

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

❖ **PLEDGE OF ALLEGIANCE –**

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

The minutes from the 2/10/2016 City Council Meeting were reviewed. The final agenda for the March Regular City Council Meeting was also reviewed. The addition of the Easter Egg Hunt and the Parks Committee Update were requested.

**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, March 9, 2016, the Council, by a majority vote, does approve for payment those vouchers included in the voucher payment list and further described as follows:

February 2016 Manual Claim Fund vouchers 1631-1636, 55549-55554, 55556-55559, 55571-55577 as well as March 2016 Council Claim Fund vouchers 1666, 1667 and 55586-55637 in the total amount of \$280,226.71.

Void check numbers: 55571 for \$3,000.00, and 55572 for \$1,125.79.

February 2016 Payroll check numbers 1619-1625, 1637-1656, 55498-55555, 55560-55570 and 55578-55582 in the total amount of \$110,473.02.

***MOTION: Council Member May made the motion to approve the above noted minutes and final agenda, with additions noted above. Council Member Erickson seconded the motion and it passed unanimously.***

**PUBLIC COMMENT:**

**ERIC DRIESSEN – BREWSTER SCHOOL LEVY DISCUSSION:**

Brewster School Superintendent Eric Driessen presented to talk about the Brewster Community Pool and Public Library and give updates regarding the recent Brewster School Bond passage. Part of the original discussion regarding the bond passage was possibly enclosing the pool area for year round use. Council Member Housden stated that the Park & Rec Committee has discussed this and does not see this being a financially feasible endeavor for the City, as we cannot afford to keep it staffed year round. Maintenance costs and potential humidity issues are also of concern. Driessen stated that he and the school are willing to work with the City to possibly come up with a resolution to these issues in the future.

With respect to the Library, there has been discussion of possibly combining our Public Library with the school. Driessen has talked with the North Central Regional Library. Further talks will take place between the NCRL, City of Brewster and the Brewster School before any decisions are made. Driessen specifically stated he does not want to interfere with any current contracts and would like to make sure there are no financial burdens to anyone.

EMERGENCY MANAGEMENT LOCAL AND STATE – MAURICE GOODALL:

Maurice Goodall from Okanogan County Emergency Management was here to introduce himself and to go over the role that their agency has in our area and the services they provide. He explained their budget and how each City's fees are determined. He discussed upcoming events and staff training that will take place to make the services they provide to our County even stronger. Mr. Goodall noted that the City of Brewster will need to provide a letter of intent to participate in the Emergency Management Program in order for them to apply for grants to assist in Emergency Management for our areas. We will also need to list a Primary and Secondary contact person within the City as well.

EVENT APPLICATION – MASONS/BOYS & GIRLS CLUB EASTER EGG HUNT:

**MOTION:** *Council Member Housden made the motion to approve the Mason's/Boys & Girls Club Sponsored Easter Egg Hunt at the City Park. Council Member Rieb seconded the motion and it passed unanimously.*

BREWSTER POLICE DEPARTMENT:

STATS AND UPDATES: (Presented by Lieutenant Kelly Hook)

Lieutenant Hook reviewed the stats and overtime numbers for the department. Interim Chief Cariker is attending Command College training and could not be at this meeting. Hook noted that updates to the Policy and Procedures for the BPD are taking place, at the recommendation of the City's insurance carrier. Hook noted that agency assist numbers are being looked into as well. There will be a free clinic to check car seats at the Three Rivers Hospital on March 24<sup>th</sup> from 2pm to 4pm.

MAYOR SMYTH:CITY WIDE CLEAN UP DISCUSSION:

Council again discussed the necessity of the spring clean-up, performed by the City crew. This has been a great service to offer our residents; however, it is not cost effective for the City to continue this service. Discussion was held regarding whether or not to continue with the spring clean-up and it was determined that we will not provide the service this spring, with a date tentatively set for one final clean-up for September or October of this year. In lieu of not providing this service beginning in 2017, the Council decided that the City yard debris pile at the cemetery will be open on Thursdays, and on Saturday during the spring/summer/fall season to allow City residents to self-transport their yard debris to, free of charge. A copy of a City utility bill will be required for residents to use this facility. Council was very specific on the need to educate and inform residents of the changes to come. City Staff will put notices in the utility statements, as well as a newsletter to residents.

