

**Town of Twisp**  
**Council Minutes – 12/28/10**  
**7:00 PM**

Mayor Ing-Moody called the meeting to order at 7:01 pm.

Council Member present:     Clint Estes, Mayor Pro-Tem  
   Tom Gehring  
   Hans Smith  
   Bob Lloyd  
   Traci Day

Council Members absent:     None

**Pledge of Allegiance**

Council Member Smith led the Pledge of Allegiance.

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

**Additions:**     Discussion: Community Development Block Grant – Twisp and TwispWorks (PDA) Partnership  
   Discussion: Department of Justice – Bureau of Justice Assistance Grant (Police Department – Narcotics Officer)

**Deletions:**     None

**Consent Agenda**

- Approval of Minutes – 12/14/10
- 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 Town Council.

The following voucher/checks are approved for payment by a majority vote on this 28<sup>th</sup> day of December, 2010:

<b>Checks/Vouchers</b>	<b>#27985</b>	<b>\$4,440.00</b>	<b>12/20/10</b>
<b>NCNB</b>	<b>ACH #9101202</b>	<b>\$257.00</b>	<b>12/21/10</b>
<b>USDA</b>	<b>ACH #9101203</b>	<b>\$683.00</b>	<b>12/28/10</b>
<b>USDA</b>	<b>ACH #9101204</b>	<b>\$354.00</b>	<b>12/28/10</b>
<b>Checks/Vouchers</b>	<b>#27986 - #28001</b>	<b>\$19,571.38</b>	<b>12/28/10</b>

## **Motion:**

Council Member Gehring moved to approve the consent agenda with amended minutes from 12/14/10. The motion was seconded by Council Member Smith and passed unanimously.

## **Public Comment Period**

There was no public comment.

## **Mayor's Report**

Mayor Ing-Moody reported on the following:

- Working to contact the Department of Justice regarding the Bureau of Justice Assistance Grant for the Police Department.
- No urgent issues for the Town; things are going smoothly.

## **Staff Reports**

### **Police Department**

Interim Police Chief Rick Balam reported on the following:

- The transmission in Officer Kim's patrol car is not operational.
- Investigating a burglary that took place at Cascade Pipe.
- Officer Kim is currently on vacation.
- Finished a Juvenile/Runaway Policy required by the State.
- 5 applications for the Chief of Police position have been received by the Police Department.
- Two of the three mobile connections Twisp acquired for laptop computers to be used in the patrol cars have been revoked by the Okanogan County Sheriff's Department for non-use; Interim Chief Balam is working with the County to regain these mobile connections. Interim Chief Balam warned how important these connections could be because he has noticed a trend where many dispatch departments are moving from radio use to the use of mobile computer connections.

### **Public Works Department**

Public Works Superintendent Howard Moss reported on the following:

- All three major pieces of snow removal equipment have needed repairs; the loader bucket had to be welded; the Ford 550 plow cutting edge is worn out (a new part is on order); and the dump truck has had mechanical problems.
- There was a pump failure at the Lookout Pump Station; the problem has been fixed.
- He is tracking the cost of snow removal at the Twisp Municipal Airport.
- He is recovering from knee surgery.

Council Member Smith asked about the status of fire hydrant access. Superintendent Moss has asked his staff to report to him any hydrants that are covered so he can contact the persons responsible.

Council Member Gehring asked Superintendent Moss if a berm could be placed in the bike lane on Highway 20 to help protect the sidewalks from being covered when the Washington State Department of

Transportation (WSDOT) trucks come through town to remove snow. Council Member Gehring has witnessed several people having to avoid the sidewalks and walk on the road. Superintendent Moss reported he will discuss Council Member Gehring's suggestion about the berm and also ask Don Becker, WSDOT Twisp Maintenance Supervisor, if his drivers could avoid dropping their plows from bridge to bridge unless there is a substantial amount of snow on the highway.

Superintendent Moss reported he had arranged for a grader to come in and peel down some of the ice that has built up on the streets and at the intersections; the Town does not have equipment to handle the project but will be cleaning up the snow removed by the grader.

**Action: Superintendent Moss will meet with WSDOT Twisp Maintenance Supervisor Don Becker to see if they can come up with a solution to allow the sidewalks to be passable during the winter months.**

### **Clerk's Office**

Clerk Moriarty reported on the following:

The Clerk's Office is busy working with BIAS Software Company to implement new utility billing and finance software.

### **Fire Department**

Fire Chief Keith Comstock was not present.

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

#### **Non – Utilities Facilities Committee**

Council Member Smith reported a draft resolution has been prepared by Dave Sandoz, acting as a representative of the Airport Improvement Club. Council Member Smith would like to bring the draft to the next Council meeting for review.

**Action: Council Member Smith asked staff to carry out the following prior to the next Council meeting:**

- Ask Bob Howson, Airport Manager to attend the meeting.
- Provide the Committee with any resolutions or ordinances related to the forming of the Airport Board.
- Research the advantage of having a lease with the Airport Improvement Club or a resolution for the fuel tank.

### **OLD BUSINESS**

#### **Resolution #481 – Fee Schedule**

The Council was presented with a fee schedule that included the water and sewer rate increases approved at the 12/14/10 meeting. Clerk Moriarty pointed out two fees that were overlooked and therefore added; Council agreed with the additions. Council Member Gehring questioned a duplicated fee for the rental of the Wagner Memorial Pool. Council agreed to delete the reference of \$50/hr. for the rental of the pool and use the rates as outlined elsewhere in the fee schedule for hourly rentals.

**Motion:**

Council Member Smith moved to approve Resolution #481 regarding the Town Fee Schedule as amended – effective 01/01/11. The motion was seconded by Council Member Estes and passed unanimously.

