

**Town of Twisp  
Council Minutes 02/12/08  
7:00 PM**

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

Council Members Present: Mayor Pro-Tem Stephanie Hickman  
Tom Gehring  
Vicki Hallowell

Council members absent: Council Members Clint Estes and Tina DeRenzo

Council Member Hickman led the Pledge of Allegiance.

**PUBLIC COMMENT PERIOD**

There was no public input.

**MINUTES**

**MOTION:**

Council Member Hallowell moved to approve the January 22, 2008 minutes as sent. The motion was seconded by Council Member Gehring. Because of Council Member Hickman's absence at the last meeting she abstained from voting and Mayor Nations voted in favor of the motion. Motion passed.

**MAYOR NATIONS UPDATE**

Mayor Nations reported that Mike Port had resigned from the Planning Commission and he had appointed Peter Nawrot to the Commission. Council agreed with the Mayor's choice.

**DEPARTMENT HEADS AND COMMITTEE REPORTS**

**Rick Balam, Police Chief**

Police Chief Rick Balam reported that he and his officers had responded to 39 calls; written 23 citations, 16 parking tickets and 1 warning parking ticket in January. Chief Balam announced that new hire Matthew Moen had arrived and settled into the police academy in Spokane and would begin his training on February 13<sup>th</sup>.

Mayor Nations questioned why the reports on the Okanogan County website conflict with the report that Chief Balam presents each month. Chief Balam stated that he did not know how the County compiled their reports, but that he and his staff took the stats directly off of the Spillman System.

### **Gary McConnell, Public Works Superintendent**

Superintendent Gary McConnell reported that his staff had responded to 18 homes and businesses that had frozen water pipes; McConnell stated that was above average for winter problems.

Council Member Gehring questioned McConnell about plans for the possibility of flooding this year. McConnell stated that he had no specific plans and feels that the Horseshoe Trailer Park is most at risk, but feels that the ice is melting more gradually than last year.

### **Colleen Storms, Clerk/Treasurer**

Clerk/Treasurer Colleen Storms reported that Don Popoff, RH2 Engineering, was helping the Town on water issues related to our lease approval with DOE. Storms also mentioned the possibility of inviting Tom Tebb, Department of Ecology (DOE), to a future council meeting.

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

Not present.

## **OLD BUSINESS**

### **WATER AND SEWER RATES**

Joe Mitschelen, Rural Community Assistance Corporation (RCAC), was present to discuss water and sewer rates and the effects that growth and improvements/maintenance will have on the amount Twisp charges. Clerk/Treasurer Storms and Mr. Mitschelen presented the Council with a spreadsheet showing three proposals. The proposals ranged in base rates of \$29 to \$30 dollars and water allowances for that base rate of 500 to 900 cubic feet. Mitschelen explained to Council that the rate increase proposal has nothing to do with promoting conservation or to make money; stating this increase is crucial to system development and maintenance. Superintendent McConnell shared that his preference would be Proposal #2; \$29 per month with an allowance of 800 cubic feet. Council Member Hickman voiced her concern about the residential versus commercial water charges and Mitschelen responded with some ideas about the topic. Council will continue to discuss this issue.

### **2<sup>ND</sup> AVENUE/TWISP RIVER ROAD STREET PROJECT**

Don Popoff, RH2 Engineering, showed a model of Alternative C for the 2<sup>nd</sup> Avenue/Twisp River Road Street Project, which incorporated the comments he had received from the public and Town Council. Popoff shared that this plan was approximately 70% complete and that some details were still being worked out such as: the utility companies have been notified of the project and he is waiting to hear their proposals; he and Town staff are still trying to find additional funding to complete the project out to the town limits; working with property owners regarding driveway, elevation and drainage issues. Mr. Popoff shared that they will be removing the old asphalt and then use a Department of Transportation formula of 8" gravel base with 4" of asphalt. Mayor Nations questioned what will be done with the old ground up asphalt and Popoff suggested they look at that when the contractor is selected. Popoff reported that there will be one-lane traffic during construction with the occasional delay and that the project will last approximately 3 months.

**Action: Mayor and Staff need to review the proposal and report back to Don Popoff with comments.**

**PERSONNEL POLICY MANUAL – RESOLUTION #08-413**

Clerk/Treasurer Storms read into record a portion of Chapter 3 – Hours & Attendance – Call Backs. She explained this discussion had been reviewed by two attorneys, the AWC attorney as well as Scott DeTro. Storms gave a brief history of a previous lawsuit filed by Twisp police officers and explained that Chief Balam and Town Attorney Scott DeTro worked hard to cover issues which are in the best interest of the Town as well as the employees.