**MOTION:** *Council Member May made the motion to discontinue the annual Spring cleanup of yard debris, to set a date for a final clean up in the fall of 2016, and requests that an Ordinance be drawn up for 2017 indicating the rules for disposal of yard waste by City residents, setting hours and requirements for use of the City debris pile located at the Cemetery and setting fees for resident requests for yard debris removal from their property by City personnel. Council Member Erickson seconded the motion and it passed unanimously.*

INTERIM POLICE CHIEF CONTRACT AMENDMENT:

**MOTION:** *Council Member May made the motion to approve the amendment to Memorandum of Agreement and Letter of Appointment between the City of Brewster and Interim Police Chief Nattalie Cariker. The Agreement is amended to continue until the City has appointed Cariker, or another person, to the position of Full Time Police Chief on or before June 30, 2016. Council Member Erickson seconded the motion and it passed unanimously.*

PARK AND REC COMMITTEE UPDATES (provided by Council Member Housden):

Council Member Housden stated that at the last meeting of the Park and Rec committee, development of the Foyle property was discussed. There are multiple studies, including soil testing that will need to be performed. Voluntary Action Clean-up monies are not available for this now. The cost of performing these studies is in the \$15K range. Public Works Director Webster recommended waiting until funding becomes available, as the City cannot afford it at this time.

The PUD has given the ok to grade out the West Cove entrance along the fence line and place gravel in this area to allow for better flow of traffic and to encourage parking off of the curb. The curb line will be painted to indicate a no parking area. It was also discussed that the SE and NW edge of the soccer field will be squared up to run in line with the new basketball court. Gravel will be placed in this area to allow for additional parking during the peak months of park use. It was also noted that the PUD has stated they will be replacing the Cove Park restrooms in 2017. The shoreline erosion issue will be addresses at the Cove Park in September of this year.

Housden asked if we can perform some preventative maintenance on the Rec Center, as it is in need of some caulking and paint. Webster stated he will look into this.

MISTY RUIZ – CITY CLERK TREASURER:

MONTHLY FINANCE REPORT:

Clerk Treasurer Misty Ruiz reviewed the financial reports. Ruiz also stated that she would like Council consideration and authorization to temporarily transfer \$200,000 from the NCNB Money Market account to Wells Fargo Bank in order for the City to open a line of credit for new City credit card accounts. Once the line of credit is established, the money will then be transferred back to the original account.

**MOTION:** *Council Member May made the motion authorizing Clerk Treasurer Misty Ruiz to temporarily transfer \$200,000 from the NCNB Money Market account to Wells Fargo Bank in order to establish credit for the City Credit Card accounts. Council Member Rieb seconded the motion and it passed unanimously.*

LEE WEBSTER – PUBLIC WORKS DEPARTMENT:

PUBLIC WORKS UPDATES:

- Crewmembers Tyler Stotts and Chris Pruitt recently received their Water Management certification. Stotts has received WDMI and Pruitt received WDMII.
- Public Works Director Webster will be attending a Public Works Workshop – tuition is being reimbursed by WCIA.
- The City did apply for a grant for the sewer rodder replacement. We did not receive the award.
- The Anderson Field land purchase (Gebbers Farms) has been completed.

- Work with the FAA for the Airport projects are moving forward.
- City-wide alley grading will take place within the next couple of weeks. Stan Kvistad will be performing this once again for the City.
- Webster noted that the Rec Center doors were damaged once again. The doors were able to be bent back into place and are currently locking, but we will need to set up some security cameras to catch whoever is doing this.
- Public Works Director Webster stated that the Parks Department John Deere Gator has finally worn out. It will cost more to repair than it would to replace it. He would like Council consideration and approval to purchase a new one at a cost of \$8,725.46. This is a highly used piece of equipment for parks/cemetery.