**2010 Visitor’s Information Center Fee**

Mayor Ing-Moody discussed the history of the Visitor’s Information Center (VIC) and the need to set a fee the Town will pay to the VIC for their 2010 services. Council Members agreed they would like Accountant Storms to provide a spreadsheet showing 2% revenues and expenditures from 2007 to present so they could see if revenues have declined and if so how much before making their decision.

**Action:** Staff was asked to provide the Council a budget spreadsheet showing 2007 to present 2% revenues and expenditures.

**Methow Watershed Council Coordinator’s Contract (Term 11/01/10 – 06/30/11)**

Council Members Gehring and Smith reported to Council their work on the Methow Watershed Council Coordinator’s contract. The only sticking points between the Council Members and the MWC Chairman and Coordinator were the Town being the sole contact with the Department of Ecology (DOE) Financial Grant Administrator, and the date of submission for reporting documents and invoices. In the end, it was mutually agreed that the Town will be the sole contact with the DOE Financial Grant Administrator; the contract will be an 8 month contract expiring on June 30, 2011 to coincide with the DOE fiscal year (July 1 – June 30<sup>th</sup>); and reporting and invoices are due to the Town’s Grant Administrator by the 10<sup>th</sup> of each month.

In addition to the original contract, a Performance Evaluation in Attachment “A” was included. Council agreed the Performance Evaluation needed to contain grant deliverables.

Council Member Smith suggested the following language be added:

“7) Grant Deliverables - Prepares all applicable reports and deliverables as specified within current Department of Ecology grant agreements relating to Watershed Planning. All such reports and deliverables are to be produced in a completed form, on time, and presented in a professional format.”

**Motion:**

Council Member Gehring moved to approve the Contract between Lee Hatcher, Optimal Niche and the Town of Twisp for the period of 11/01/10 – 06/30/11, as amended. The motion was seconded by Council Member Estes and passed unanimously.

**Methow Watershed Council - Submittal of New Department of Ecology Grant Proposals**

Mayor Ing-Moody reported to Council that two new grant proposals have been submitted by the Town to the Department of Ecology (DOE) for the Methow Watershed Council. These new proposals are “placeholders” and if the DOE receives adequate funding the Town would need to approve grant applications for each prior to submission. Mayor Ing-Moody mentioned that another “placeholder” will be submitted on or before December 30, 2010 for a Water Storage Capital Project.

## **NEW BUSINESS**

### **Community Development Block Grant (CDBG) – Town of Twisp and TwispWorks (PDA) Partnership**

Amy Stork, a representative of TwispWorks (Public Development Authority) discussed a partnering opportunity between the Town and TwispWorks through a Community Development Block Grant (CDBG). Ms. Stork reminded Council this partnership was developed initially when a CDBG application was submitted in 2010; the grant was not received. Ms. Stork proposed TwispWorks would write the grant, work with Superintendent Moss to identify a Capital Facilities Project that could be incorporated and allow for funding in the grant proposal so it could be administered by the Town. Council Members questioned the advantages and disadvantages of taking on the administration of another grant at this time and why the Council had not been approached earlier by the PDA requesting this grant application since its deadline is January 20<sup>th</sup>.

#### **Motion:**

Council Member Smith moved to approve the Mayor assist TwispWorks in drafting and submitting a Community Development Block Grant and the Council hold a public hearing prior to the application deadline. The motion was seconded by Council Member Day and passed unanimously.

### **Inter-Local Agreement between the Towns of Winthrop and Twisp for Building Inspector Services**

Mayor Ing-Moody discussed the Inter-Local Agreement between the Towns of Winthrop and Twisp for Building Inspector Services. Mayor Ing-Moody reported a very small increase to Dave Sandoz, Building Inspector's hourly rate based on an increase in medical insurance fees and that Twisp will now be billed for mileage expenses incurred while Mr. Sandoz is traveling for Twisp inspections. Mayor Ing-Moody explained the increase was not made known in time for the preparation of the 2011 budget but that she and Mr. Sandoz will strive to best keep his hours within the budgeted amount.

#### **Motion:**

Council Member Gehring moved to approve the 2011 Inter-Local Agreement between Winthrop and Twisp for Building Inspector Services. The motion was seconded by Council Member Estes and passed unanimously.

### **Uncollected Debt**

Staff presented an uncollected debt of \$9.50 to Council for forgiveness. A memo from Deputy Clerk Surface explained the circumstances and outlined the measures she took to try to collect the debt without success.

#### **Motion:**

Council Member Day moved to approve the forgiveness of \$9.50 in debt. The motion was seconded by Council Member Smith and passed unanimously.

### **Department of Justice – Bureau of Justice Assistance Grant (Narcotics Officer)**

Mayor Pro-Tem explained to Council that the newly awarded Bureau of Justice Assistance Grant for a Narcotics Officer did not have specific language written in to provide funding for the administration of

the grant. Council discussed the possibilities of having another staff member administer the grant but determined that Grant Administrator Ing-Moody be the contact person to establish and complete any financial reports due at this time.

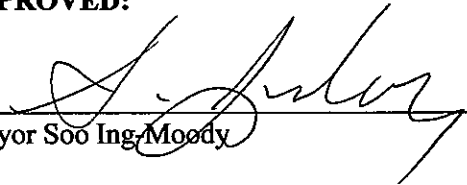
**Motion:**

Council Member Estes moved to approve the Grants Administrator to proceed on the Bureau of Justice Assistance Grant. The motion was seconded by Council Member Smith and passed unanimously.

**Adjournment**

There being no further business to come before the Council; Mayor Ing-Moody adjourned the meeting at 9:37 pm.

**APPROVED:**

  
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Mayor Soo Ing-Moody

**ATTEST:**

  
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Clerk/Treasurer Jackie Moriarty