

Mayor Lee Webster called the meeting to order at 6:00p.m. Council Members present were Dan Smith, Art Smyth, Kris Dawson, Dave Freels and John Scheller. Also present were Assistant Public Works Director Lynn Lawson, City Clerk Misty Ruiz, Police Chief Ron Oules and Deputy Clerk Desha Dawson.

Council Member Freels moved to approve the minutes from the Regular City Council Meeting on 01-11-2012 as submitted. The motion was seconded by Council Member Scheller and passed unanimously.

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 02-15-2012 the Council, by a majority vote, does approve for payment those vouchers included in the voucher payment list and further described as follows: Claims Fund voucher numbers #1945, #1946, #1948, #45079, #47025 and #47031 through #47085 in the total amount of \$129,425.54. Payroll Fund voucher numbers #86 through #111 and #47000 through #47024 in the total amount of \$94,876.06.

ADDITIONS/CHANGES TO THE AGENDA:

Mayor Webster announced the addition of a 5-minute Executive Session at the end of the meeting to discuss personnel.

MOTION: Council Member Scheller made the motion to approve the February 15, 2012 City Council Final Agenda with the addition of a 5-minute Executive Session. Council Member Dawson seconded the motion and it passed unanimously.

PUBLIC COMMENT:

EARNIE MORAN LETTER REGARDING RATES:

Mayor Webster reviewed an email letter from Earnie Moran regarding his dissatisfaction with our water/sewer rates. Mayor Webster will contact Mr. Moran to have further discussion with him.

MAYOR WEBSTER:

RESOLUTION NO. 12-02 – USDA POLICE DEPT. VEHICLE GRANT:

This resolution is required by the USDA in order for the City to receive the grant monies for the PD vehicle. Council Member Freels asked if we need this car, as we will only have five officers (if retired officer Rieb is not replaced). Police Chief Ron Oules stated that this will be up to the Council to decide. Council Member Scheller asked if the old car is sold for surplus, will that money go towards paying the loan for the new car. Oules stated it would.

MOTION: Council Member Smyth made the motion to approve Resolution No. 12-02. Council Member Smith seconded the motion and it passed unanimously.

RESOLUTION NO.12-03 – FSA AMENDMENTS, COMPREHENSIVE PLAN

This resolution is needed for the previously approved FSA amendments.

MOTION: Council Member Smyth made the motion to approve Resolution No. 12-03, adopting the amendments to the City of Brewster Comprehensive Plan Land Use Element Maps. Council Member Smith seconded the motion and it passed unanimously.

APPOINTMENT OF BREWSTER HOUSING AUTHORITY BOARD MEMBERS:

Mayor Webster stated that there are four (4) people interested in serving on the Housing Authority Board. There are issues coming up regarding the HA and a board is needed to address them. The Board Members to be appointed are: Bob Fateley, Shelly Brown, Jan May and Ty Stinson.

ACTION LIST FOLLOW UP:

The action item list from the January Council meeting was reviewed (see attached). The following requests, notes and discussions are outlined below, as well as being added to the action item list for March.

- ✓ Council Member Smyth would like the date(s) added to each topic on the action item list.
- ✓ Council Member Freels would like a letter to be sent to the Legislature regarding our water rights.
- ✓ Council would like Public Works Director Smith to get together with Erlandsen's to go over storm drain/washout repairs on Plaza Way.
- ✓ Council would like cost analysis of the above repairs (Plaza Way wash outs)
- ✓ Council would like to hold a Budget Workshop to be held on February 29th at 6pm to review our financial status and to discuss long term goals. *Meeting will be scheduled for this date and notifications sent out by Deputy Clerk Dawson.
- ✓ Mayor Webster and Public Works Director Smith to meet with Gebbers Farms to discuss BLA.
- ✓ Mayor to have phone conference on 2/17/12 regarding the Boys and Girls Club.
- ✓ Gebbers Farms Draft Development Agreement to be reviewed. Will be placed on the March Council Agenda.
- ✓ Ordinance No. 839 has been given to Council for review. This will be addressed at the March Council Meeting.
- ✓ Clerk Ruiz to send out copies of the new Airport Resolution, Ordinance and Lease Agreements to all leaseholders at the Airport once they are in final draft form. (This was requested at the Feb. 8th Special Meeting).

MISTY RUIZ – CITY CLERK TREASURER:

MONTHLY FINANCE REPORT:

Clerk Treasurer Ruiz reviewed the Cash and Investment activity report and the account balances with Council. No formal action was taken.

TRAINING REQUESTS:

Clerk Treasurer Ruiz reviewed several training classes that are coming up that she would like to attend, as well as one class that she and Deputy Clerk Dawson will need to attend. They are:

- Financial Audit and Annual Report Training at the City of Omak on March 5th. Cost is \$110 per person (Desha/Misty) plus mileage. It is a one day class.
- WA Municipal Treasurers Association Annual Conference in Chelan. Three day conference cost is \$185, plus mileage and one night lodging. Clerk Ruiz has applied for a scholarship to help cover some of the costs associated with this conference.
- WA Municipal Clerks Annual Conference in March, also held in Chelan. Three day conference cost is \$350 plus meals and mileage. (Ruiz will travel to and from each day, no lodging requested).

