

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

❖ PLEDGE OF ALLEGIANCE

ADDITIONS/CHANGES TO THE AGENDA/MINUTES APPROVAL:

The minutes from the 10/12/2016 City Council Meeting and the Special Budget Meeting were reviewed. The final agenda for the November Regular City Council Meeting was also reviewed.

MOTION: *Council Member May made the motion to approve the final agenda as noted above, with the addition of discussion regarding the roofing project by Council Member Housden. Council Member Housden seconded the motion and it passed unanimously.*

MOTION: *Council Member Housden made the motion to approve the above noted 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, November 9, 2016, the Council, by a majority vote, does approve for payment those vouchers included in the payment list and further described as follows:

October 2016 Manual Claim Fund vouchers 1946-1952, 56388-56390, 56404-56407 and 56413-56420 as well as November 2016 Council Claim Fund vouchers 56421-56501, 1015 and 1016 in the total amount of \$593,850.98.

October 2016 Payroll check numbers 1916-1945, 56328-56330, 56387, 56391-56403 and 56408-56412 in the total amount of \$115,699.48.

MOTION: *Council Member May made the motion to approve the above noted bills, void checks and payroll. Council Member Erickson seconded the motion and it passed unanimously.*

PUBLIC COMMENT:

ERIC DRIESSEN – POOL UPDATE/GRANT APPLICATION:

Mr. Driessen presented and discussed upcoming projects for the school, as well as some ideas they have regarding the Library, the Middle School Parking the Swimming Pool. They have presented with a preliminary partnership plan with the Murdock Foundation for the pool project, and are seeking Council approval to enter into this preliminary partnership agreement.

MOTION: *Council Member Erickson made the motion to approve moving forward with the Preliminary Partnership Agreement between the Brewster School District, the City of Brewster, the Boys and Girls Club of Brewster and the Douglas County PUD, and authorize the Mayor to sign the agreement. Council Member May seconded the motion and it passed unanimously.*

Driessen also gave updates on the Library and possible locations, if moved. He also discussed the parking for the new middle school and brought up the possibility of the City dirt lot that is located near the new middle school site. He discussed the possibility of going in partnership with the City to pave and stripe this and having it designated for multi-use (students, city patrons, fishermen overflow parking) as it has been in the past. He also brought up the idea of the City selling this to the school. Council Member May stated that these are all ideas to be considered, and would like to keep moving forward with discussions and would like to keep the lines of communication open.

CHIEF OF POLICE NATTALIE CARIKER:

STATS AND UPDATES:

Chief Cariker reviewed the department activities for the month of October. She also reviewed the recent training sessions, stats and overtime. She will be looking to order body cameras soon, and hopes to have GPS units installed in the patrol vehicles as well. Her department will continue to be involved in community oriented policing. She is hoping to have it budgeted for a replacement patrol vehicle, as one of the PD vehicles is out of commission and is not worth repairing. Cariker also stated that she and her officers will be helping with the enforcement of the alley clean-up/right of way clearing. The officers will be contacting property owners and handing out letters explaining what is allowed, and outline a set time frame for the property owner to remedy the problem. If the problem is not addressed with the warning, then tickets will be issued.

MAYOR ART SMYTH:

PUBLIC HEARING - RESOLUTION NO: 2016-17 – PROPERT TAX:

The Public Hearing for the Resolution No. 2016-17 regarding Property Tax was opened. There was no comment brought forth, and the hearing was closed.

PUBLIC HEARING - RESOLUTION NO. 2016-18 – EMS LEVY:

The Public Hearing for the Resolution No. 2016-18 regarding the EMS Levy was opened. There was no comment brought forth, and the hearing was closed.

MOTION: Council Member Erickson made the motion to approve Resolution No 2016-17 and Resolution No 2016-18. Council Member May seconded the motion and it passed unanimously.

RESOLUTION NO. 2016-19 – FEE SCHEDULE AMENDMENTS:

MOTION: Council Member May made the motion to approve Resolution No. 2016-19, amending the City of Brewster Fee Schedule. Council Member Erickson seconded the motion and it passed unanimously.

