

Mayor Art Smyth called the meeting to order at 6:00 p.m. The Council meeting was conducted via telephone conference call (GoToMeeting) pursuant to Governor Inslee’s Proclamation No. 20-28. A roll call was taken to document those in attendance.

Council Members present by phone were Emmanuel Hurtado, Tim Rieb, Jan May, Glenn Farrington 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. City Attorneys Chuck Zimmerman and Kait Schilling were also in attendance as was Michelle Johnson of JUB Engineering.

The Regular Council meeting minutes from 9/16/2021 were reviewed. The final agenda for the October City Council meeting was also reviewed.

MOTION: *Council Member May made the motion to approve the above noted Council meeting minutes. Council Member Hurtado seconded the motion and it passed unanimously.*

MOTION: *Council Member Farrington made the motion to approve the October final agenda. Council Member May 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, 10/21/2021, the Council, by majority vote, does approve for payment the vouchers included in the voucher payment list, further described as follows:

September 2021 Manual A/P Total:	\$32,394.15
October 2021 Council A/P Total:	\$254,492.22
<u>September 2021 Payroll Total:</u>	<u>\$171,957.82</u>
TOTAL:	\$458,844.19

Check numbers: 1333, 1334, 4129-4141, 4143-4169, 4183-4186, 62415-62418, 62420-62423, 62473-62492 and 62496-62549. Also approved was void check for \$228.00 (Conference Registration for M. Piechalski, conference was cancelled).

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

PUBLIC COMMENT: None.

MAYOR ART SMYTH:

JUB UPDATES – MICHELLE JOHNSON:

Michelle Johnson, JUB Engineering, reviewed the Well House/Waterline Work Projects.

APOLLO CHANGE ORDER NO. 4:

MOTION: Council Member Housden made the motion to approve the 2020 Well House Project Change Order No. 4, cost deduction of \$666,214.16. Council Member Farrington seconded the motion and it passed unanimously.

APOLLO SUBSTANTIAL COMPLETION – WELL HOUSE PROJECT:

MOTION: Council Member Farrington made the motion to accept and approve the Substantial Completion for the Well House Project, dated September 28, 2021. Council Member May seconded the motion and it passed unanimously.

DOE SEWER CLOSE OUT PLAN, AMENDMENT NO. 2:

MOTION: Council Member Rieb made the motion to approve Department of Ecology Sewer Close-Out Plan, Amendment No. 2. Council Member Housden seconded the motion and it passed unanimously.

PUBLIC EVENT APPLICATION – TRICK OR TREAT MAIN STREET:

MOTION: Council Member Housden made the motion to approve the Brewster Chamber of Commerce Trunk or Treat event application. Council Member Farrington seconded the motion and it passed unanimously.

2022 UNION CONTRACT REVIEW/APPROVAL FOR PD/PUBLIC WORKS/CLERKS:

MOTION: Council Member Farrington made the motion to approve the one-year, 2022, Union Contract Renewals as presented for the Brewster Police Department and the Public Works/Clerks Department. Council Member May seconded the motion and it passed unanimously.

NCWNTF AGREEMENT:

MOTION: *Council Member May made the motion to approve the 2022 North Central Washington Narcotics Task Force Agreement for services as well as the annual fee of \$3,300.00. Council Member Hurtado seconded the motion and it passed unanimously.*

PROJECT FUNDING OVERVIEW:

Mayor Smyth reviewed the City of Brewster Project Funding list, which outlines all of the projects we have received funding on within the last 6 years. The City of Brewster has obtained nearly \$21 million dollars in Grants for our projects.

IN PERSON/GO TO MEETING DISCUSSION:

Council Member Housden made the recommendation that the November City Council Meetings continue as Go-To meetings rather than in-person meetings. The rest of Council was in agreement. The December meeting arrangements will be discussed at the next regular Council meeting in November.

