

**Town of Twisp  
Council Minutes 10/26/10  
7:00 PM**

Meeting called to order at 7:08 pm by Mayor Ing-Moody.

Council Members Present:     Clint Estes, Mayor Pro-Tem  
  Tom Gehring  
  Hans Smith

Council members absent:       None

**Pledge of Allegiance**

Council Member Smith led the Pledge of Allegiance.

**Request for Additions and/or Deletions to the Agenda**

Additions:       Action – Part-time Grant Administrator and Accountant positions  
                          Action – Approval of the purchase of Accounting Software

Deletions:

**Consent Agenda**

- Approval of Minutes – 09/28/10 and 10/12/10
- 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 Town Council.

The following voucher/checks are approved for payment by a majority vote on this 26<sup>h</sup> day of October, 2010:

<b>Checks/Vouchers</b>	<b>#27811 - #27830</b>	<b>\$17,325.79</b>	<b>10/26/10</b>
<b>Checks/Vouchers</b>	<b>#27833 - #27834</b>	<b>\$7,643.63</b>	<b>10/26/10</b>
<b>USDA</b>	<b>ACH #9101003</b>	<b>\$354.00</b>	<b>10/28/10</b>
<b>USDA</b>	<b>ACH #9101002</b>	<b>683.00</b>	<b>10/28/10</b>
<b>Checks/Vouchers</b>	<b>#27831 - #27832</b>	<b>\$360,935.00</b>	<b>11/01/10</b>

**Motion:**

Council Member Gehring moved to approve the consent agenda with amendments to the 09/28/10 minutes. The motion was seconded by Council Member Smith and passed unanimously.

**Public Comment Period**

John Lomison asked the Council why Council applicants are expected to answer questions in order to be appointed. It was pointed out to Mr. Lomison that during an election candidates often attend forums and are approached by citizens and asked questions. Council feels the fairest approach to appointing an applicant is to ask questions in a public meeting.

Joe Marver introduced himself to the Council and told them he is working with the building and planning department staff to build a multi-use complex on Twisp Avenue. Mr. Marver is interested in the upcoming Zoning Ordinance public hearing on November 9, 2010 and how the outcome may affect his project.

Mark Edson asked Mayor Ing-Moody how she was doing in her new position as Mayor; Mayor Ing-Moody stated she has been busy.

### **Mayor's Report**

Mayor Ing-Moody reported on the following:

- Has held meetings with Department Heads regarding 2010 third quarter budget figures and the 2011 budget.
- Fifteen candidates applied for the Clerk/Treasurer position; the interview team has narrowed it down to four applicants to interview. Interviews will be held on Thursday, October 28<sup>th</sup>.
- Participated in the Twisp Municipal Airport ribbon cutting ceremony.

### **Staff Reports**

#### **Police Department**

Acting Chief Ty Sheehan reported on the following:

- Went over monthly stats.
- He and Officer Kim attended a three day defense training class; he stated it was the best training he has attended to prepare officers for a possible shooting incident.
- The part-time officers that were hired are doing well, very visible.
- Officer Kim is continuing to work on his Academy Equivalency training; Acting Chief Sheehan has received good report on his progress.
- 2011 budget preparation.
- He had hoped to obtain permission from Stonegarden Grant administrators to use funds for snow tires and other miscellaneous equipment needed by the department but his request was denied. The equipment available through this grant is not equipment the department needs.
- The Department of Justice grant has been signed and submitted; funds should be available to the department soon.
- The new police vehicle will be ordered as soon as the Town has written authorization from USDA.

#### **Clerk's Office Report**

- Reviewed the 2010 3<sup>rd</sup> quarter financials (revenues and expenditures) with Council.
- Explained the need to make sure the Town ends the year with money to put into reserves.
- Reviewed a financial snapshot of comparative sales tax, property tax and gas tax revenues through September 30, 2010.

