

**Town of Twisp
Council Minutes 03/10/09
7:00 PM**

Meeting called to order at 7:03 pm by Mayor Hickman.

Council Members Present: Clint Estes
 Tom Gehring
 Vicki Hallowell
 Tina di Rienzo

Council members absent: None

EXECUTIVE SESSION – APPROXIMATELY 50 MINUTES TO DISCUSS PERSONNEL

Mayor Hickman adjourned into executive session at 7:03 pm for approximately 50 minutes to discuss personnel.

Council extended the executive session time by 30 minutes at 7:50 pm.

Mayor Hickman reconvened into regular session at 8:20 pm.

There was no action taken at this time.

Pledge of Allegiance

Council Member di Rienzo led the Pledge of Allegiance.

Additions and/or Changes to the Agenda

There were no additions or changes to the agenda.

PUBLIC COMMENT PERIOD

There was no public comment at this time.

MINUTES

MOTION:

Council Member Hallowell moved to approve the February 24, 2009 minutes as amended. The motion was seconded by Council Member di Rienzo and passed unanimously.

MAYOR HICKMAN'S UPDATE

Mayor Hickman had no update at this time.

DEPARTMENT HEADS AND COMMITTEE REPORTS

Rick Balam, Police Chief

Chief Balam reviewed his monthly stats with Council sharing that the department had written 18 citations, had 4 arrests and reported to 59 calls in the month of February.

Chief Balam reported that he had received notification of a grant through Washington State Department of Transportation Aviation Division for airport security. Balam explained that the grant was for \$5,000 with a 5% match required from the Town totaling \$263.16 and that the application was due by March 31, 2009. Balam discussed the grant with Airport Manager Mike Port and Mr. Port stated that the Airport Board would provide the matching funds necessary if the grant was received. Balam reported that the plan would be to use the grant funds to fix an existing boundary line issue by having the property surveyed and to extend an already existing fence.

MOTION:

Council Member Estes moved to approve submitting an application for the Washington State Department of Transportation Aviation Division grant for airport safety in the amount of \$5,000 with the matching funds in the amount of \$263.16 to be paid by the Airport Board. The motion was seconded by Council Member Gehring and passed unanimously.

COPS GRANT FUNDING

Chief Balam wanted Council to be aware that it appears that even though Okanogan County Sheriff's Department is short staffed by two positions the County Commissioners are not going to pursue the opportunity to fill those positions through the Cops Grant being offered. Balam explained that his department is seeing less backup and longer response times by the County Deputies because of this staff shortage.

Randy Johnson, Public Works Superintendent

Superintendent Johnson reported to Council what he and his crew have been doing: filling potholes; computer installation at the treatment plant; and clean up of the grounds at the treatment plant. Johnson shared with Council that he had obtained a permit from the Department of Ecology on 03/10/09 to burn the pile of debris at the airport. Johnson reported that they were able to burn the majority of the pile in this first day.

Johnson reported that he met with all three of the people affected by easement issues regarding the Hilltop Booster Station Project. Johnson reported that only one person has a concern regarding the effect on their current irrigation lines and that is being worked out.

Superintendent Johnson, as a point of information for the Council, discussed an issue regarding the Bridge Street sewer lift station. Johnson reported that they were experiencing some problems with the lift station pump and after tearing it apart they discovered a 4" x 4" piece of asphalt that had flowed in and become stuck in the pump. Johnson shared that the asphalt was removed and that there didn't appear to be any damage to the pump.

Superintendent Johnson announced to Council that he and his entire crew attended a CPR class and all obtained their certifications.

MAYOR AND DEPARTMENT HEAD MEETING

Mayor Hickman set a Department Head meeting for Thursday, March 12, 2009 at 8:30 am at Town Hall.

Colleen Storms, Clerk/Treasurer

Clerk/Treasurer Storms reported that the Glover Street Project had gone out to bid and so far there have been 22 bid and plan packages purchased by interested contractors. Storms reported that the bid list will be posted on the Town's website for general information and use by interested sub-contractors. Storms reminded Council that the bids are due and will be opened at 10:00 am March 24, 2009 in the Town Council Chambers and the bid will be officially awarded to the apparent low bidder later that day at the Council Meeting.

Clerk/Treasurer Storms reported that a desk has been set up for Mayor Hickman at Town Hall and that she plans to establish hours in Town Hall working with staff and on special projects.

Clerk/Treasurer Storms reported that she is investigating opportunities that could benefit the Town through the Public Works Trust Fund and other economic recovery monies. Storms shared that these are coming out with short response time, but she and other Department Heads are keeping an eye out for what could be beneficial to the Town. Also, at the retreat we revisited the status of the capital projects list and our priorities to prepare for these opportunities.

Keith Comstock, Fire Chief

Fire Chief Comstock reported that he had attended a meeting regarding dispatch services in Omak on 03/10/09. Comstock explained that there are billing issues being raised by other agencies regarding the amount of service each is paying for through County dispatch. Chief Balam shared that he was not given the information that this meeting was taking place by the County and therefore did not attend the meeting.

Fire Chief Comstock reported that the current Fire Department Secretary Vicky Ahrens is resigning her position as soon as she can be replaced. Chief Balam shared that as part of the overall administrative plan he is preparing for the Fire Department, he will be reporting on a solution to this issue at the next meeting.

Sarah Schrock, Town Planner

Planner Schrock reported that she was officially back after her maternity leave to her schedule of 4 hours per week on Tuesdays 8:00 am to noon and attending one Council Meeting per month.

Planner Schrock reported that she had visited the site where JR Wright Construction is applying for a septic land application permit. Schrock went over the comments she submitted to the Council and Okanogan County showing no significant concern regarding the permit. Schrock did point out in her comments that if a lagoon was proposed in the future the Town would want to receive updated information.