***MOTION: Council Member May made the motion to approve the purchase of a new John Deere Gator for the cost of \$8,725.46. Council Member Erickson seconded the motion and it passed unanimously.***

- Hydrant/line flushing will take place at the end of March and continue through the first week or so of April.
- Public Works Director Lee Webster stated that the meter replacement project is moving along, however would like Council authorization to purchase at least \$100K more meters and radio heads in order to have enough supply to consistently keep the replacement of the old meters moving along.

***MOTION: Council Member May made the motion to approve the purchase of up to \$100K in water meters and radio heads to complete the City wide meter replacement project. Council Member Erickson seconded the motion and it passed with a vote of four (4) in favor and one (1) opposed. (Council Member Housden opposed).***

- Discussion was held with respect to the Brewster Swim Team and their use fees. In years past, they have paid \$600 per year for use of the pool. We have also, in years past, paid the Swim Team to distribute our Annual Water Reports door to door. Webster proposes that we not charge them a fee for use of the pool, however require that each member of the Swim Team purchase a City pool season pass.

***MOTION: Council Member Housden made the motion to approve the revised policy for the use of the City Pool by the Brewster Swim team, to eliminate the current team fee policy and instead require each member of the Swim Team to purchase an individual season pass. Council Member Rieb seconded the motion and it passed unanimously.***

- Public Works Director Webster stated that JUB Engineering has gone over the rough figures on the Police Department building repairs. They estimate it will cost between \$250-\$300 per square foot to replace it. Webster also stated that the water crew had performed an investigation on a potential water leak at the City Hall. It was noted that there is not a water meter for the building. The crew installed a meter on the line they believed to be the main feed for the building. After two days of working on this, it was determined that there are indeed two lines that feed the building and the public restroom water cannot be turned off, nor isolated to which line is feeding it. Therefore, the ability to determine if there is a leak cannot be performed due to how the water is supplied. Further investigation will be performed after the issue of asbestos is addressed.

RESERVOIR PROJECT UPDATES:

Clerk Treasurer Ruiz stated that the DOH had declined the 30% forgiveness on the Reservoir Replacement Project monies, however after many phone calls and conversations with the DOH, they have now agreed to reinstate the original offer of the 30%. The project is moving forward and will begin later this spring.

PROPOSED TC (TOURIST/COMMERCIAL) ZONE – RESOLUTION NO. 16-02:

City Attorney Chuck Zimmerman reviewed Resolution 16-02. The following motion was made:

**MOTION:** *Council Member May made the motion to approve Resolution 16-02, directing the City of Brewster Planning Commission to conduct public hearings concerning the creation of a new TC (Tourist Commercial) District Zone in the City and appropriate amendments to the City Comprehensive Plan and official zoning maps. Council Member Housden seconded the motion and it passed unanimously.*

CONDITIONAL USE PERMIT/VARIANCE PUBLIC HEARING (CATHOLIC CHURCH:

At 7:42 pm, Mayor Smyth opened the Public Hearing for the Sacred Heart Parish Conditional Use Permit and Variance Request. Dan Webster and Wynn Webster, from the SHP, were present. The Staff Report from the Planning Commission was reviewed. It is the recommendation of the Planning Commission, to the Council, to approve the Conditional Use Permit/Variance. No public comment was brought forth. Mayor Smyth declared the Public Hearing closed at 7:45 pm.

**MOTION:** *Council Member May made the motion to approve the Sacred Heart Parish Conditional Use Permit/Variance Request based upon the Findings of Facts of the Planning Commission and as conditioned by the planning Commission all as set forth in the written recommendation of the Planning Commission as set forth in the Staff Report dated March 8, 2016. Council Member Rieb seconded the motion and it passed unanimously.*

**ADJOURNMENT:** With there being no further business to come before the Council, the meeting was adjourned 8:00 p.m.

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Mayor Art Smyth

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