

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

**MOTION:** *Council Member Housden made the motion to approve the excused absence of Council Member Jan May. Council Member Rieb seconded the motion and it passed unanimously.*

❖ PLEDGE OF ALLEGIANCE –

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

The minutes from the 3/09/2016 City Council Meeting were reviewed. The final agenda for the April Regular City Council Meeting was also reviewed. It was noted that agenda item e.2 (Public Event Applications) would be moved to Public Comment, as well as d.4 (Resolution 16-04) and the addition of Resolution No. 16-05 under JUB, Public Comment.

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

**MOTION:** *Council Member Rieb made the motion to approve the above noted minutes. Council Member Housden 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, April 13, 2016, the Council, by a majority vote, does approve for payment those vouchers included in the payment list and further described as follows:

March 2016 Manual Claim Fund vouchers 1668-1670, 1691, 1692, 55639-55642, 55644, 55645, 55661-55663 and 55665-55667 as well as April 2016 Council Claim Fund vouchers 1693, 1694, 55668-55670 and 55673-55740 in the total amount of \$163,005.68.

March 2016 Payroll check numbers 1657-1665, 1671-1690, 55583-55585, 55638, 55643, 55646-55660 and 55664 in the total amount of \$114,695.67.

**MOTION:** *Council Member Housden made the motion to approve the above noted bills and payroll. Council Member Rieb seconded the motion and it passed unanimously.*

**PUBLIC EVENT APPLICATIONS:**

**THREE RIVERS HOSPITAL COMMUNITY WALK EVENT APPLICATION:**

***MOTION:*** Council Member Rieb made the motion to approve the above requested event application for Three Rivers Hospital. Council Member Erickson seconded the motion and it passed unanimously.

**CINCO DE MAYO AND MOTHER'S DAY CELEBRATION EVENT APPLICATION (LA MILPA):**

***MOTION:*** Council Member Rieb made the motion to approve the above requested Event Application for La Milpa (Cinco de Mayo/Mother's Day) Celebration. Council Member Housden seconded the motion and it passed unanimously.

**PUBLIC COMMENT:**

**BREWSTER SWIM TEAM PARENTS GROUP:**

Several representatives of the Swim Team Parents Group were present to discuss the City fees for the Brewster Swim Team participants for 2016. After much discussion, the following motion was made:

***MOTION:*** Council Member Housden made the motion to set the Brewster Swim Team Individual Season Pass fee at \$45.00 per participant for the 2016 season (if not included on a City of Brewster regular season family pass). Council Member Erickson seconded the motion and it passed unanimously.

**JANET BURTS – OKANOGAN COUNTY ANIMAL SHELTER PROPOSAL:**

Ms. Burts presented this evening to review the plans she and others have to try and establish a much needed animal shelter in Okanogan County (OPETS). She reviewed their goals and their plans to obtain funding for this program. The plan is to have this shelter operate under a 501(c)3 status. At this time, they are reaching out to those Cities in Okanogan County who would benefit from this, as they are currently relying on outside sources to transport lost and unclaimed dogs in their areas. If established, each City would pay for the use of the facility based on population. She is seeking letters of support from those who are interested in helping and Cities that would be in favor of this program. Mayor Art Smyth will draft a letter of support in favor of OPETS. Those in attendance commended her on her efforts and recognize the desperate need for a shelter in our area.

**RESERVOIR PROJECT UPDATES – STEVE JAMES, JUB:**

Steve James of JUB Engineering presented and reviewed the agenda for the Reservoir Project. He stated at this time, he needs Council authorization to advertise the tank upgrades project for bids.

***MOTION:*** Council Member Rieb made the motion to authorize JUB Engineering to advertise the Tank Upgrades Project for bids. Council Member Housden seconded the motion and it passed unanimously.

Mr. James also reviewed the Manganese Treatment Options memorandum. A Hydrologist has reviewed our studies and believes there may be a bacterial issue and there are several options available to treat this, but it is treatable. Mr. James stated that JUB will present at the May Council meeting with a menu of manganese treatment options and funding possibilities. He stated that there is a good possibility of incorporating the manganese treatment with some of our pipeline replacement projects.

**BREWSTER POLICE DEPARTMENT:**

**STATS AND UPDATES:**

Interim Police Chief Cariker reviewed the notices sent out in the Council Packets. She also reviewed the Stats and Overtime. Cariker noted that her department will be attending some mandatory training. She has also been checking into contracting animal control and will come back with more information and numbers next month.

Cariker also noted that she has received 2-week notice from Officer Gordon Mitchell. His last day of work will be April 22<sup>nd</sup>. Cariker will open the position up next month and she is hoping to have his position filled by a lateral. There is also a provisional officer who can help with coverage from time to time.