**MOTION:**

Council Member Gehring moved to approve Resolution #08-413 modifying the Town of Twisp Personnel Policy Manual. The motion was seconded by Council Member Hallowell and passed unanimously.

**PUBLIC RECORDS**

Clerk/Treasurer Storms discussed stopping the practice of audio recordings of regular Council meetings. Storms provided information from the Municipal Research Service Center (MRSC) pointing out the hardships of maintaining a library of tapes and recalling them if requested. She also said that she knew there had been no requests in at least two years. Storms pointed out that at anytime the Council decides they would like to begin recording meetings again it is just a matter of a motion being made. The change would not affect public hearings, which have to be taped.

**MOTION:**

Council Member Hallowell moved to discontinue taping regular Council meetings. The motion was seconded by Council Member Hickman and passed unanimously.

**FOREST SERVICE TASK FORCE RECOMMENDATION FOR FEASIBILITY STUDY CONSULTANT**

Council Member Gehring reported to Council that the Forest Service Task Force had formed a 4 person committee to meet and evaluate the 2 consultant proposals they received regarding a feasibility study. Gehring shared that after the committee met to review the proposals they held phone conferences with each of the consulting firms. Council Member Gehring reported that they selected Public Affairs Research Consultants (PARC) from Eastern Oregon and they are recommending this firm be hired as the project consultant. Gehring shared that Stan Foster is their contact person with PARC. Gehring stated that PARC has 20 years of experience in feasibility studies and specializes in small municipality projects and that Mr. Foster seems practical and conservative.

Mayor Nations stated that he wanted to recognize and thank John Newcom of the Forest Service for his efforts in extending the date of the complex auction by 30 days.

**MOTION:**

Council Member Hickman moved to accept the recommendation of the Forest Service Task Force and award the contract for a feasibility study to the Public Affairs Research Consultants. The motion was seconded by Council Member Hallowell and passed unanimously.

**FOREST SERVICE TASK FORCE RESOLUTION #08-414 – REQUESTING SENATOR PATTY MURRAY TO PROPOSE A BUDGET FOOTNOTE REGARDING THE PURCHASE OF THE FOREST SERVICE COMPLEX**

Council Member Gehring discussed proposed Resolution #08-414 that was written and presented by the Forest Service Task Force for Council approval. Gehring explained that they had received the suggestion for this request from one of the consultants. Gehring shared that by asking Senator Patty Murray to propose a budget footnote it would require the US Forest Service to work with the Town regarding the sale of the Forest Service Complex. It was pointed out that the date of the complex auction on July 3, 2008 should read July 1, 2008 instead. Staff will make the date correction on the final copy of the Resolution.

**MOTION:**

Council Member Hickman moved to approve Resolution #08-414 requesting Senator Patty Murray to propose a budget footnote regarding the purchase of the Forest Service Complex. The motion was seconded by Council Member Gehring and passed unanimously.

**NEW BUSINESS**

**GAMBLING TAX**

Chief Balam discussed imposing a gambling tax on the local businesses that sell and/or participate in games of chance. Balam shared some research regarding other Okanogan County cities, explaining the tax ranges. Clerk/Treasurer Storms presented Council with a comparison spreadsheet showing gross versus net profits and showing the previous 3 ½ years of gambling profits collected within the Town of Twisp.

Chief Balam explained that the gambling tax would be used first to enforce State gambling regulations, and the balance could be used to defray Police Department costs. Mayor Nations suggested that a tiered system could be set up to start at a lesser percentage and build up. Mayor Nations stated that he would personally speak to each business owner this tax would effect and report back to the Council.

**Action: Mayor Nations will report back to Council regarding his meetings with the business owners.**

**AIRPORT LEASES**

Mayor Nations discussed the cost and certain language in our current airport leases. Mayor Nations stated he believes that the Town Council should review the leases periodically not the Airport Manager and Board and that the \$165 per year per lot fee is not sufficient to cover total costs at the airport. Clerk/Treasurer Storms reported that the airport lost approximately \$1,500 in 2007, mostly to do with the cost of snowplowing and that currently the lease fees are only covering the insurance, electrical and small maintenance costs. There is no money being set aside

for maintenance needs or match money for future grants. The Council agreed that the lease fees must cover the cost of operations at the airport and that the lease should be reviewed by Town Attorney DeTro.

