

**Town of Twisp
Council Minutes 09/28/10
7:00 PM**

Meeting called to order at 7:01 pm by Mayor Boosman.

Council Members Present: Clint Estes
 Tom Gehring
 Soo Ing-Moody
 Hans Smith

Council members absent: None

Pledge of Allegiance

Council Member Smith led the Pledge of Allegiance.

Request for additions and/or changes to the agenda

Additions: None

Changes: None

Consent Agenda

- Approval of Minutes – 09/07/10, 9/10/10, 9/14/10
- Approval of Accounts Payable and/or Payroll

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 Town Council.

The following voucher/checks are submitted for approval and payment on this 28th day of September, 2010:

Checks/Vouchers	#27754 - #27775	\$35,556.15	09/28/10
Checks/Vouchers	#27779	\$2,701.00	09/28/10
USDA	ACH #9100903	\$683.00	09/28/10
USDA	ACH #9100904	\$354.00	09/28/10
Checks/Vouchers	#27780 - #27782	\$1,044.21	09/30/10
AWC	ACH-#9100905	\$8,741.59	
NCNB	ACH-#9100906	\$6,874.49	
Dept. of Retirement	ACH #9100907	\$2,174.88	
Dept. of Retirement	ACH #9100908	\$1,095.42	
Checks/Vouchers	#27776 - #27778	\$50,327.55	10/01/10

Motion:

Council Member Smith moved to approve the consent agenda, including the three sets of minutes with amendments to the September 10, 2010 minutes. The motion was seconded by Council Member Gehring and passed unanimously.

Public Comment Period

Sallie Gracie addressed the Council to state her feelings about the Mayor's resignation. She expressed her disappointment and asked the Mayor to consider staying and serving out his term rather than placing the burden on one of the Council members who also had families and busy lives. There was a discussion with Mayor Boosman about the commitment of hours it took, and Ms. Gracie said it should not have been a surprise. Mayor Boosman explained how not dealing with issues cost the Town a lot over time; one example given was the loan the Town obtained to construct infrastructure on the Lloyd property. After many years of paying on the debt, there has been no benefit from that investment. Mayor Boosman felt that these are the kinds of things that require a mayor to spend more time to resolve for the Town. After discussion Gracie recommended that in the future there be a briefing for new candidates, so they understand the commitment required.

Renee Sutherland echoed what Gracie said. She addressed the Council and Mayor Boosman and expressed that she had voted for Mayor Boosman and was very disappointed in his decision and also urged him to finish his term.

Judy Tonseth commented on the Marble Street issue and letter Council had received. She said she wanted to make sure that MVID weighed in on this issue because it affects their waterline.

Mark Edson also discussed the Mayor's position. He said when the position is posted the pay is listed. The Town can't change the pay scale mid-term just like he (Mark) can't change his price after he's quoted a number to a customer. He recommended the Council look to the community for help before hiring someone for administration.

Tanya Smith asked if the Mayor received an increase and then the Town hired an administrator, wouldn't the responsibilities on the Mayor be decreased? He should be willing to decrease his pay if that change occurred.

Kathleen Ebbert said she too is disappointed and said she wanted to ask the Council to just accept the resignation and move on. Mayors before have accepted the \$400 a month to serve and the other people running for the office expected \$400.

Mayor's Report

The Mayor introduced Howard Moss, the new Public Works Superintendent. Howard came to the Town with 30 years experience, 15 years as a manager in public works, with a city in Oregon. Mayor Boosman said they are still looking for a part time Grant Administrator/Accountant and he is recommending they expand the search and advertising for the position.

Staff Reports

Keith Comstock, Fire Chief

It has been extremely slow all summer. They have increased the number of trainings this year, a few on Saturdays and regular trainings on Thursdays. A few of the volunteers had gone to Moses

Lake for certification testing. The burn ban is lifted in the County and he recommended that the Twisp burn ban be lifted as well.

Bob Howson, Airport Manager

Bob introduced himself as the new airport manager. He said the runway replacement project is about done. WSDOT Aviation had provided 95% of the funding and the other 5% match was being provided by the in-kind labor of the Twisp Airport Improvement Club members through a deal they worked out with WSDOT. He said the match work was approximately 90-95% complete and they have been in constant contact with Bob Lloyd, contractor, and Eric from WSDOT. He thanked Hans Smith for his time recently out at the airport, getting up to speed, and thanked the Town staff who helped make this project happen. He's spoken with Eric Johnson from WSDOT and set a ribbon cutting for October 16th at 11:30 am at the airport and he would like the Town, the Mayor and Council and others to come out. They are inviting State Representatives to the ribbon cutting ceremony.

