

**Town of Twisp
Council Minutes 01/22/08
7:00 PM**

Meeting called to order at 7:00 pm by Mayor Nations.

Council Members Present: Clint Estes
 Tom Gehring
 Vicki Hallowell
 Tina DeRenzo

Council members absent: Mayor Pro-Tem Stephanie Hickman

Council Member Hallowell led the Pledge of Allegiance.

PUBLIC COMMENT PERIOD

There was no public comment.

MINUTES

MOTION:

Council Member Estes moved to approve the January 8, 2007 minutes as presented. The motion was seconded by Council Member Hallowell and passed unanimously.

MAYOR NATIONS UPDATE

Mayor Nations commented on the Police Department Standard Operating Policies and Procedures Manual that Chief Rick Balam provided to him. Mayor Nations and the Council Members present felt that each of them needed a copy for review.

Action: Administrative Assistant Jackie Moriarty will provide a copy of the Standard Operating Policies and Procedures to the Council.

DEPARTMENT HEADS AND COMMITTEE REPORTS

Rick Balam, Police Chief

Not present.

Gary McConnell, Public Works Superintendent

Superintendent McConnell reported that the grant he had submitted to the Department of Ecology (DOE) for a belt press that would be used at the Wastewater Treatment Plant had been denied. McConnell explained that he had failed to complete the grant application as required by the DOE. McConnell reported that he will resubmit an application in the next cycle which is in the fall of 2008.

Colleen Storms, Clerk/Treasurer

Clerk/Treasurer Storms asked Council their opinions on taping Council meetings. Storms explained that taping meetings is not a requirement; it is an administrative policy of the Council and that she had recently researched the pros and cons of taping. Storms reported that the tapes have to be kept for 6 years and provided to the public upon request, which can be a hardship. Also, by not taping, the written minutes are the sole official record to maintain. As soon as Council passes them they become available for public distribution. Council discussed the issue briefly, the consensus was that they were positive about changing the policy and would like to revisit the issue when Mayor Pro-Tem Hickman is present.

Clerk/Treasurer Storms reported on the status of the Booster Pump Grants and stated that the Town should know the status of our application submitted to Community Development Block Grant (CDBG) in March 2008.

Action: Staff will place public records as an agenda item on the February 12, 2008 agenda.

Keith Comstock, Fire Chief

Chief Comstock inquired as to whether a meeting had been set with Fire District #6 to discuss Mr. Waller's letter to the Town; Mayor Nations stated he has had no reply from them to date.

Chief Comstock reported that he is working on a Fire Department Policy and Procedures Manual. Clerk/Treasurer Storms asked Comstock to provide any policies he may find in his research regarding the taxing of volunteer stipend checks.

Comstock reported that the weekly fire meetings have been well attended.

OLD BUSINESS

FOREST SERVICE TASK FORCE UPDATE

Council Members Hallowell and Gehring reported that they had received over 70 letters of support from citizens county-wide for the Forest Service project; they will be sending correspondence to the Governor, Senators and Representatives soliciting their support for the project. Also, the deadline for submitting proposals under the Request for Proposals for a feasibility study was January 23, 2008 and Task Force members would evaluate them soon after.

WATER AND SEWER RATES

Clerk/Treasurer Storms reported that Joe Mitschelen, a representative of Rural Community Assistance Corporation (RCAC), is scheduled to attend the February 12, 2008 Council meeting to review his findings of the water and sewer rate study. Storms warned Council that the rates Mr. Mitschelen will be proposing will seem high. However, based on other small towns in the state Twisp will be more in line with rates that make us eligible for grants for capital projects.

METHOW WATERSHED COUNCIL REPORT

Administrative Assistant Moriarty reported that the Methow Watershed Council's (MWC) \$25,000 Rule Revision Grant is in effect and that contractual work with Highlands Associates will begin soon regarding build-out records in the Methow Valley. The MWC made a decision to

gather more information before applying for the Phase IV Implementation Plan Grant; they've set a deadline of June 2008 to start that grant.