Council Member Housden noted that it had been previously stated by Council that there would be a review of the water and sewer rates at budget time. He noted that although we are not making any changes or increases from what was previously approved, he did want it noted that the rates were discussed.

DISCUSSION OF DRAFT ORDINANCE – INSTALLATION OF BROADCAST & RELAY TOWER WIRELESS COMMUNICATION FACILITIES:

The draft Ordinance was presented to Council for review, with further discussion to take place at the December 14th Council Meeting.

ORDINANCE NO. 880- DESIGNATION OF SCHOOL ZONES AND NON-INTERSECTION PEDESTRIAN CROSSWALKS WITHIN THE CITY:

MOTION: *Council Member Housden made the motion to adopt Ordinance No. 880. Council Member Rieb seconded the motion and it passed unanimously.*

CLERK TREASURER MISTY RUIZ:

MONTHLY FINANCE REPORT:

Clerk/Finance Director Misty Ruiz reviewed the monthly finance report. She stated that everything is right in line with normal. She stated that she will be making a payment to Apollo for the Reservoir project as soon as she receives the direct appropriations. She also stated that the State will schedule the exit audit for the City of Brewster soon.

ORDINANCE NO. 878 – 2016 BUDGET AMENDMENT:

MOTION: *Council Member Rieb made the motion to adopt Ordinance No. 878. Council Member Erickson seconded the motion and it passed unanimously.*

PUBLIC HEARING, ORDINANCE NO. 879 – PRELIMINARY BUDGET:

The Public Hearing for Ordinance No 879 regarding the City of Brewster 2017 Preliminary Budget was opened. There was no comment brought forth, and the hearing was closed. Approval of the final budget will most likely take place at the December 14th City Council Meeting.

ORDINANCE NO. 881 – IDENTIFYING THE CLERK/FINANCE DIRECTOR AS THE CHIEF FINANCIAL OFFICER OF THE CITY, DEFINE AND CONFIRM POWER/RESPONSIBILITIES:

MOTION: *Council Member May made the motion to adopt Ordinance No 881. Council Member Erickson seconded the motion and it passed unanimously.*

LEE WEBSTER – PUBLIC WORKS DEPARTMENT:

PUBLIC WORKS UPDATES:

- Apollo is moving right along with the Reservoir Project.
- Status updates from JUB regarding the Reservoir Project are good. Things are moving along nicely with hydro testing to begin next month. Scada/Telemetry is only waiting on the panels.
- Public Works Director Lee Webster recently attending the IACC Conference.
- The Manganese issue is being addressed, with research for potential well sites being performed.
- There was an issue with one of our PRV valves, however, upon investigation it was found to be a minor issue and was addressed.
- A large valve at the WWTP was replaced with the help of Apollo. All repairs were made in three hours, with three men.
- The TIB project on Griggs/Hanson/Indian/Jay from Bridge to 7th Street will be chip sealed next year.

ROOFING PROJECT UPDATE:

Council Member Housden noted that the Library roof repair should not be included on the project, as noted in the minutes from last month. Housden stated that the Library and Fire Hall roof issues will be addressed in 2017, as will be Fire Hall painting and cleanup project/request. We will move forward with obtaining bids for the Library/Fire Hall roofing project in the spring of 2017.

NON-UNION EMPLOYEE AGREEMENT UPDATE – CHIEF OF POLICE:

The non-union employees' compensation is set at the same rate as Union employees. When the other non-union employees were approved in that agreement, interim Police Chief Cariker had been left out of that agreement, and needs to be added.

MOTION: *Council Member May made the motion to approve a pay increase, per non-union employees contract, for Police Chief Nattalie Cariker at a rate of 1% for the year 2017, effective 1/1/2017, and 2% for the year 2018, effective 1/1/2018. Council Member Erickson seconded the motion and it passed unanimously.*

ADJOURNMENT: With there being no further business to come before the Council, the meeting was adjourned at 7:30 p.m.

Mayor Art Smyth

ATTEST: _____
City Clerk/Treasurer, Misty Ruiz