

Mayor Art Smyth called the meeting to order at 6:00 p.m. Council Members present were Avis Erickson, Emmanuel Hurtado, Tim Rieb, Jan May and John Housden. Also present were Public Works Director Lee Webster, Chief of Police Marcos Ruiz, Finance Director Misty Ruiz and Deputy Clerk Desha Rupeiks.

**PLEDGE OF ALLEGIANCE**

The Regular Council meeting minutes from November 13, 2019 were reviewed. The final agenda for the December City Council meeting was also reviewed. The addition of a JUB Update and the 2020 PD Salary Schedule Clarification was requested.

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

**PAYROLL AND ACCOUNTS PAYABLE:**

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 December 11, 2019, the Council, by a majority vote, does approve for payment those vouchers included in the voucher payment list and further described as follows:

November 2019 Manual Claim Fund vouchers numbers 3269, 3284-3286, 60373, 60380-60382, 60401-60406 in the amount of \$22,140.64 as well as December Council 2019 Claim Fund vouchers numbers 1283, 1284, 3270, 60407, 60409-60470 in the total amount of \$252,848.36.

November 2019 Payroll checks numbers 3234-3268, 60285, 60289, 60290, 60371, 60372, 60374-60379 and 60383-60400 in the total amount of \$150,895.75.

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

**PUBLIC COMMENT**

**DEPARTMENT OF ECOLOGY WWTP OPERATORS AWARD:**

Dave Matthews from the Department of Ecology presented the Brewster WWTP with the 5 years of Outstanding Performance Award. This is not an easy achievement to attain, and commended the WWTP staff, Dale Parks, Kerry Heen and Lance Evans on their diligence and hard work.

**JUB UPDATES:**

Michelle Johnson and Steve Day from JUB Engineering were present to give updates on the manganese removal project as well as the General Sewer Plan. The test pump was completed in early November with final water quality results and water level data pending. The draft preliminary engineering report will be submitted to DOH. Survey work is complete with the design underway. The final determination on an additional well site will be made based on the outcome of the water quality/test pump data. The well house and pipeline projects will be bid separate to promote bids from specialty contractors. The schedule for these projects is to be ready for bid in the spring of 2020 with anticipated construction to begin in summer of 2020.

Steve Day distributed and reviewed the proposed capital improvement plan. The plan will now be submitted to the Department of Ecology for agency review.

**YOUTH GROUP PARTY/ACTIVITY DAY JANUARY 3, 2020:**

Manny Hurtado described a small Youth Group event that will be taking place at the Armory N1 lot on January 3<sup>rd</sup>. He said there will be a Christmas tree dragging race followed by a bon fire and other youth related activities. He asked for a brief 30-minute street closure from 4<sup>th</sup> and Main at Jerry's Auto to the corner of 5<sup>th</sup> and Main for the tree drag down Main Street.

***MOTION: Council Member Erickson made the motion to authorize the street closure noted above for the Youth Group Party/Activity Day at the Armory N1 on January 3<sup>rd</sup>. Council Member Rieb seconded the motion and it passed unanimously.***

**CHIEF OF POLICE MARCOS RUIZ:**

**DEPARTMENT UPDATES:**

Chief Ruiz noted that there has been a small increase in graffiti related incidents. With the help of the community, he is confident charges will be filed. The department is also dealing with a counterfeit \$100 bill that was passed at a local business. Surveillance cameras have been very helpful in identifying that suspect and an arrest is pending. The department also had a driver flee recently during a traffic stop for defective exhaust. The driver was arrested for felony eluding and the car has been impounded. Another call recently resulted in two of our officers being assaulted during an arrest. This was a DV call for violation of a no contact order, and fortunately neither the officers or the suspects were seriously injured.

With the upcoming holidays, Ruiz noted they have been dealing with a lot of alcohol related DUI's.

Cops-n-kids will be held this weekend. There have been many donations made including new sleds as well as food items.

CJ Harmier will be graduating from the Police Academy this week and will begin his career with the Brewster Police Department shortly after.

**FIRE CHIEF DYLAN GAMBLE:**

**DEPARTMENT UPDATES:**

*MOTION: Council Member Erickson made the motion to excuse Fire Chief Dylan Gamble from the December Council Meeting. Council Member Hurtado seconded the motion and it passed unanimously.*

**MAYOR ART SMYTH:**

**PUBLIC EVENT APPLICATION – LADY OF GUADALUPE PROCESSION:**

*MOTION: Council Member Hurtado made the motion to approve the Lady of Guadalupe Procession event application. Council Member Rieb seconded the motion and it passed unanimously.*

**DANGEROUS DOG/PIT BULL ORDINANCE NO. 925:**

Tabled for further discussion at the January 8, 2020 meeting.