PERSONNEL POLICY MANUAL – DISCUSSION

Council held a question and answer session on the proposed changes to the Personnel Policy Manual, after having had time to review it. Storms reported that the portion still being reviewed by Town Attorney Scott DeTro was in regards to on-call time for Police Officers.

The following topics were discussed

- Sick Leave – Council Member Hallowell asked for clarification regarding holding an employee's position after his/her sick leave had been used.
- Time Clock, Job Descriptions and Employment Testing – Council Member Gehring asked how employee hours were tracked; if each Town position had a current job description; when and if alcohol testing was done; and about polygraph testing for law enforcement.
- Holidays – Council Member DeRenzo asked for clarification regarding scheduled holidays.
- Miscellaneous Discussion: Military Policies; Sick Leave being expanded to include care of extended family members (i.e. Grandparents, Parents, etc.)
- Public Works Superintendent McConnell said he'd like to see a sick leave donation policy as part of the Town's policies.

NEW BUSINESS

TOWN OF TWISP CENTENNIAL

Clerk/Treasurer Storms reported to Council that the Town's Centennial would be coming up August 9, 2009. Storms suggested that the Council Members talk to citizens and try to find some interested person or group to lead in planning an event. Storms suggested a logo contest, something that could be used for letterhead, signage etc.

AWC NEW COUNCIL MEMBER TRAINING UPDATE

Council Members Hallowell, Gehring and DeRenzo were asked to report on the Association of Washington Cities "New Council Training" they had recently attended. Council Member Hallowell announced that she was surprised to learn that there were 281 incorporated cities in Washington. They were all glad they attended and learned what powers they possess and liability they have as Council Members, what power the Mayor possesses and the different types of governments throughout the state.

Council Member Gehring stated that he understood why planning out for 20 years is so important; in regards to laying the groundwork for future councils.

COUNCIL COMMITTEE ASSIGNMENTS

The Council discussed committee assignments, they were set as follows:

Public Works: Water, Sewage & Treatment Plant, Streets, Flood Control

Council Member Estes (Chairman) and Council Member Hallowell

Public Safety: Police, Fire, EMS, Nuisance Abatement

Council Member Hickman (Chairman) and Council Member Estes

Finance: Budget, Taxes, Licenses, Investments, Audit

Council Member Hickman (Chairman) and Council Member DeRenzo

Non-Utility Facilities: Airport, Buildings and Library

Council Member Hallowell (Chairman) and Council Member Estes

Water/Environmental Committee: Pools and Parks

Council Member Gehring (Chairman) and Council Member DeRenzo

PUBLIC COMMENT

Council Member Gehring requested that Superintendent McConnell look at the parking near his house at the corner of Glover Street and 5th Avenue. Gehring shared that some parking areas were plowed out in front of houses while others were not. McConnell explained that when cars are parked during plowing times, the plow has to go around the car and can not immediately maneuver the large plow and truck back in to clear the next area whether a car is parked there or not.

Council discussed giving citizens notice of when they will be plowing in their neighborhoods, preparing an ordinance that will reflect the public works plowing schedule, tagging cars warning of the plowing schedule or giving citizens a pre-winter written warning regarding when cars need to be moved for plowing.

Action: Superintendent McConnell volunteered to research ordinances regarding snow plowing.

ROUTINE APPROVALS

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 22nd day of January, 2008:

| | | | |
|-----------------------------|------------------------|--------------------|-----------------|
| Voucher/Checks | #25015 - #25022 | \$4,181.84 | 01/22/08 |
| Voucher/Checks | #25023 - #25039 | \$18,286.44 | 01/22/08 |
| Cashmere Valley Bank | ACH | \$1,254.99 | 02/01/08 |
| Payroll/Draws | None | | |

MOTION:

Council Member Hallowell moved to approve the current accounts payable and current payroll and benefits and to disburse payment. The motion was seconded by Council Member DeRenzo and passed unanimously.

There being no further business to come before the Council, Council Member Gehring moved to adjourn the meeting. The motion was seconded by Council Member Estes and passed unanimously. Meeting adjourned at 8:20 p.m.

Mayor Vern Nations

ATTEST:

Clerk/Treasurer Colleen Storms