

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

❖ PLEDGE OF ALLEGIANCE

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

The minutes from the 6/16/2016 Special City Council Meeting and the 7/13/2016 City Council Meeting were reviewed. The final agenda for the July Regular City Council Meeting was also reviewed.

**MOTION:** *Council Member Rieb made the motion to approve the above noted final as noted above. Council Member May seconded the motion and it passed unanimously.*

**MOTION:** *Council Member May 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, August 10, 2016, the Council, by a majority vote, does approve for payment those vouchers included in the payment list and further described as follows:

July 2016 Manual Claim Fund vouchers 1831-1833, 1839, 56056, 56060-56064, 56097 and 56098 as well as August 2016 Council Claim Fund vouchers 1841, 56099 and 56104-56179 in the total amount of \$152,635.14. Void Check numbers 56059, 56060 and 56003.

July 2016 Payroll check numbers 1806-1830, 1834-1838, 55984-55986, 56057, 56058 and 56065-56096 in the total amount of \$130,754.81.

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

**PUBLIC COMMENT:**

Wilbur Pio of Wilbur's Auto Repair presented this evening to inquire about the use of ATV's (side-by-sides) in the City limits. Chief Cariker noted that Omak permits the use of these vehicles, and stated that we may be able to obtain a copy of that Ordinance for reference if the City of Brewster should decide to pursue this. The City Council, as a whole, was in favor of checking into this; specifically detailing what the requirements would be from a PD standpoint and addressing safety concerns. City Attorney Julie Norton will prepare a draft for the September Council meeting for review.

**MOTION:** *Council Member May made the motion to authorize City Attorney Julie Norton to create a draft ATV Ordinance for the City of Brewster, with the possibility of setting a Public Hearing date for the Ordinance, if approved at the September Council. Council Member Rieb seconded the motion and it passed unanimously.*

**CHIEF OF POLICE NATTALIE CARIKER:**

**STATS AND UPDATES:**

- Cariker reported that the National Night Out went very well, with over 250 people in attendance. There were many vendors and agencies who participated. It is hoped to have this in conjunction with the Health Fair next year.
- There were nine (9) applicants for the vacant officer position.
- She reported that her staff will receive mandatory reporting training, and will be undergoing defensive tactics training as well.
- There were 121 complaints for the month of July, with 20 agency assists.
- The overtime for the month of July included holiday hours, which is unavoidable due to staffing for the holiday events.
- There are two patrol cars currently in the shop. The Explorer is having an A/C issue repaired. The 2012 White Charger has been in Wenatchee for the past 3 weeks having engine repair/overhaul done under warranty – as it was “pushed over the edge” performance wise.

**MAYOR ART SMYTH:**

**AUTHORIZATION FOR CHANGE ORDER FOR RESERVOIR PROJECT:**

***MOTION: Council Member May made the motion to approve Change Order #1 for the Reservoir Replacement Project (including the soft spot repair and sales tax correction) and to raise the change order threshold to \$25K for this project only. Council Member Rieb seconded the motion and it passed unanimously.***

**RESOLUTION NO. 2016-08 – FEE SCHEDULE CHANGES RE: DOG FEES, PARK USE AND ADMINISTRATIVE PERMITS:**

***MOTION: Council Member May made the motion to approve Resolution No. 16-08, fee schedule changes for Dog Impound/Licensing; Park Use and Administrative Permit fees. Council Member Rieb seconded the motion and it passed unanimously.***

**FIRE HALL PAINTING:**

A volunteer from the Brewster Fire Department would like to repaint the Fire Hall, however would like the City to provide the paint. The color choices (gray/red) were presented for the Fire Hall. Public Works Director Lee Webster stated that City Hall building is in desperate need of paint as well. He stated that the summer help crew can assist with prep and painting. The color choices of beige and blue were presented as the City Hall colors. Pedro DelaCerde would like to see the piles of debris behind the Fire Hall cleaned up, if possible.

***MOTION: Council Member May made the motion to approve the painting of the Fire Hall and City Hall with the colors presented. The City will provide the paint for the Fire Hall, and the labor will be provided by the volunteer. Council Member Rieb seconded the motion and it passed unanimously.***

**SET PUBLIC INFORMATION MEETING DATE FOR WATER COMP PLAN UPDATE:**

A customer on Sunset Drive who is currently on an outside water service line has requested to subdivide his property and would like to connect these lots to the City water service. The City will need to amend the current Water Comp Plan to include Sunset Drive on the service area map. It is noted that a Public Information Meeting will need to be held prior to the September Council meeting.

**MOTION:** *Council Member Rieb made the motion to set the date for the Public Information Meeting regarding the Water Comp Plan Service Area Amendment for September 14<sup>th</sup> at 5:30 pm at the City Hall Council Chambers. Council Member Erickson seconded the motion and it passed unanimously.*

**CLERK TREASURER MISTY RUIZ:**

**MONTHLY FINANCE REPORT:**

Clerk Treasurer Misty Ruiz reviewed the monthly finance report. There were no questions from Council

Ruiz also reviewed discussions with the Fire District regarding the proposed annexation. She stated that the Fire District did not correspond with the DOR/Attorneys. Ruiz was then instructed to inquire with the County. She reviewed the cost comparisons of property tax levy monies, which show a significant increase to the citizens if the annexation were to occur. City Attorney Julie Norton stated her office has not received any correspondence from the District or their attorney as well.