**MOTION:** *Council Member May made the motion instructing the City of Brewster and the Brewster Police Department to discontinue enforcing the current Pit Bull licensing requirements as set forth in BMC 6.10 from January 1, 2020 until the new Washington State Legislative House Bill 1026 is reviewed by the Council and considers Code revisions at the January 2020 meeting. Council Member Hurtado seconded the motion and it passed unanimously.*

**FINANCE DIRECTOR MISTY RUIZ:**

**MONTHLY FINANCE REPORT:**

Finance Director Misty Ruiz reviewed the monthly finance report. Council had no questions or concerns.

**PUBLIC HEARING – CITY OF BREWSTER FINAL 2020 BUDGET:**

Mayor Smyth opened the public hearing for the City of Brewster 2020 Final Budget. No public comment was brought forth. The hearing was closed.

**ORDINANCE NO. 922 – CITY OF BREWSTER FINAL 2020 BUDGET:**

**MOTION:** *Council Member Housden made the motion to adopt Ordinance No. 922, the City of Brewster Final Budget for the year 2020. Council Member Hurtado seconded the motion and it passed unanimously.*

**RESOLUTION NO. 2019-08 – RATES AND FEES SCHEDULE FOR 2020-2023:**

**MOTION:** *Council Member May made the motion to approve Resolution No 2019-08, the City of Brewster Rates and Fees Schedule for the years 2020-2023. Council Member Erickson seconded the motion and it passed unanimously.*

**2020 POLICE DEPARTMENT SALARY SCHEDULE CLARIFICATION:**

Clerk Ruiz explained to Council that the Lieutenant position at the Police Department was being replaced with the Sergeant position. Because of the change, the same salary schedule that was given to the Lieutenant will be given to the Sergeant. This is 10% over the highest paid officer for the first year in the position, then to 15% over the highest paid officer after the first year.

**MOTION:** *Council Member Rieb made the motion to approve the 2020 Police Department Salary Schedule change, adding the Sergeant position and eliminating the Lieutenant position, as well as the pay scales and steps as noted above. Council Member May seconded the motion and it passed unanimously.*

SENIOR CENTER UPDATES:

City Attorney Chuck Zimmerman is currently working on this with the help of City Staff and the Senior Center Directors. Clerk Ruiz believes that the Finance Committee should be involved to help expedite the process.

ORDINANCE NO. 924 – AMENDING DEFINITION OF GROSS REVENUE RELATED TO TAXES ON WATER AND SEWER SERVICES:

**MOTION:** *Council Member Erickson made the motion to adopt Ordinance No 924, amending the definition of gross revenue related to taxes on water and sewer services. Council Member Hurtado seconded the motion and it passed unanimously.*

WSDOT CONTRACT AMENDMENT #2 – WATER PROJECT:

**MOTION:** *Council Member Erickson made the motion to approve the Department of Health Contract Amendment No. 2, with the purpose of this amendment to certify project completion, reduce funding by \$117,686.06, and update the total loan amount from \$1,255,000.00 to \$1,137,313.94. Council Member May seconded the motion and it passed unanimously.*

PUBLIC WORKS DIRECTOR LEE WEBSTER:

PROJECT UPDATES: Public Works Director Lee Webster reviewed the following:

- The generators have been wired in at the Fire Hall and the electrical panels will be replaced.
- Council had previously approved the purchase of a double drum roller for our street projects. Source Well has been slow to respond on quotes in 2019. Webster wanted to inform Council that the approved purchase will take place, however, it will take place in 2020 rather than 2019.
- Council Member Hurtado had inquired about the status of the playground equipment being replaced in the Cove Park. Webster stated that he did check into this and was told by the PUD that it was being discussed.

- Webster asked Council for authorization to purchase a sewer push camera tool. This tool will cost right around \$12,000. He is asking for authorization to begin the process.

*MOTION: Council Member Hurtado made the motion to approve the purchase of a sewer push tool, and authorized the Public Works Director to go out to bid for this tool. Council Member Erickson seconded the motion and it passed unanimously.*

- PWD Webster asked Council to authorize the purchase of a truck mounted de-icer unit to use in the City limits. He is hopeful that this piece of equipment will help eliminate the amount of ice and debris that will build up on the streets during a snow storm when the traffic is the heaviest, and our plows are not able to adequately and safely remove the snow from the roads.

*MOTION: Council Member Rieb made the motion to approve the purchase of a truck mounted liquid de-icer unit for the cost of \$12,000. Council Member May seconded the motion and it passed unanimously.*

### ADJOURNMENT

With there being no further business to come before the Council, the meeting was adjourned at 6:55 p.m.

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Mayor Art Smyth

ATTEST:

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Finance Director, Misty Ruiz

cz/dr