

**Town of Twisp
Council Minutes 03/24/09
7:00 PM**

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

Council Members Present: Clint Estes
 Tom Gehring
 Vicki Hallowell
 Tina di Rienzo
 Tom Mulgrew (Newly appointed)

Council members absent: None

Pledge of Allegiance

Tom Mulgrew led the Pledge of Allegiance.

SWEARING IN OF COUNCIL MEMBER

Mayor Stephanie Hickman swore Tom Mulgrew to Council Position #3 vacated when Hickman was appointed as Mayor. The Council Members welcomed Mr. Mulgrew to the Council.

PUBLIC HEARING – CDBG GRANT APPLICATION – SEWER PLANT BIO-SOLIDS PROJECT

Mayor Hickman opened the public hearing to discuss the submission of a Community Development Block Grant (CDBG) application for a sewer plant bio-solids project and Twisp Public Development Authority remodeling project. Clerk/Treasurer Storms shared information handouts regarding the process of applying for CDBG funds with public present which explained fund distributions. Storms reported that CDBG has approximately \$4 million in recovery funds available and they received 60 pre-applications totaling \$33 million in requests. Clerk/Treasurer Storms reported that CDBG is currently reviewing those pre-application requests and will then invite those agencies with qualifying projects to apply. Storms reported that we should hear from CDBG within 2 to 3 weeks. Mayor Hickman closed the public hearing.

There was no public comment.

Additions and/or Changes to the Agenda

Addition: Approve the purchase of a new police vehicle
 Centennial Committee update

Changes: None

PUBLIC COMMENT PERIOD

There was no public comment.

MINUTES

MOTION:

Council Member Gehring moved to approve the March 10, 2009 minutes as amended. The motion was seconded by Council Member di Rienzo and passed unanimously.

MAYOR HICKMANS UPDATE

Mayor Hickman had nothing to report at this time.

DEPARTMENT HEADS AND COMMITTEE REPORTS

Rick Balam, Police Chief

Chief Balam reported that he and Police Clerk Hallowell had attended an all day class on the National Incident Based Reporting System (NIBRS). Balam shared that Hallowell plans to use the current reporting system (Uniform Crime Reporting (UCR)), in conjunction with the NIBRS reporting for 3 months before completely switching over to NIBRS.

Chief Balam reported on the proposal of a 1/10 of 1% sales tax increase to help fund police departments. Balam explained that in order to increase sales tax the Okanogan County Commissioners would have to initiate it through the voting process.

Chief Balam reported that he and Clerk/Treasurer Storms had met with Rose Running, USDA regarding the patrol car and more would be reported later in the meeting.

Chief Balam shared that he would be attending a meeting of the Washington Association of Sheriffs and Police Chiefs (WASPC) Small Agencies Committee in Ellensburg on Wednesday, March 25, 2009 to discuss issues facing small departments in Washington.

Randy Johnson, Public Works Superintendent

Superintendent Johnson reported the following:

- He, his crew and Okanogan County prisoners finished sweeping the sidewalks, several streets and the bike lane on Hwy 20.
- The computer at the treatment plant is scheduled to be installed the first part of April.
- Johnson reported that he and his crew are going to visit Brewster and Chelan treatment plants to observe a belt press and a centrifuge in operation to determine which system would best serve the treatment plant in Twisp.
- A pool professional is scheduled to evaluate the pool.
- New lights are scheduled to be installed in both restrooms at the pool prior to opening.
- Arrangements were made for the Okanogan County prisoners to come back and help rake the park.

Johnson shared that test holes had been dug on the School Hill as part of the process to get ready for the Hilltop Booster Pump Station and Water Line Project. Johnson stated that he worked with an RH2 Engineer and they checked various pipes and valves as part of the process. Johnson shared that a resident of the school hill neighborhood Herb Rosenberg had provided some vital information and maps to Johnson, which he reproduced and now has in the Town's files.

Colleen Storms, Clerk/Treasurer

Clerk/Treasurer Storms updated Council regarding the recent extension of the CERB Grant for the Twisp Public Development Authority, sharing that the extension expires April 7, 2009 if the property is not acquired.

Storms reported that she had attended a recent Methow Recovery Council (MRC) meeting to keep in touch with the group regarding the Centennial grant being managed through the Town of Twisp.

Storms discussed conversations she and Superintendent Johnson have had with residents on the hill regarding the Hilltop Booster Station. Storms explained that there are residents that have concerns regarding project easements and their existing irrigation lines possibly being damaged by construction. Storms also reminded the Council that there is money slated for reservoir repair and that needs to be addressed soon.

Storms reported that a meeting had been held with staff and John Caesar, swim team coach regarding programs for the upcoming swimming season. Mr. Caesar has proposed an adult fitness program this year in an effort to promote good health and to boost the use of the pool and revenue.

