

**Town of Twisp  
Council Minutes 04/14/09  
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

Council members absent:     None

**Pledge of Allegiance**

Council Member Hallowell led the Pledge of Allegiance.

**Additions and/or Changes to the Agenda**

Addition:            Executive session regarding possible real estate acquisition for approximately 20 minutes.  
                                  Twisp Public Development Authority update – Council Member Gehring.

**PUBLIC COMMENT PERIOD**

Bill Boosman, resident of the Painter Addition was present to discuss the utility easement through his property being requested by the Town for the new water line for the Hilltop Booster Station and Water Line Project. Mr. Boosman explained that they have an irrigation system that intersects the proposed water line in an undetermined number of locations at undetermined depths and that he and his wife Kristi would like the Town to assure in writing that their irrigation system will not be affected by the construction. Clerk/Treasurer Storms reported that the irrigation system is very old and has many different types of piping materials and that the Town Attorney has advised the Town against making any assurances in writing. Storms also pointed out that the Town was only responsible to fix any pipes that were damaged as a result of installing the new water line and that the Town and engineers are prepared to take immediate action to repair damages quickly and to the best of their ability, but the engineer also said the Town can not take responsibility for the entire private system. Council Member di Rienzo feels that Mr. Boosman is right. Mr. Boosman suggested that the irrigation water flow be measured at the beginning and at the end of the project at the end of the system (Edson's) to make the determination of whether the system was damaged during construction.

Clerk/Treasurer Storms pointed out the Council's options if we can't reach an agreement with the Boosmans: use an alternate location to run the water line down the hillside to avoid the area where an easement is still required on Boosman's property; pay for the easement; or apply to condemn the property needed for the easement. Storms explained that the advertising needs to go out soon to receive the most competitive bids and that both the Town Attorney and Town Engineers have advised against the guarantees requested by Boosmans.

Superintendent Johnson shared that he and Tim Johnson, Methow Valley Irrigation District (MVID) representative had discussed this issue and that Tim Johnson and the MVID board are aware of the deteriorating system in Painters Addition and may be able to find money for updating the laterals. Superintendent Johnson suggested Mr. Boosman contact Tim Johnson directly.

Sarah Schrock, resident of Painters Addition was present to discuss the possible interruption of irrigation water services during the construction. Ms. Schrock explained that she had invested money into growing her family's food this year. Council Member Hallowell voiced her confidence in Superintendent Johnson and Tim Johnson's ability to make sure things will be done correctly.

## **MINUTES**

### **MOTION:**

Council Member Hallowell moved to approve the March 24, 2009 minutes as presented. The motion was seconded by Council Member Gehring and passed unanimously.

## **STAFF REPORTS**

### **Rick Balam, Police Chief**

Chief Balam reported that he had attended a Small Agency Committee meeting through the Washington State Patrol and Police Chief's Association. Balam shared that this committee is working on issues that affect small police departments and coming up with solutions. Balam reported they will be meeting again soon.

Chief Balam reviewed March's stats reporting 50 incidents, 3 arrests and shared he needed to review the number of citations because the number seemed too low to him. Balam stated things have slowed down for the police department but that they are still busier than at this time last year.

Chief Balam reported that the new office space is working out well.

### **Randy Johnson, Public Works Superintendent**

Superintendent Johnson reported on his department:

- Pool to be evaluated regarding the leak soon
- Street sweeping
- Glover Street contractor will start staging/bringing in equipment
- Glover Street pre-construction meeting 04/21/09 at 10:00 am
- 1<sup>st</sup> meter readings of the year and leak detections
- Wastewater treatment plant computer upgrade a success
- Report next meeting regarding centrifuge versus belt press system for the treatment plant
- Okanogan County prisoners will be coming to rake the park soon

Council Member Gehring reminded Superintendent Johnson to have the contractor save the wood from the tree being removed on Glover Street.

**Colleen Storms, Clerk/Treasurer**

Clerk/Treasurer Storms pointed out that her report was in the council packet. Storms shared two requests of the Town: the Youth Baseball/T-Ball group requested use of the Town Park for T-ball practice on Tuesdays and Thursdays from 3:30 – 5:30 pm; they had provided proof of insurance. Council agreed as a whole to let the Methow Youth Baseball team use the park for T-ball; and a request to open the public restrooms before the North Cascade pass opened. Council agreed as a whole to open the public restrooms as soon as possible.