Planner Schrock reviewed the comments she prepared to Okanogan County regarding their draft Comprehensive Plan. Schrock reported that the Town only has until Tuesday, March 20, 2009 to submit their comments. Schrock explained that she is going to request a 30 day comment period

extension, but that Council should be prepared to comment on her report or prepare additional response she would add for the 20th deadline. Schrock discussed two of her major concerns as being: the County has a different area designated as the Twisp Urban Growth Area and that could create conflicts in uses; and the County plans to not allow destination resort type development in the Methow Valley, which Schrock pointed out was an allowed use in Twisp. She feels this could create a conflict and impact jobs for Twisp residents and potential benefit to Twisp businesses.

Planner Schrock shared a discussion she, Kurt Danison and Planning Commissioner Traci Day had regarding the Commercial Riverfront zone and planned development versus administrative permits; Danison recommended leaving it as planned development because it required public input. Schrock reported that she will begin working on the Critical Areas and maps for the zoning ordinance, which she pointed out, will require an amendment to the zoning ordinance when complete.

OLD BUSINESS

USDA HEARING TO DISCUSS THE PURCHASE OF A NEW PATROL CAR

Clerk/Treasurer Storms reported that as part of the process to obtain certain federal grants and loans, it is the responsibility of the Town to provide information and an opportunity to comment to citizens regarding the way the funds will be spent. Storms explained that the police department has applied for funding, \$15,000 in grant funds and \$19,000 in loan funds to replace one of the three aging patrol cars they currently use. This replacement vehicle will be a Chevrolet Tahoe 4-Wheel Drive with a cage, lights and console installed. Storms shared that in 2007 when the Police Department was reestablished the Town was able to get three used vehicles, but now the cost of maintenance is increasing. Chief Balam stated that those vehicles have already cost approximately 25% of the 2009 budget for maintenance in the first two months of the year.

There was no public comment.

POLICE CLERK POSITION

Chief Balam reported that after advertising, receiving approximately 18 applications, choosing 4 applicants and interviewing 3 (one withdrew her name because she was relocating) Vicki Hollowell came out on top, was offered the Police Clerk position and accepted. Balam shared that Ms. Hollowell's start date for her regular 30 hour week was March 1, 2009.

Clerk/Treasurer Storms pointed out information provided in the Council packets regarding Ms. Hollowell's ability to continue on as a Council Member while working as the Police Clerk. Storms shared that she researched this through Municipal Research Service Center (MRSC) and that as long as a Council Member does not make more than \$18,000 as an employee or contractor they can retain their position as a Council Member. This is an exception in State law for small cities and towns. Ms. Hollowell will need to abstain from any decisions that concern employee issues, compensation or police matters. Ms. Hollowell stated that she would like to fulfill her term, which ends December 31, 2009. The Council members voiced support for Ms. Hollowell's decision and were glad that she would remain on Council for the rest of the year.

NEW BUSINESS

COUNCIL MEMBER APPOINTMENT

Mayor Hickman shared that 4 people had submitted applications for Council position #3 that was left vacant by her appointment to the Mayor’s position. Applications were submitted by Traci Day, Tom Mulgrew, Ed Sellars and Les Stokes. Clerk/Treasurer Storms announced that Traci Day had withdrawn her name from the applicant list.

MOTION:

Council Member Estes moved to nominate Tom Mulgrew to position #3 of the Twisp Town Council. The motion was seconded by Council Member Hallowell and passed unanimously.

APPROVE PRE-APPLICATION FOR CDBG ECONOMIC RECOVERY FUNDS

Clerk/Treasurer Storms read aloud a proposed letter from Mayor Hickman to the Community Development Block Grant (CDBG) Program agency requesting funds for the Sewer Plant Bio-solids Disposal Project. Storms explained to Council that this pre-application submittal is just a place holder for the actual application process and that she needs Council approval to submit the request.

Clerk/Treasurer Storms shared that on behalf of the Public Development Authority Board she is requesting permission to submit a second pre-application to CDBG for renovation monies for the Forest Service Complex. Storms shared that this funding, if awarded, would replace part of the request approved at the February 24, 2009 meeting for submittal directly to the Governor’s Office in the amount of \$1.5 million.

MOTION:

Council Member Hallowell moved to authorize the pre-application submissions for CDBG funds in the amount of approximately \$200,000 for the Sewer Plant Bio-solids Disposal Project, Twisp’s priority 1, and for the improvements to the Forest Service Complex Buildings in the amount of approximately \$1,000,000, which is priority 2. The motion was seconded by Council Member di Rienzo and passed unanimously.

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 10th day of March, 2009:

Payroll	#12080 - #12100	\$18,372.51	03/01/09
Cashmere Valley Bank	ACH	\$1,254.99	03/01/09
Checks/Vouchers	#26147 - #26151	\$13,209.89	03/02/09
AFLAC	ACH	\$251.96	
AWC	ACH	\$163.64	

AWC Benefits	ACH	\$8,886.03	
Checks/Vouchers	#26152 - #26183	\$21,940.51	03/10/09
Checks/Vouchers	#26184 - #26191	\$7,970.00	03/15/09
Checks/Vouchers	#26192	\$108.17	03/10/09

MOTION:

Council Member di Rienzo moved to approve the current accounts payable and current payroll and benefits and to disburse payment. The motion was seconded by Council Member Estes and passed. Council Member Hallowell abstained from voting.

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 9:19 p.m.

APPROVED:

Mayor Stephanie Hickman

ATTEST:

Clerk/Treasurer Colleen G. Storms