MOTION: Council Member Smith made the motion to approve the above requested training for Clerk/Treasurer Ruiz and Deputy Clerk Dawson, with the exception that there is no overnight stay for Ruiz at the WMTA conference unless it is covered by the scholarship. Council Member Smyth seconded the motion and it passed unanimously.

ASSISTANT PUBLIC WORKS DIRECTOR LYNN LAWSON:

PUBLIC WORKS UPDATE:

Assistant Public Works Director Lynn Lawson reviewed some of the recent Public Works activities. These include:

- Sweeper repairs are near completion. The department will soon reinstate regular street sweeping schedules in the spring.
- The Parks crew has been repairing and repainting the RV Park sign.
- The gear box at the WWTP has been repaired for a cost of \$200, rather than replacing it for \$4000.
- A Public Works Safety Program has been instituted. Bill Sachse is the safety officer. New safety harnesses and safety hoist have been purchased and are being used for all repairs/maintenance that require them.
- WWTP Operator Lawson will be attending the previously approved Waste Water Operators conference for his recertification credits.

REPAIR REQUEST:

Lawson stated that the UV disinfection system at the treatment plant is in need of replacement. This will be at a cost of \$5500. It is vital to the disinfection of the treated water prior to its discharge to the river. We had previously used a chlorine disinfection system, but now use the UV disinfection system. Both are comparable in price. The UV system is a bulb and ballast set up.

MOTION: Council Member Smyth made the motion to approve the purchase of the UV disinfection system for the WWTP, at a cost of \$5,500. Council Member Scheller seconded the motion and it passed unanimously.

POLICE CHIEF RON OULES:

STATS AND UPDATES:

Police Chief Ron Oules reviewed the department stats for the month of February. Abandoned vehicle numbers are up, but this is due to the fact that his officers now have time to address the issue. Overtime is within normal with the 30 hours shown being contractual.

FALSE ALARM RESPONSE – ORDINANCE NO. 841:

This ordinance had been reviewed in draft form at the previous Council meeting. Police Chief Ron Oules now presents the final draft for their approval.

MOTION: Council Member Smyth made the motion to approve Ordinance No. 841, False Alarm Response, penalties and fees. Council Member Freels seconded the motion and it passed unanimously.

OTHER PD BUSINESS:

TRAINING REQUEST/TASER REPLACEMENT REQUEST:

Police Chief Ron Oules noted there are two training sessions coming up in April he would like to have two of his staff attend. He also has a request for replacement of two (2) tasers for his officers. (Details below)

- Officer Field Training in Seattle he would like Officer Cariker to attend. The fee for the class is \$300 plus travel. Officer Cariker will stay with family, so no lodging is needed.
- Evidence Training Class in Seattle he would like Court Clerk Becky Smith to attend. The cost of this one week class is \$1,000, including the class, lodging meals and travel.
- Police Chief Ron Oules is requesting approval to replace two of the officer's tasers. These will come with an extended warranty and cost \$1,700 for both.

MOTION: Council Member Smyth made the motion to approve the above requested training for Officer Cariker and Court Clerk Becky Smith. Also approved was the replacement of two (2) tasers. Council Member Scheller seconded the motion and it passed unanimously.

OFFICER REIB – LETTER OF RETIREMENT:

Police Chief Ron Oules stated that he has received a letter of retirement from Officer Tim Rieb. Rieb is a seventeen-year veteran of the department and Oules stated he is sad to see him leave. Rieb's retirement is effective January 31st. It is Oules hope to refill his position, with a preliminary offer in April and wants to set up oral interviews next month. Oules stated that this is a budgeted position in the department. He would like to have an answer as soon after the February 29th meeting as possible, as this will still give him an acceptable amount of time to set up interviews – if Council agrees to fill the position.

MOTION: Council Member Freels made the motion that the City hires no new employees – part time, full time or temporary – until after the February 29th Budget Workshop has been held to discuss and determine our

financial status and goals. Council Member Scheller seconded the motion and the motion passed with a vote of three (3) in favor, and two (2) opposed. (Freels, Scheller and Dawson in favor; Smyth and Smith opposed).

FIVE MINUTE EXECUTIVE SESSION TO DISCUSS PERSONNEL:

At 7:16 pm, Mayor Webster announced that Council will now convene into a five minute executive session to discuss personnel.

At 7:22, Mayor Webster announced the closing of the executive session, and reconvened into the regular session. No formal action was taken.

ADJOURNMENT:

With there being no further business to come before the Council, the meeting was adjourned at 7:23 p.m.

Mayor Lee Webster

ATTEST:

City Clerk/Treasurer, Misty Ruiz