**Keith Comstock, Fire Chief**

Fire Chief Comstock went over March stats (new for the Fire Department this month). Comstock encouraged Council’s input on the format. Council Member Gehring asked if attendance records could be added to the statistics sheet; Comstock will add for April’s stats.

Fire Chief Comstock reported that Fire District #6 has upgraded their oxygen apparatus’, which also changes the recharging equipment they use and the Town Fire Department has used them to fill their oxygen tanks. Comstock reported that the Town Fire Department will have to go to Okanogan to fill the tanks or change their oxygen apparatus to match the County’s. Comstock reported that the change in equipment is expensive but safety would be increased by the change. Comstock would like to upgrade his equipment and will report back to Council regarding costs and funding at a future meeting.

**Sarah Schrock, Town Planner**

Town Planner Schrock reported her up-to-date list of proposed land development projects.

Schrock reviewed with Council an Impact Assessment/Performance Standards Checklist she prepared to make sure the Town ordinance is followed completely and as a guide to determine if a use is allowed. Council Member Hallowell felt it was a good tool.

Planner Schrock gave a brief report on the progress of the Okanogan County Shoreline Master Plan (SMP) work and stated she will report more soon. Schrock shared that the Critical Areas draft plan (to be discussed later in the meeting) was drafted to match the SMP.

**OLD BUSINESS**

**USGS MULTI-PLEX TRANSCEIVER INSTALLATION**

Wesley Tibbits a representative of the United States Geological Survey (USGS) was present at the request of the Council to answer questions regarding their request for permission to place a multi-plex transceiver to track fish in the Methow River just north of the park. Mr. Tibbits explained that the transceiver tracks salmon movement in the M2 reach of the river. Mr. Tibbits reported that the transceiver is 4’ x 20’ and is attached to the bottom of the river with rods submerged in 1 to 2 feet of water. Mr. Tibbits explained that fish are tagged with pit tags and are tracked as they move up and down the river over transceivers. Council Member Gehring told Mr. Tibbits the Council’s main concern is regarding how the transceiver is powered. Mr. Tibbits shared that the transceiver is powered by a battery pack equal to a 60 watt light bulb and power to recharge it is coming from the nearby church property. Mr. Tibbits shared that if any USGS employee is working on the equipment and is injured they are covered under federal insurance.

**MOTION:**

Council Member Gehring moved to approve the placement of the fish detection system on the Town's property bordering the Methow River north of the park. The motion was seconded by Council Member Estes and passed unanimously.

**COUNCIL GROUNDRULES**

Mayor Hickman discussed the Council Groundrules compiled by Clerk/Treasurer Storms from Council's discussion at their retreat in March. Mayor Hickman thanked Storms for her work on the ground rules. It was suggested that a condensed version of the ground rules be put on the back of the agenda at each meeting for public education.

**MOTION:**

Council Member di Rienzo moved to accept the Council Groundrules as presented. The motion was seconded by Council Member Hollowell and passed unanimously.

**PLANNING COMMISSION MEMBER CRITERIA**

Council Member Hollowell began discussion regarding Planning Commission member criteria. Hollowell shared that she feels that at least two members on the Planning Commission should be residents of Twisp.

Planning Commissioner Traci Day reported that current Planning Commissioner Jim Kistner is no longer interested in being on the Commission. Council discussed developing a brochure outlining duties of Planning Commission members as well as other Town Boards. Planning Commissioner Day volunteered to be available for any potential Planning Commissioners to talk to if they have questions.

Council directed staff to prepare an amendment to the current ordinance adding language that requires two out of the five Planning Commissioners to be residents of Twisp for the next meeting.

**LIBRARY LEASE**

Sharon Cohen, Friends of the Library representative was present to request Council approval of the construction project to open the space between the current library and the room next door at the Community Center and agreeing to a 5-year lease for that space. Ms. Cohen reported that she had toured the space at the Forest Service Complex that was proposed as an alternative to the Community Center and that she and other members felt the space was not adequate. Ms. Cohen stated the space would need a lot of work and that the ceilings were too low for their book shelves.

Clerk /Treasurer Storms reminded Council that the decision of where the library is located is up to them. The Town is responsible for leasing the property and the North Cascades Regional Library reimburses the Town for a portion of the cost.