### **Howard Moss, Public Works Superintendent**

Public Works Superintendent Moss reported on the following:

- Attended the Okanogan County Transportation meeting regarding federal funding for streets. Unfortunately the Town's streets do not qualify for the funding; with the exception of the area at the intersection of Hwy 20 and Twisp/Carlton Rd.
- The public works crew is currently reading meters for the last time this year.
- Trimming trees for visibility.
- A water service on May Street has been installed; the developer has been billed for the work.
- Will attend a workshop on November 10<sup>th</sup> regarding State Revolving Loans; Moss wants to learn more about Washington's process.
- One public works crew member will be working during the upcoming scheduled PUD power outage on Friday, October 29<sup>th</sup>.
- Working on treatment plant lab techniques and bio solids.
- The Hughes Lane easement water line project.
- Cleaning up town property when time allows; mainly the treatment plant.
- There has been no progress on the Marble Street issue; he has been unable to meeting with a representative of the Methow Valley Irrigation District.

### **Keith Comstock, Fire Chief**

Fire Chief Comstock reported on the following:

- Thanked the Airport Improvement Club for inviting the fire department to participate in the ribbon cutting ceremony. It was a great opportunity to recruit volunteers.
- There has been a hold up of Fire District #6 obtaining the house for fire training; it should be available in the spring.
- Invited the Mayor, Council and staff to the annual Fire Department Christmas party on December 19<sup>th</sup> at 6:00 pm at the Senior Center.

### **Airport Report**

Airport Manager Bob Howson reported on the following:

- The turnout at the Airport ribbon cutting ceremony was great. Five local pilots provided approximately 125 free airplane rides after the ceremony.
- The Airport Improvement Club volunteers completed all of the in-kind work for the airport runway improvement project.
- Superintendent Moss questioned the appearance of the asphalt on the runway; Reidesel. Engineering is preparing a full packet of project information including testing results done during the project.
- Howson stated the importance of keeping communications open between the airport group and the Town.

### **Committee/Board/Commission Reports**

#### **Public Facilities Committee**

Council Member Smith thanked Airport Manager Howson for his work on the airport runway project and agreed that the airport group and the Town need to keep communications open.

### Park and Recreation Commission

Mayor Ing-Moody reported she expects a delay in hearing the results of the Recreation and Conservation Office grant the Town had applied for due to State budget issues.

### **OLD BUSINESS**

#### **Resolution #10-475 – Six Year Capital Facilities Plan**

Council Member Smith reported that he, Superintendent Moss, and Administrative Assistant Moriarty met to review and complete a draft of the Six Year Capital Facilities Plan. Airport Manager Howson completed the airport portion of the plan. Council discussed the Fire Department EMS vehicle. Chief Comstock reported the Suburban is the only first response support vehicle the department has at this time. The equipment could be loaded on a fire engine but it would be hard on it.

#### **Motion:**

Council Member Estes moved to approve Resolution #10-475 regarding the Six Year Capital Facilities Plan as revised. The motion was seconded by Council Member Gehring and passed unanimously.

### **NEW BUSINESS**

#### **Preliminary Budget Discussion**

Clerk Storms reviewed the preliminary budget with Council:

- USDA has agreed that the Town does not need annual audits for their funding.
- Medical insurance premiums are increasing and the Town will no longer be able to provide the same coverage for employees. The new plan will have a \$250 deductible where as the previous plan had no deductible. There may also be a small charge passed on to the employees for coverage.
- PUD has implemented a multi-year fee increase that will significantly impact the Town budget.
- A \$24,000 year-end balance is projected in the 2011 preliminary budget.
- Mayor Ing-Moody is dedicated to preparing the Town for the future by building reserves.
- The budget does not allow for employee wage increases; however no jobs have been cut.
- Department Heads have been asked to consider further cuts and report back to Mayor Ing-Moody by November 2<sup>nd</sup>.
- A preliminary budget public hearing will be held on November 9<sup>th</sup>; Council Members were asked to study the budget and be prepared for a discussion after the hearing

#### **Draft Memorandum of Agreement between the Town and the Methow Watershed Council - Discussion**

Council Member Gehring discussed the Memorandum of Agreement between Twisp and the Methow Watershed Council outlining the services Town staff is obligated to provide as lead agency and the duties the MWC retains. Council Member Gehring reported the MOA is being revised by Greg Knott, Chair of the MWC. Council Member Gehring would like the Council to have time to review and discuss the document prior to an official recommendation for approval coming from the MWC.