Clerk/Treasurer Storms also discussed the possible liability for the Town having an unpaid manager.

**Action: Provide a copy of the airport lease to Town Attorney DeTro for his review and Vern will discuss it with him.**

### **SETTING AN ANNUAL FEE FOR VISITOR INFORMATION CENTER SERVICES**

Clerk/Treasurer Storms presented Council with a proposed addendum to the 2007 agreement between the Town of Twisp and the Community Center regarding the rent for the Visitor Information Center. Storms reported to Council that rather than the Community Center having to participate each year in the competitive process set by the Twisp Chamber of Commerce for 2% Hotel/Motel monies this addendum would set the amount at \$3,600 per year for two years, 2008 and 2009. The proposed \$3,600 would come out of the 2% Hotel/Motel money first.

#### **MOTION:**

Council Member Gehring moved to approve the addendum to the agreement between the Town of Twisp and the Community Center setting the amount of compensation at \$3,600 for 2008 and 2009. The motion was seconded by Council Member Hallowell and passed unanimously.

### **2008 RH2 ENGINEERS CONTINUING SERVICES CONTRACT RENEWAL**

Don Popoff, RH2 Engineers, was present to discuss the renewal of their current contract with the Town of Twisp for 2008. Mr. Popoff shared that their hourly fees had increased by \$4 per hour and that mileage was calculated on the state rate, but that the current 2<sup>nd</sup> Avenue Project rates were locked into the 2007 fees. Mr. Popoff explained that he was currently working with Superintendent McConnell on some water saving issues and computer issues at the Waste Water Treatment Plant and hopes to build a long-term working relationship with Twisp.

#### **MOTION:**

Council Member Hallowell moved to renew the Engineering Services Agreement with RH2 Engineering for 2008. The motion was seconded by Council Member Hickman and passed unanimously.

### **2008 HIGHLANDS ASSOCIATES AGREEMENT**

Clerk/Treasurer Storms discussed the 2008 agreement with Highlands Associates. Storms reported that their rates increased slightly and added that the Town did not use the full budgeted amount of hours last year. Storms stated that language had been added to require electronic versions of all documents prepared by Highlands Associates be given to the Town within 30 days of its completion.

**MOTION:**

Council Member Hallowell moved to approve the 2008 agreement between Highlands Associates and the Town of Twisp. The motion was seconded by Council Member Hickman and passed unanimously.

**PUBLIC COMMENT**

Carl and Janice Timber, owners of the Horseshoe Trailer Park, questioned Council about measures they can take to avoid flooding problems at the trailer park this year. Mayor Nations recommended that the Timbers contact Chief Balam as our local representative to the County emergency management team.

Council Member Gehring reported to Council that he has been doing some research regarding a river walk in Twisp and he would be giving a presentation at the next Methow Restoration Council meeting.

Mayor Nations reminded Council Members that they will be discussing the Police Department Standard Operating Policies and Procedures at the March 11, 2008 meeting.

**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 12<sup>th</sup> day of February, 2008:

<b>Voucher/Checks</b>	<b>#25040 - #25044</b>	<b>\$4,558.80</b>	<b>02/01/08</b>
<b>AWC</b>	<b>ACH</b>	<b>\$7,457.84</b>	
<b>NCNB</b>	<b>ACH</b>	<b>\$9,065.05</b>	
<b>Voucher/Checks</b>	<b>#25045 - #25087</b>	<b>\$24,073.91</b>	<b>02/12/08</b>
	<b>#25045</b>	<b>VOID</b>	
<b>Payroll/Draws</b>	<b>#11760 - #11781</b>	<b>\$20,239.59</b>	<b>02/02/08</b>
<b>Payroll/Draws</b>	<b>#25088 - #25096</b>	<b>\$9,200.00</b>	<b>02/15/08</b>

**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 Gehring and passed unanimously.

There being no further business to come before the Council, Council Member Hickman moved to adjourn the meeting. The motion was seconded by Council Member Hallowell and passed unanimously. Meeting adjourned at 10:19 p.m.

APPROVED:

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Mayor Vern Nations

ATTEST:

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Clerk/Treasurer Colleen Storms