**MOTION:** *Council Member Housden made the motion to table discussions regarding the Fire District and possible annexation until 2017. Council Member Erickson seconded the motion and it passed with a vote of 5-0-1. Mayor Art Smyth abstained from the discussion, and the vote.*

**LEE WEBSTER – PUBLIC WORKS DEPARTMENT:**

**PUBLIC WORKS UPDATES:**

- The PRV Station is running well and will be adequate for our Reservoir Project.
- The Plug-Popper has been used on several lines in town with significant improvements in water pressure when compared with before and after testing. More line popping will be performed as time allows.
- The Brewster Community Pool will close for the season on August 19<sup>th</sup>.
- The crew is attempting to repair the street sweeper (old) at this time.
- Webster asked for Council input and authorization to obtain a waiver from personal residents in order for the City to perform back flushing of home water systems to clear out black water caused by Manganese in certain areas of town. Council stated that if the homeowner signs an authorization/waiver, that the owner will not hold the City liable for any damages that may be caused by this, they consent to the City providing this service if requested by the homeowner as part of a request for repairs.

**ROOF REPAIR REQUEST/QUESTIONS:**

Public Works Director Lee Webster reviewed estimates from SmartChoice Washington for placement of SPF (Spray Polyurethane Foam) on the City Hall/Police Department and Library/Fire Hall buildings. These are all flat roof structures that have had several issues over the years with leaking. Council is concerned with the time frame to do this prior to winter and wonder if possibly declare the repair as an emergency in order to get it done quickly and prevent further deterioration. They would, however, like to obtain bids and move forward as quickly as possible.

**MOTION:** *Council Member May made the motion to approve moving forward with obtaining bids to perform the SPF application to the roof of City Hall, PD Fire Hall and Library. Council Member Rieb seconded the motion and it passed unanimously.*

APOLLO REQUEST FOR PAYMENT AUTHORIZATION:

**MOTION:** *Council Member Erickson made the motion to approve the Apollo request for payment, Contract Application for Payment No. One (1) in the amount of #317,533.57 and authorize the Mayor to sign said order. Council Member Rieb seconded the motion and it passed unanimously.*

JUB – RESERVOIR PROJECT UPDATE:

Steve James of JUB was present to discuss updates and progress on the Water Reservoir Project and the Water Comp Plan Amendment. There were no questions raised from Council.

SURPLUS EQUIPMENT AUTHORIZATION REQUEST:

Public Works Director Lee Webster requested Council authorization to surplus the two snow blowers/mowers that are no longer needed or used by the City crew.

**MOTION:** *Council Member Erickson made the motion to approve the surplus of the two snow blowers/mowers. Council Member Rieb seconded the motion and it passed unanimously.*

FERRY STREET SCAP APPLICATION:

**MOTION:** *Council Member Rieb made the motion to approve the Small City Funding Application (SCAP) for the Ferry Street Improvements. Council Member Housden seconded the motion and it passed unanimously.*

SR 173/CHIP SEAL APPLICATIONS:

**MOTION:** *Council Member May made the motion to approve the 2016 Small City Preservation Program (SCPP) Funding Application for the SR173/Chip Seal Project and authorize ratification of Public Works Director Lee Webster's signature on the application. Council Member Erickson seconded the motion and it passed unanimously.*

INDIAN AVENUE/1<sup>ST</sup> STREET/RV PARK PRESERVATION PROJECT:

**MOTION:** *Council Member Housden made the motion to approve acceptance of the Bid Packet for the Indian Avenue/1<sup>st</sup> Street/RV Park project and to move forward with obtaining bids for the project. Council Member May seconded the motion and it passed unanimously.*

JUB TASK ORDER – 2016:

**MOTION:** *Council Member Rieb made the motion to approve JUB Task Order 2016-01, including preparation of the preliminary specifications and bid package for chip sealing of the Indian Avenue, 1<sup>st</sup> Street and the RV parking lot, in the amount of \$3,500.00. Council Member Housden seconded the motion and it passed unanimously.*

CSI CONTRACT TERMINATION:

**MOTION:** *Council Member May made the motion to authorize the Notice of Termination of Agreement for Consulting Services with Construction Special Inspection (CSI) for Project No. 70-15-049, effective August 12<sup>th</sup>, 2016. Council Member Rieb seconded the motion and it passed unanimously.*

STRATA SPECIAL INSPECTION SERVICES CONTRACT (GEOTECHNICAL):

**MOTION:** *Council Member Housden made the motion to approve the Professional Services Agreement for Special Inspection Services through Strata for the Reservoir Replacement Project, pending approval and review of said contract by Strata and the City of Brewster and authorize the Mayors signature on the contract once approved. Council Member May seconded the motion and it passed unanimously.*

Z-ENGINEERING SPECIAL INSPECTION SERVICES CONTRACT (ELECTRICAL):

**MOTION:** *Council Member Erickson made the motion to approve the Professional Services Agreement for Programmable Services through Z Engineers, PLLC, contracted through JUB Engineering, for the Reservoir Replacement Project, pending approval and review of said contract by Z Engineers and the City of Brewster and authorize the Mayors signature on the contract once approved. Council Member May seconded the motion and it passed unanimously.*

AIP-2 CLOSE OUT FOR 2012 PAVEMENT PRESERVATION PROJECT (CONTRACT WITH JUB):

**MOTION:** *Council Member May made the motion to approve Closeout of the 2012 Pavement Preservation Project and AIP 3-53-0009-002-2012 Grant for Anderson Field. 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 at 7:37 p.m.

\_\_\_\_\_  
Mayor Art Smyth

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