Keith Comstock, Fire Chief

Fire Chief Comstock reported that he and volunteers have been training locally for the wild land fire season. Comstock shared that the Fire Department has been planning their participation in the upcoming Centennial Celebration.

Sarah Schrock, Town Planner

Not present.

ROOM ONE PRESENTATION – ANGIE DAHLSTROM

Angie Dahlstrom, Room One staff member and Denise Tompetrini, Room One Director were present to share with Council the services that are offered at Room One for the residents of the Methow Valley. Ms. Dahlstrom listed some but not all of the services provided by Room One:

- Red Shed Produce – currently works to feed over 50 families in the valley.
- Classroom in Bloom – works with children at Liberty Bell Schools to grow and use fresh produce at the school.
- DSHS
 - Domestic Violence Issues
 - Okanogan County Family Planning
 - Okanogan County Behavioral Program
 - Career Path Services
 - Mothering Group
 - Breast Cancer Support Group
 - Say It Straight Communication Program
 - Sexual Health Class
 - Baby Clothing Exchange Program
 - Parent and Marriage Mediation/Parenting Plans

Ms. Tompetrini discussed that having room to house agencies from Okanogan County in Twisp is a great resource for valley residents, some of whom may not be able to receive the services if they had to go to Okanogan. Ms. Tompetrini explained that Room One is not eligible for Federal or State grant funds and they are struggling to maintain overhead and their 55 hours of staffing per week. Dahlstrom and Tompetrini asked Council for suggestions regarding funding or opportunities to partner with other agencies. Council Member Gehring suggested possibly partnering with the Twisp Public Development Authority (PDA) to determine if some space could be used to house agencies that currently provide services to valley residents or may in the future if the complex is obtained by the PDA. Gehring invited Dahlstrom and Tompetrini to the next PDA meeting.

Clerk/Treasurer Storms stated that in summary funding for overhead and staffing of an existing program is difficult to find. Council thanked Ms. Dahlstrom and Ms. Tompetrini for coming to the meeting and sharing the important work they do for valley residents.

OLD BUSINESS

FIRE DEPARTMENT ADMINISTRATION UPDATE

Chief Balam shared a proposal previously discussed at the Council's annual retreat regarding the administrative portion of the Fire Department. Balam explained that in his proposal, Police Clerk Vicki Hollowell would have 2 hours per week added to her schedule to serve as the Fire Department Secretary and maintain along with Chief Balam the Fire Department's files and administrative duties. Mayor Hickman confirmed with Chief Balam that this additional work would not be a burden; Balam shared that with the help of Hollowell he is confident that the work load will be manageable.

Fire Chief Comstock expressed his excitement regarding the administrative help. Comstock explained that this would take a lot of pressure off of him and his volunteers and they would be able to concentrate on training and recruitment.

Council Member Gehring asked for clarification regarding the secretarial work. Clerk/Treasurer Storms explained that there was already money in the budget for secretarial services. Storms reported that there had been some issues regarding the handling of sensitive paperwork recently and there needs to be more accountability for training records, monthly stats and reporting and data tracking.

MOTION:

Council Member Gehring moved to approve the movement of the organization and administrative duties of the Fire Department volunteers to the Police Department. The motion was seconded by Council Member Estes and passed. Council Member Hollowell abstained from voting

COPS GRANT APPLICATION

Chief Balam reported on an opportunity the Twisp Police Department may have if the Council chooses to participate in the Cops Grant program. Balam explained that if the Town received this grant it would mean an additional entry level full-time officer could be hired. This position would be funded for 36 months at entry level salary with projected raises included. The Town would be responsible to fund the position for one additional year after the 36 months. Balam stated that

with the activity shown in the stats continually rising this would be very beneficial to the Town of Twisp.

MOTION:

Council Member Estes moved to authorize Chief Balam to apply for the COPS grant. The motion was seconded by Council Member di Rienzo and passed. Council Member Hollowell abstained from voting.

APPROVE PURCHASE OF POLICE VEHICLE

Chief Balam reported that the USDA grant and loan paperwork is in place and ready for the Town to order the new police vehicle. Balam requested formal approval from Council to place the order for the vehicle. Balam reiterated to the Council from previous meetings that the Town is receiving \$15,000 in grant funds and \$19,000 in a loan with a 4.5% interest rate. Chief Balam reported that if approved he would order a 2009 Chevrolet Tahoe Utility Vehicle with everything already pre-wired and set up to be a police vehicle. The total cost of the vehicle is \$32,900 plus equipment will be added that brings it to the \$34,000.

Balam reported that the 4th police vehicle will be kept and maintained in case of breakdowns or if an additional officer is hired through the grant.

MOTION:

Council Member di Rienzo moved to authorize Chief Balam to purchase the new police vehicle. The motion was seconded by Council Member Estes and passed. Council Member Hollowell abstained from voting.