BREWSTER MUNICIPAL JUDGE AGREEMENT:

MOTION: *Council Member Hurtado made the motion to approve the Agreement for Professional Services for City of Brewster Municipal Court Judge, and confirm the Mayor's appointment of Alex Thomason as the Municipal Court Judge for the 4-year term of January 1, 2022 through December 31, 2025 and to authorize the Mayor to sign the Agreement. Council Member Rieb seconded the motion and it passed unanimously.*

CHIEF OF POLICE MARCOS RUIZ:

DEPARTMENT UPDATES:

Chief Marcos Ruiz reviewed department updates. The calls for service have remained steady. New hire, Officer Kevin Arnold, has begun his shifts. Ruiz stated that his years of experience are an asset to the department. Chief Ruiz also noted that they are still going through the process of purchasing a radar trailer. The department is also working on getting the PD range up and going for maintenance of State mandated firearms training. Otherwise, morale is good within the department and community connections are good.

CLERK/FINANCE DIRECTOR MISTY RUIZ:

MONTHLY FINANCE REPORT/QUARTERLY REVIEW:

Clerk/Finance Director Ruiz reviewed the monthly finance report as well as the quarterly report. She noted that all departments are doing well. The revenues are good, and expenditures are low.

CDBG GENERAL PURPOSES GRANT – WASTEWATER IMPROVEMENTS:

MOTION: Council Member Hurtado made the motion to approve the CDBG General Purposes Grant for Wastewater Improvements and authorize the Mayor to sign the contract. Council Member Rieb seconded the motion and it passed unanimously.

2021 LEVY CORRECTION FOR EMS LEVY LID LIFT:

The County sent a letter stating that the 2021 Levy lid lift for EMS had an error in calculations on the County side. This resulted in an over levy amount of \$370.16 paid to the City of Brewster. The County is requesting a correction action in order for Brewster EMS to repay this amount in 2022.

MOTION: Council Member Housden made the motion to approve the 2021 Levy Correction for EMS Levy Lid Lift over levy amount of \$370.16, opting for the one-year correction in 2022 and authorized Mayor Pro Tem Rieb to sign the response/correction form. Council Member Farrington seconded the motion and it passed unanimously. Mayor Smyth abstained from participation on this item as he is employed by the Fire District which provides the Brewster EMS services.

SET PRELIMINARY & FINAL BUDGET HEARING/PROPERTY TAX HEARING:

The Preliminary 2022 Budget Hearing will be held on Wednesday, November 17th at 6pm via Go-To Meeting, phone in only.

The Final 2022 Budget Hearing will be held on Thursday, November 18th at 6pm via the Regular City Council Meeting via Go-To Meeting, phone in only.

MOTION: Council Member Rieb made the motion to set the Preliminary 2022 Budget Hearing and the Final 2022 Budget Hearing for the dates and times listed above. Council Member Housden seconded the motion and it passed unanimously.

PUBLIC WORKS DIRECTOR LEE WEBSTER:

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

- The Hydroplane boat races were cancelled, however they did perform a testing and tuning day at the public launch.
- The RFQ's for the Old Hwy 97 Project have been received. This is now under review by the engineers
- The Lower Reservoir/Booster Pump road grading has been completed.
- Right of Way permits have been submitted by Ziplly Fiber. They anticipate a November start for the fiber install.
- We have had no insurance Labor & Industry claims on the Public Works Side based on the AWC Retro Report.
- There has been discussion of making West Indian Avenue a "one-way" street coming from the East. There have been many near miss accidents and this will be discussed further on a staff level.

PARAMETRIX PROFESSIONAL SERVICES AGREEMENT/SCOPE OF WORK FOR ASSET MANAGEMENT:

MOTION: Council Member May made the motion to approve the entry into the agreement with Parametrix, in the amount of \$41,710.00, to create an asset management plan as required for the DOE Grant Package for Waste Water Improvements. Council Member Hurtado seconded the motion and it passed unanimously.

ADJOURNMENT

With there being no further business to come before the Council, the meeting was adjourned at 6:50 p.m.

Mayor Art Smyth

ATTEST:

Clerk/Finance Director, Misty Ruiz

cz/dr