made the motion to approve the NCB draw-down line of credit for the Phase I and II of the Reservoir Project to \$3M. Council Member Housden seconded the motion and it passed unanimously, vote of 4-0-0.***

**PHOTOCOPIER/SCANNER REPLACEMENT REQUEST:**

Clerk Ruiz reviewed the copier/scanner replacement request and quote from Kelley Imaging. The cost increase would be \$18.00 per month more than what we currently pay. The new scanner/copier is more suitable to our needs and will save money for printing our utility statements as well.

***MOTION: Council Member Rieb made the motion to approve the upgrade in the City of Brewster copier/scanner. Council Member Housden seconded the motion and it passed unanimously, with a vote of 4-0-0.***

**ANGLE TRAILER COURT PROJECT PAYMENT REQUEST APPROVAL:**

***MOTION: Council Member Rieb made the motion to approve the payment of \$129,222.24 to Selland Construction for the Angle Trailer Court Project. Council Member Housden seconded the motion and it passed unanimously, vote of 4-0-0.***

**LEE WEBSTER – PUBLIC WORKS DEPARTMENT:**

**PUBLIC WORKS UPDATES/ PROJECT UPDATES:**

- Alley grading has been completed for \$2,500. Dust control will be applied once the rain has stopped.
- Angle Trailer Court Project is coming to a close.
- Pool project is coming along; however, weather is impeding the progress. Otherwise, it is going quite well with the opening date slated for mid-June. McKinstry is installing new heat pumps.
- Fire Hall upgrades are done with exception of the thermostats and door openers.
- Library upgrades are done, with the exception of installing the enclosure around the air handler.
- Ferry Street SRTS project is moving forward with respect to the City crew related projects.
- Recycling bins on Bridge Street across from Erlandsen's have been moved onto the City easement at the request of the property owner, where they were previously stored.
- Summer Food Program will be operational again this year.
- The striping of the City basketball court was started, but had to discontinue due to the rain. This will be completed once the weather allows.
- The CDBG Grant application is near complete.

Mayor Pro Tem Art Smyth noted that there is a broken garbage container (City owned concrete container). Public Works Director Lee Webster will check into this.

**BREWSTER POLICE DEPARTMENT:**

**STATS AND UPDATES:**

Chief of Police Ron Oules reported that the stats for the month are high, but in line with normal. There was 72 hours of OT for the department, with 55 of those being reimbursed. He stated that his officers will be working on the junk vehicle problem, starting in July. New officer Michael Robbins is part way through his FTO training and is doing well. He will be patrolling on his own at the end of June. Oules noted that the DARE program has held its graduation and is ending for the year. Council Member Rieb commended Officer Cariker for her work with the students and the DARE program. Chief Oules also informed Council that he has been researching body cameras for the officers, however is reluctant to purchase until he has had time to review which ones are the best. He noted that there is not a lot of funding available at this time for assistance in purchasing the cameras, but will keep looking.

**ADJOURNMENT:**

With there being no further business to come before the Council, the meeting was adjourned at 7:10 p.m.

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Mayor Jan May

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Mayor Pro Tem Art Smyth

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