Council Member Hollowell shared that she would support leaving the library at the Community Center. Ms. Cohen reported that constructing the opening into the other room would double their current square footage (currently 750 sq.ft.). Ms. Cohen reported that with the extra space they

would be adding a computer lab, a bigger children's book section, and a reading room. The Friends of the Library has also applied for non-profit status.

Clerk/Treasurer asked that a draft lease from the Community Center be prepared and presented to Council prior to the next Council meeting.

### **CRITICAL AREAS REGULATIONS – 1<sup>ST</sup> DRAFT**

Planner Schrock reported to Council on the draft Critical Areas Regulations presented for their review. Schrock explained that these regulations are a requirement of the Growth Management Act. Schrock stressed the importance of the regulations to Council and answered their questions. Schrock asked Council to forward any additions or corrections to her in preparation for the upcoming public hearing and public review period.

### **NEW BUSINESS**

#### **TRANSPORTATION IMPROVEMENT BOARD CONSULTANT SUPPLEMENTAL AGREEMENT FOR THE GLOVER STREET PROJECT (SR 20 TO 3<sup>RD</sup> STREET)**

Clerk/Treasurer Storms discussed the Transportation Improvement Board Consultant Supplemental Agreement for the Glover Street Project that approves the Construction Engineering monies to proceed on this project.

#### **MOTION:**

Council Member Hallowell moved to approve the Transportation Improvement Board Consultant Supplemental Agreement. The motion was seconded by Council Member Estes and passed unanimously.

#### **POLICE DEPARTMENT GRANT APPLICATION**

Chief Balam reported that the COPS Grant discussed at the last meeting has been completed.

Chief Balam discussed a new grant opportunity, a Recovery Act Grant that completely funds the hiring of an experienced officer to combat drug issues in rural areas. Balam shared that if the Council approves the application for the grant, it needs to be submitted by April 22, 2009 and that if the grant is received the start date could be as soon as August 1, 2009.

Council Member Gehring asked if this grant funded any prevention or educational opportunities for drug users. Balam reported that while there may be grant funds available for these programs this grant did not fund them.

#### **MOTION:**

Council Member di Rienzo moved to approve the submission of a Recovery Act Grant by the Twisp Police Department. The motion was seconded by Council Member Mulgrew and passed. Council Member Hallowell abstained from voting.

#### **TOWN EVENTS AGREEMENT**

Clerk/Treasurer Storms presented to the Council an updated Town Facilities Rental Agreement. Storms explained the reason for the update was that the second page was cumbersome to people filling out the agreement. Council suggested adding the “no alcohol rule” to the agreement form mainly in regard to park rentals.

Clerk/Treasurer Storms also presented a new Public Events Agreement, explaining that this agreement would require anyone who plans to hold a public event on Town property to put in writing their plans so that the Police, Fire and Public Works Departments could review the proposal and ensure that the event meets the Town’s insurance requirements and that any need for staffing is identified. There is no monetary fee attached to applying for the event, but might be if staff is required. Council suggested adding no-discrimination language.

**MOTION:**

Council Member Gehring moved to approve the Town Facilities Rental Agreement and the Public Events Agreement with additions noted. The motion was seconded by Council Member Estes and passed unanimously.

**WATER OVERAGES – DISCUSSION OF CHANGING LIMITS**

Clerk/Treasurer Storms discussed two water overages due to water leaks during the winter. James and Estelle Anderson’s overage was calculated at \$2,416.32 and KC and Jackie Moriarty’s overage was calculated at \$201.33. She pointed out that Moriarty’s leak was fixed a couple of days into the current month, so they might have additional overage in early April. Both customers had requested a write-off of leak amounts as allowed by the Town. She also reminded Council that our ordinance allows Council at its discretion to write-off up to \$250.00 in excess water from a leak that has been identified and repaired. Council discussed each situation and Superintendent Johnson pointed out that he understood from Town staff that this was not the first time the Anderson’s had a leak. Clerk/Treasurer Storms questioned the amount of the Anderson’s bill as presented and took a moment to re-calculate the charges. She found that there was an error in the utility clerk’s original calculation and that Anderson’s would owe approximately \$580 in water charges instead of the original \$2,416.32.

Ms. Moriarty shared that after being notified of their water overage by Town Staff they discovered a small crack in a pipe just below a hose bib and fixed it immediately.

Council discussed whether the limit of forgiveness should be raised from the current \$250 because of the financial hardship it can cause and because there may be no way for a property owner or renter to discover the leak prior to the spring meter reading. Council took no action to change the overage forgiveness amount at this time.