**NORTH CENTRAL WA NARCOTICS TASK FORCE AGREEMENT:**

***MOTION: Council Member Rieb made the motion to approve 2016-2017 North Central Washington Narcotics Task Force Operational Agreement, and the participation fee of \$3,000. Council Member Erickson seconded the motion and it passed unanimously.***

**MAYOR SMYTH:**

**NEW AIRPORT LEASE - LIFE FLIGHT NETWORK/TERMINATION OF MED STAR LEASE:**

***MOTION: Council Member Housden made the motion to authorize Mayor Smyth to execute the new Airport Lease with Life Flight Network, and following the execution of the new lease, to terminate the previous Med Star Lease. Council Member Rieb seconded the motion and it passed unanimously.***

**MISTY RUIZ – CITY CLERK TREASURER:**

**MONTHLY FINANCE REPORT:**

Clerk Treasurer Ruiz reviewed the monthly and quarterly financial reports. She stated that we are currently at 26% of our budget revenues at this time. Ruiz also noted that she has not received the jail fee billing statement from the County. She had contacted them recently and requested that we receive them and was told we should have them by April 8<sup>th</sup>. To date, she has not received a statement.

**ORDINANCE NO. 874, BUDGET AMENDMENT:**

***MOTION: Council Member Housden made the motion to adopted Ordinance No 874, amending Ordinance No 872, the City's 2016 Adopted Budget Ordinance. Council Member Rieb seconded the motion and it passed unanimously.***

RES. 16-03 – SUPPORT FOR ADEQUATE FUNDING OF MRSC:

**MOTION:** *Council Member Housden made the motion to approve Resolution No. 16-03, expressing support for adequate State Funding of the Municipal Research and Services Center. Council Member Rieb seconded the motion and it passed unanimously.*

RES. 16-04 – WSDOT GRANT MATCH FUNDS AVAILABILITY:

**MOTION:** *Council Member Rieb made the motion to approve Resolution No. 16-04, the Washington State Department of Transportation Aviation guaranteeing Grant match funds availability. Council Member Villagrana seconded the motion and it passed unanimously.*

AGREEMENT FOR ENGINEERING – AIRPORT SERVICES:

**MOTION:** *Council Member Erickson made the motion to authorize the Mayor to execute the Agreement for Airport Engineering Services, contingent upon legal review of the agreement. Council Member Rieb seconded the motion and it passed unanimously.*

RES. 16-05, FEDERAL PROCUREMENT POLICES AND PROCEDURES (FAA):

**MOTION:** *Council Member Rieb made the motion to approve Resolution No. 16-05, adopting Federal Procurement Policies and Procedures required by the FAA. Council Member Housden seconded the motion and it passed unanimously.*

REINVESTMENT OF PERPETUAL CARE FUNDS:

**MOTION:** *Council Member Rieb made the motion to authorize the reinvestment of the City's Perpetual Care Funds by Clerk/Treasurer Misty Ruiz. Council Member Erickson seconded the motion and it passed unanimously.*

LEE WEBSTER – PUBLIC WORKS DEPARTMENT:

PUBLIC WORKS UPDATES:

- Webster reported that the spring alley grading has been completed.
- The NW edge of the soccer field has been graded, and the grass has been cut back so that it is now in line with the new Goehry Memorial Basketball Court.
- The east side of the West Cove entrance has been graded and will have gravel put down in the near future for parking. The curb will be painted yellow with “no parking” instructions as well.
- Cemetery yard debris pile will open on 4/14/16. Volunteers for Saturday are still needed.
- The Planning Commission is interested in a joint work session with Council. A date will be set when the Chairman (Pedro DelaCerde) returns to Brewster.
- The “line popper” was used to clear some water lines on the previous Monday. The first attempt was great; the second attempt at a different location unroofed a line break. This was not caused by the popper, and was probably a preexisting weakness. The line was repaired. We did purchase the tool as it does work well.
- Line flushing is still scheduled to be done, however with several projects currently being completed, the flushing will more than likely be carried out in April.

- The Mutual Irrigation issue has been discussed with Mike Knowlton. The line will not be on until the end of April. A letter was sent requesting that they have their line repaired by the end of May. If not repaired, the City may have to dig up the line and cap it until they can repair it so that it does not continue to erode our street away.

SET PUBLIC HEARING DATE FOR THE SIX-YEAR STREET PLAN:

**MOTION:** *Council Member Rieb made the motion to set the date of May 11<sup>th</sup>, at 6pm for the Public Hearing of the City of Brewster Six-Year Street Plan. Council Member Erickson seconded the motion and it passed unanimously.*

SURPLUS OF CITY EQUIPMENT:

Public Works Director Lee Webster has requested Council authorization to surplus two Chevy S-10 Vehicles as well as three old mowers.

**MOTION:** *Council Member Rieb made the motion to approve the surplus of the above mentioned equipment and vehicles, as outlined in Resolution No. 16-01. Council Member Erickson seconded the motion and it passed unanimously.*

WATER DEPARTMENT FULL-TIME POSITION:

Public Works Director Lee Webster noted that he would like to hire an additional full-time person in the Water Department. The money is in the budget to support this position.

**MOTION:** *Council Member Erickson made the motion authorizing Public Works Director Lee Webster to advertise for, and hire, an additional full-time employee in the Water Department. 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 8:35 p.m.

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Mayor Art Smyth

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