NEW BUSINESS

AWARD BID FOR THE GLOVER STREET PROJECT TO THE APPARENT LOW BIDDER

Clerk/Treasurer Storms reported that 13 contractors submitted bids for the Glover Street Project and that Larry Brown Construction came in as the apparent low bidder with a bid of \$504,189. Storms reminded the Council that the Transportation Improvement Board (TIB) has to give final approval of the contractor.

Council Member Mulgrew discussed possible overages. Clerk/Treasurer Storms reported that RH2 Engineers cautioned staff after the bid opening that they and the town should keep a close eye on proposed change orders. Storms said that with the bid coming in low the Town will be able to afford the lighting and signage discussed.

MOTION:

Council Member Estes moved to award the Glover Street Project to the apparent low bidder Larry Brown Construction contingent upon the Transportation Improvement Board's approval. The motion was seconded by Council Member Hollowell and passed unanimously.

USGS – PROPOSED INSTALLATION OF A TRANSCEIVER SYSTEM IN THE TOWN OF TWISP

Clerk/Treasurer Storms discussed the information from USGS regarding the proposed installation of a transceiver system in the Methow River just north of the Town Park. After discussion Council's main concern was the source of power that would run the system. Council agreed as a whole to invite Michael Notaro to the next meeting to answer questions.

AGREEMENT BETWEEN THE TOWN OF TWISP AND THE TWISP PUBLIC DEVELOPMENT AUTHORITY (PDA) – SUB-RECIPIENT FOR GRANTS

Clerk/Treasurer Storms explained that the agreement being presented to Council for consideration between the Town of Twisp and the PDA was drafted off of a model document from CDBG. The CERB grant the Town was awarded through the PDA's efforts requires that there be an agreement that gives the resulting study work funded by the grant to the PDA who will own the property.

MOTION:

Council Member Hollowell moved to approve the Subrecipient Agreement between the Town and the Twisp Public Development Authority regarding the use of CERB grant monies. The motion was seconded by Council Member Gehring and passed unanimously.

COUNCIL GROUND RULES

Clerk/Treasurer Storms passed out a list of proposed Council meeting ground rules that the Council Members discussed at the retreat. Council agreed to review the list and discuss it at the next meeting.

PLANNING COMMISSION CRITERIA

Clerk/Treasurer Storms reported that after reviewing the current code regarding criteria to appoint Planning Commissioners it was found that anyone could be appointed as a Planning Commissioner regardless of their residency as long as they are appointed by the Mayor and the appointment is confirmed by the Council. Council Member Hollowell felt that at least 2 commissioners should be residents of Twisp, but Council Member Estes felt that the Mayor would use good discretion in the appointments regardless.

Clerk/Treasurer Storms reported that Planning Commissioner Traci Day had recommended Peter Day, Mike Port and Terry Larsen as potential Planning Commissioners to Mayor Hickman.

The Council will discuss this issue further at the next meeting.

ORDINANCE #605 – REGARDING HEARINGS FOR DANGEROUS OR POTENTIALLY DANGEROUS DOGS

Chief Balam shared that our current ordinance regarding dangerous and potentially dangerous dog hearings is not working efficiently and is not in continuity with other hearing processes. Balam explained that other local laws/ordinance violations are heard by our Municipal Court Judge David Ebenger and if a defendant wishes to appeal it goes to the Okanogan District Court. Unfortunately the hearing process in the current ordinance requires having a hearing authority

(Council Member or Mayor) appointed first, and appealing to the Municipal Court if there is a second appeal. Balam feels the proposed change will make the process easier and consistent.

MOTION:

Council Member di Rienzo moved to approve Ordinance #605 as presented. The motion was seconded by Council Member Hallowell and passed unanimously.

CENTENNIAL COMMITTEE UPDATE

Council Member Hallowell and Administrative Assistant Moriarty (Centennial Committee Co-Chairs) asked Council to judge the entries received by the Centennial Committee for a new Twisp logo. Hallowell and Moriarty presented all of the entries and Council narrowed it down to choices. Council requested that the three artists provide color on some of the black and white entries and a variety of fonts. Council will review the entries again when they are resubmitted.

MISCELLANEOUS DOG ISSUES

Council Member Gehring requested that Council discuss miscellaneous dog issues and proposed education regarding being a responsible dog owner at the next 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 24th day of March, 2009:

Checks/Vouchers	#26193 - 26223	\$86,868.52	03/24/09
Void	#26196	\$8,345.45	03/24/09
Checks/Vouchers	#26224	\$3,459.18	03/24/09

MOTION:

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

There being no further business to come before the Council, Council Member Hallowell moved to adjourn the meeting. The motion was seconded by Council Member Estes and passed unanimously. Meeting adjourned at 9:35 p.m.

APPROVED:

Mayor Stephanie Hickman

ATTEST:

Clerk/Treasurer Colleen G. Storms