Colleen Storms, Clerk/Treasurer

Clerk Storms reported on the following:

- Working on the 2011 budget; has received input from other departments and is compiling the master budget for Council's first review.
- We've received 3 proposals for accounting software for the Town and are reviewing these to find the best product for the Town's needs. We just had another clean audit of our 2009 financials and she'd like to set up the new software with the solid numbers we have now. The software should be easier for staff to use in the future.

Howard Moss, Public Works Superintendent

Superintendent Moss reported on the following:

- He said he's having fun already; has been working on the 2011 departmental budget.
- He's been working on a solution to the Christen/Doran water supply situation.
- He has reviewed the 6-year Transportation Improvement Plan and has some ideas on that.
- He spent quite a bit of time this past week with a DOE staff member looking at the Wastewater Treatment Plant; there are some things to follow up on there.
- He's seen all the facilities now; said some need attention and there are some liability issues he wants to address. He commented on the Painter project and what an improvement that brought to the Town.

Ty Sheehan, Acting Police Chief

Acting Chief Sheehan reported on the following:

- The Twisp PD has continued to be busy this year; they are 102 calls ahead of 2009 year to date and it remains steady.
- He's had a discussion with Okanogan County to make sure that there will be back up coverage if someone is not on in Twisp or Winthrop. The Sheriff's office said they will do their best to respond if there isn't someone available in the Towns and that reciprocal assistance from the Town is their preference over billing one another.

- He attended AWC-required liability training and he and Mike updated their CPR and first responder training.

Committee/Board/Commission Reports

There was nothing to report at this time.

OLD BUSINESS

Administrative Restructuring Options

Mayor Boosman suggested to Council they might want to review options and costs that they'd looked at before. He gave the public a little history on this discussion. He said there are basically three options under consideration: 1) Strong Mayor with more pay to support more hours devoted to the position; 2) Re-allocating some of the administrative duties to a staff person, an Administrator, with the Mayor overseeing the Administrator; or 3) Changing the form of government to a Council/Manager form of government with a weak mayor. He pointed out advantages and downsides to the different options. One downside to having a staff person administer is that the public doesn't have as much control as they would with an elected head. He said the strong mayor leaves some problems because the elected person may not have the qualifications it takes to manage a city.

Council Member Ing-Moody commented that the public still has control over who runs the City in both situations; they elect the Council and Mayor who hire the Manager. She explained to the public that she's researched the different forms of government and has not found another town the size of Twisp that has a Council/Manager form of government. However, there are those with a Strong Mayor and an Administrator who supervises department heads. If you have an Administrator the pool of candidates open up to people who don't live within the city limits. She said there is a lot to be discussed; what is best for the Town, what is affordable, what are the pros and cons, what are the risks? Council Members responded that they would like to have a workshop at an upcoming meeting where they could devote most of a meeting to this topic. Council Member Ing-Moody mentioned she'd like to have the third quarter financial report in hand for the discussion. There were many variables to consider and the hiring of a Clerk/Treasurer needed to be completed still. Council agreed to bring this issue back to a workshop at a future meeting.

Public Restrooms – Closure and Maintenance

The Council discussed the current contract with the Merc Theatre regarding the maintenance of the restrooms. Council Member Ing-Moody commented that the Town had to continue to maintain and clean the restrooms during the winter even if closed to the public, or the Merc would have them cleaned and bill the Town. Clerk Storms told the Council it cost approximately \$2,016 in 2009 to keep the restrooms open for the months of October through December and the money came from the 2% Tourism tax. She said there has been a lot of public support for keeping them open in the winter. Council discussed that the janitor had given notice she would be gone for three weeks in November and wanted to make sure there was coverage. Council also said they'd like the Merc staff to check the outside door of the restroom to make sure it is locked after performances.

ACTION: Staff will make sure someone is covering the janitorial duties during Debbie's absence and will contact the Merc to ensure they lock up after performances.

Motion was made by Council Ing-Moody and seconded by Council Member Gehring to keep the restrooms open during the winter. Motion passed unanimously.

Methow Valley Community Center (MVCC) Visitor's Information Center Contract

The MVCC had contacted the Town and asked that they agree to an amount again for 2010 for MVCC's operations of the Visitor's Information Center. Clerk Storms said this money would come out of 2% Tourism monies, specifically the carry forward from the prior year as the request came in after the 2010 funds were already committed through a rating process managed by the Chamber.