**Action:** Council requested a copy of the original MOA in addition to the draft version provided.

### **Resolution #10-477 - Ad Valorum (Property Tax) Levy Discussion**

Mayor Ing-Moody discussed draft Resolution #10-477 regarding the proposed increase of Ad Valorum (property) taxes in the Town of Twisp of 1%. Mayor Ing-Moody announced a public hearing will be held on November 9<sup>th</sup> to gather public comment.

### **Vacation Carryover**

Mayor Ing-Moody reported Deputy Clerk Surface requested a carryover for 66.75 hours of vacation. Mayor Ing-Moody explained that as Mayor she was able to approve up to 40 hours of carryover but the Council would need to consider the other 26.75 hours being requested. The Mayor recommended the Council approve the carryover of the additional 26.75 hours contingent upon Ms. Surface agreeing to take it by December 31, 2010.

Mayor Ing-Moody warned Council of the potential budgetary affects if an employee were to leave and the Town had to pay the employee for unused vacation. The Mayor suggested a future change to the personnel manual. Council approved Mayor Ing-Moody to present at a later date a draft proposal regarding vacation carryover to update the personnel manual.

**Action:** Town Staff will prepare a draft vacation carryover amendment for the personnel manual.

### **Motion:**

Council Member Gehring moved to approve 26.75 hours of vacation be carried over, over and above the 40 hours for Deputy Clerk Surface with the contingency that it be taken before the end of 2010. The motion was seconded by Council Member Smith and passed unanimously.

### **Council Positions**

Mayor Ing-Moody announced that four people had applied for the two open Town Council positions. Each applicant was notified of the potential for an upcoming interview and provided with four questions they would be expected to answer. Leone Edson and Bob Lloyd were present and interviewed by the Council.

### **Addition of Two Part-Time Positions**

Mayor Ing-Moody requested the Council create two part-time positions in the administrative office; an accountant and a grant administrator.

### **Motion:**

Council Member Estes moved to approve the creation of both a part-time accountant and a part-time grant administrator for the Administrative Office. The motion was seconded by Council Member Gehring and passed unanimously.

### **Administrative Office Accounting Software**

Clerk Storms began by explaining to Council the disadvantages of the Springbrook software. She feels the program was never set up completely or correctly for the Town and that the software is

too technical for a Town the size of Twisp. Clerk Storms gave the Council a brief overview of the three proposals for accounting software programs submitted by Visions Software, Springbrook Software and Bias Software. All three programs are windows based. Springbrook and Bias have all of the features needed by the Town; Visions does not offer a utility billing module at this time. Clerk Storms, Deputy Clerk Surface and Administrative Assistant Moriarty visited two sites (Entiat and Leavenworth) to look at the programs and discuss with staff their views regarding customer service and support, efficiency and function. Clerk Storms and her staff agreed that Bias Software would best serve the Town's needs. Clerk Storms reported Bias Software is willing to finance the program and is able to provide remote access so she will be able to access the software away from the office in her new capacity as accountant. Bias Software has confirmed implementation of the program by December 2010.

**Motion:**

Council Member Smith moved to approve the purchase of Bias Software to replace Springbrook Software. The motion was seconded by Council Member Estes and passed unanimously.

**Executive Session – Approximately 30 Minutes to Discuss Personnel**

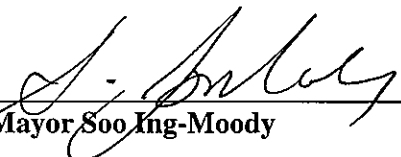
Mayor Ing-Moody adjourned into Executive Session to discuss personnel at approximately 9:55 pm.

Mayor Ing-Moody reconvened into Regular Session at 10:35 pm.


No action was taken.

There being no further business to come before the Council, Mayor Ing-Moody adjourned the meeting at 10:36 p.m.

**APPROVED:**

  
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Mayor Soo Ing-Moody

**ATTEST:**

  
\_\_\_\_\_  
Clerk/Treasurer Jackie Moriarty