**MOTION:**

Council Member di Rienzo moved to approve a credit of \$250 for Anderson’s water overage charges and up to \$250 for the Moriarty’s water overage. The motion was seconded by Council Member Hallowell and passed unanimously.

## **NEW TOWN FEE SCHEDULE**

Mayor Hickman reported that she had been researching the Town fee schedule and had provided a copy in the Council's packet for their review. Mayor Hickman asked for Council's input prior to the next Council meeting.

## **PLATTED LOTS COMBINED INTO SINGLE TAX PARCEL AND SUBDIVISION ORDINANCE**

Clerk/Treasurer Storms explained that there was a time when Okanogan County encouraged property owners to combine property into one parcel for County purposes and to effectively save money on their property taxes, however now property owners are finding it more profitable to split their property into more lots to sell. The County will allow this type of division with city limits with just a letter from the Town, but that does not meet the terms of the Town's subdivision ordinance. The County does not allow divisions outside of city limits without going through their subdivision process. Storms has discussed this with our attorney Scott DeTro and he's asked the Council if they want to change the ordinance to allow this type of division. Storms pointed out a problem with this is that it could affect our water availability and concurrency process. Storms explained that if property owners split their property back out through this alternate process and don't have to follow our short plat process, there may be an expectation on their part that they have water for the additional lots, but the Town hasn't specifically addressed this in their concurrency ordinance either.

Clerk/Treasurer Storms shared that real estate agents have already broached the subject with the Town this year and that she wanted Council to decide whether we follow our current ordinance and require property owners to go through our short plat process or ask Scott to amend the ordinance to allow them to split their property back out to more than one parcel based on an old plat map. The Council also discussed the tax advantage that property owners had the benefit of for many years while the property was one tax parcel.

Council agreed as a whole that staff needs to follow the current ordinance and property owners must go through the short plat process and our water concurrency process so that our remaining water services can be tracked.

## **EXECUTIVE SESSION – APPROXIMATELY 20 MINUTES TO DISCUSS POSSIBLE REAL ESTATE ACQUISITION**

Mayor Hickman adjourned into Executive Session at 10:10 pm to discuss a possible real estate purchase for approximately 20 minutes.

Council extended the time by 15 minutes.

Mayor Hickman reconvened into regular session at 10:45 pm.

## **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 14<sup>th</sup> day of April, 2009:

<b>Checks/Vouchers</b>	<b>#26225</b>	<b>\$87.00</b>	<b>03/31/09</b>
<b>Checks/Vouchers</b>	<b>#26226 - #26230</b>	<b>\$6,049.29</b>	<b>04/01/09</b>
<b>Dept of Retirement/DCP</b>	<b>ACH</b>	<b>\$9,049.67</b>	
<b>NCNB</b>	<b>ACH</b>	<b>\$9,697.12</b>	
<b>Cashmere Valley Bank</b>	<b>ACH</b>	<b>\$1,254.99</b>	<b>04/01/09</b>
<b>Payroll</b>	<b>#12101 - #12122</b>	<b>\$22,202.22</b>	<b>04/01/09</b>
<b>FP Francotyp-Postalia Inc.</b>	<b>ACH</b>	<b>\$500.00</b>	<b>04/03/09</b>
<b>Checks/Vouchers</b>	<b>#26231</b>	<b>\$87.00</b>	<b>04/06/09</b>
<b>Checks/Vouchers</b>	<b>#26232 - #26273</b>	<b>\$33,196.95</b>	<b>04/14/09</b>
<b>Checks/Vouchers</b>	<b>#26274 - #26281</b>	<b>\$7,970.00</b>	<b>04/15/09</b>
<b>Checks/Vouchers</b>	<b>#26282</b>	<b>\$269.25</b>	<b>04/14/09</b>
<b>Checks/Vouchers</b>	<b>#26283 - #26284</b>	<b>\$13,781.54</b>	<b>04/14/09</b>

**MOTION:**

Council Member Estes moved to approve the current accounts payable and to disburse payment. The motion was seconded by Council Member di Rienzo and passed unanimously.

Council Member Estes moved to approve the current payroll and benefits and to disburse payment. The motion was seconded by Council Member Gehring and passed. 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 10:50 p.m.

**APPROVED:**

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**Mayor Stephanie Hickman**

**ATTEST:**

\_\_\_\_\_  
**Clerk/Treasurer Colleen G. Storms**