Sandy Moody, Twisp Chamber of Commerce, was present and said that the Chamber's new Marketing Committee would really like to work with the Visitor's Information Center to improve promotion of Twisp. The Chamber has just finished an overhaul of their website and is building a marketing plan for the Town. They have four people on the sub-committee and all of their recommendations have to be approved by the Chamber Board. She said if the Town agreed, they would work with the MVCC and come back with a recommendation of what services should be covered by the VIC under this contract. The Council said they would like the Chamber to contact the MVCC and come back with a recommendation.

ACTION: Staff will contact the Twisp Chamber and find out when they would like to come back to Council with this recommendation.

Assistance to Rural Law Enforcement Grant

Acting Chief Sheehan talked about this grant that Twisp had just been offered. The grant had been applied for the previous year by Chief Balam, which did not result in funding, and was then reapplied for earlier in 2010 by Chief Hall. This time we received notice we had been funded for a two-year grant to hire a fourth police officer who would focus on drug related crimes. Chief Sheehan commented that most crime that they deal with in Twisp is related to drugs, so this grant would in general greatly enhance coverage where we need it. This grant does not mandate that the Town keep the position after the two years, although that's certainly their hope as this is a recovery grant. Council Member Ing-Moody asked who would administer this grant and asked Clerk/Treasurer Storms if she would be that person. Clerk/Treasurer Storms said she could not as she is only part-time until a replacement is hired and that Jackie would likely not be able to address it right now. She suggested that maybe Police Clerk Hallowell could be trained to do part of the administration of the grant with oversight from another staff person, possibly the new hire. After more discussion, Council Member Smith moved and Council Member Ing-Moody seconded a motion to accept the DOJ Assistance to Rural Law Enforcement grant for a fourth officer. Motion was passed unanimously.

NEW BUSINESS

Capital Facilities Plan

The Public Works Committee has the original draft plan based on the prior year's update and is still working on their review with the new Public Works Superintendent. The Park and Recreation Committee will also add a discussion of capital projects to its next agenda and this will come back to an upcoming Council meeting.

ACTION: The Public Works Committee and Park and Recreation Committee should update their respective sections of the Capital Facilities Plan. Police and the Clerk's Departments should also review the plan to make sure their projects are listed. A hearing needs to be scheduled to get public comment on the proposed list of projects.

Authorization to Hire Temporary Police Officers

Acting Chief Sheehan explained that he and Officer Kim were doing their best to keep up coverage for the Town, but that without having a third officer, they needed more help. Ty explained that he had identified certified officers from other police agencies who would be willing to take a day during the week to help cover Twisp. He asked for permission to hire temporary officers with the \$13,000+ of anticipated budget remaining as a result of not having full staffing during the year. He said he did not expect it to take the full \$13,000 and would keep it to the minimum required, but wanted authorization to assure coverage. Council Member Gehring moved and Council Member Smith seconded a motion to authorize the temporary officer positions and amend the 2010 budget for temporary officers from \$2100 to \$15,500. Motion passed unanimously.

Commons Park/Farmer's Market MOA

Council Member Ing-Moody read a portion of a letter the Council had received from the Market regarding the MOA (the "Agreement") that was recently executed between the Town and the Farmer's Market. The Market Board said in this new letter that they wanted to discuss some areas they weren't comfortable with in the Agreement, but that they intended to comply with the Agreement for the 2010 market year. There was some confusion expressed over the letter and whether the Market wanted to rent the Commons Park outside of the Memorial Day through Labor Day period. No one was present from the Market Board to explain the letter fully. Council decided there was no action to take at this time since a binding agreement was in place.

USDA Rural Development Loan and Grant for purchase of police car

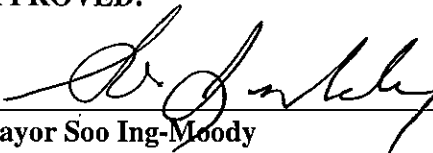
Clerk/Treasurer Storms explained that while the Town had held the required hearing on the USDA loan/grant offer, the Council had not specifically authorized the Mayor to execute the documents. Council Member Estes moved and Council Member Gehring seconded a motion to authorize the Mayor to execute grant and loan documents with USDA Rural Development for the purpose of funding a new police car. Motion passed unanimously.

Fire Department Stock Certificates

Council reviewed a memorandum from staff that explained that a citizen had bequeathed shares of stock to the Twisp Fire Department years before and that the actual stock certificates had been lost through the years. Staff was recommending the certificates be recreated and then the stock cashed so that it was easier for the funds to be accessed later for equipment needs. The Council said that because the market isn't good for selling stock right now, they'd like to know if there are any equipment needs before cashing the stock. No action was taken.

There being no further business to come before the Council, Mayor Boosman adjourned the meeting at 9:35 p.m.

APPROVED:



Mayor Soo Ing-Moody

ATTEST:



Clerk/Treasurer Colleen G. Storms