

**Town of Twisp
Council Minutes 05/12/09
6:30 PM**

Meeting called to order at 6:37 pm by Mayor Hickman.

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

Council members absent: Tom Mulgrew, attending an AWC training

PUBLIC HEARING REGARDING THE CRITICAL AREAS ORDINANCE

Mayor Hickman opened the public hearing regarding the draft Critical Areas Ordinance at 6:38 pm.

Town Planner Schrock reported that the Department of Ecology (DOE) provided comments on the Critical Areas ordinance. Schrock briefly discussed the DOE's comments and relayed that she could provide copies of the comments to the Council if they would like to review them.

Mark Edson requested a critical areas map regarding steep slopes. Schrock shared a map that showed all steep slopes of 15% or greater. Schrock reported that an onsite visit is usually necessary when working with critical areas to make a final determination regarding the site. Edson asked if the critical area near his home could be extended on the map down from his house to the sidewalk near the bus barn on SR20. Schrock will research the request.

Schrock reported that the agency review and comment period is open until June 15, 2009. Schrock reported that the Washington State Department of Transportation contacted her regarding the possible effect of the critical areas ordinance on SR20, but they made no comments. Schrock stated that she did not see that there would be any affect on SR20 within the Town limits.

Schrock recommended that the Council keep the public hearing open until the June 15, 2009 deadline for agency review for public comment.

MOTION:

Council Member Hallowell moved to extend the public hearing through the agency review date of June 15, 2009 to allow for public comment. The motion was seconded by Council Member Estes and passed unanimously.

Mayor Hickman closed discussion at 6:55 pm.

Mayor Hickman called the regular meeting to order at 7:00 pm

Pledge of Allegiance

Council Member di Rienzo led the Pledge of Allegiance.

Additions/Corrections to the Agenda

Twisp Public Development Authority Update – Council Member Gehring
Leak Water Adjustment – Vitas Labanauskas

PUBLIC COMMENT PERIOD

William Boosman inquired as to when a meeting could be set up between the Public Works Council committee and the MVID customers in Painter's Addition per his previous request. Clerk/Treasurer Storms stated that staff would get a meeting set up so members of Council, Mayor and Painter's Addition residents could discuss the Hilltop Booster Station project.

Action: Set up meeting with Painter's Addition MVID customers, Mayor Hickman and the Public Works Committee

MINUTES

MOTION:

Council Member Gehring moved to approve the April 27, 2009 minutes as amended. The motion was seconded by Council Member di Rienzo and passed unanimously.

STAFF REPORTS

Rick Balam, Police Chief

Chief Balam reviewed April stats with Council reporting his department was involved in:

- 47 complaints
- 21 citations
- 8 arrests
- 17 offenses

Chief Balam shared a report prepared by Code Enforcement Officer Lori Rodio, which lists the month of April's violations involving nuisances as defined in the Twisp Municipal Code such as junk vehicles, dogs, junk/garbage, trees/branches and parking.

Randy Johnson, Public Works Superintendent

Superintendent Johnson reported:

- The pipes at the pool were air pressure tested and it appears that the leak is in the drain at the bottom of the pool. Johnson is looking for remedies and may run a camera down the drain.
- The project on Glover Street has brought to Johnson's attention that some of the public works maps are not accurate, the contractor has been discovering lines not mapped.

- Johnson is working on the Hilltop Booster Station Project regarding power lines and easements
- A meeting was held on May 12th regarding the energy efficiency grant opportunity with Johnson, Betsy Cushman, Methow Recycles and Council Members Hallowell and Estes.

Colleen Storms, Clerk/Treasurer

Clerk/Treasurer Storms reported on the following:

- A “Financial Snapshot” was provided to Council showing a comparative chart of tax receipts, property tax receipts and utility accounts receivables for 2006 – April 2009.
- Storms shared that our bank’s interest rate has dropped to ½%; however she feels that in this economy it could be more work than it is worth to change our investments to the State Pool for an additional maybe ¼ percent difference. After discussion she said she would watch the rates to see if there is a cost effective alternative.
- The State Auditor’s Office will begin the Town’s 2007-2009 biennium audits on May 26, 2009.
- A doggy clean up station has been installed in Mave’s Park. Council Member Hallowell wrote a letter to the editor regarding being a responsible dog owner.
- Reminded Council that Declarations of Candidacy are due between June 1 and June 5, 2009.
- The Glover Street Signage Design Team has asked local artist Bernie Hosey to create the art that will be at the entrance of Glover Street off of SR20. The group is still working with Mr. Hosey deciding on an art design.
- RH2 Engineers and Town officials with the local landowners are still discussing the best route for underground power to be run to the new booster station location. At this time they are looking at two alternatives.

Keith Comstock, Fire Chief

Fire Chief Comstock reported on the following:

- Review of April stats – volunteers responded to eight fires - fire danger is very high.
- The burn ban will be in effect from May 15, 2009 through October 15, 2009.
- Comstock attended training, an IS 400 class and FEMA/NIMS training which reinforced the chain of command process. Comstock feels that this training is important because it creates consistency among agencies.
- Reviewed fire department meeting attendance and training records for April.

Sarah Schrock, Town Planner

Town Planner Sarah Schrock reported on the following:

- Researching if the Isabella Short Plat was officially vacated by the Town
- Shared information regarding the number of approved short plats on Burton Street and the inevitability of increased traffic. Schrock shared the need to study better traffic circulation in that area
- Receiving several zoning questions from potential property buyers

OLD BUSINESS

FEE SCHEDULE – RESOLUTION #09-438

The Mayor presented the final draft of the fee schedule and Clerk/Treasurer Storms pointed out two changes that needed to be reflected in the proposed fee schedule to make them reflect our actual fees in use; swim team fees needed one typo correction and concurrency fees should be \$150, not \$120.

Storms provided Council with a spreadsheet showing planning department revenues versus expenditures. Storms explained that a log will be developed to show the actual amount of time the planner spends on specific projects and activities. Storms explained that the land use and planning fees are based on six hours of planning time and then additional fees will be required when actual time exceeds 6 hours. The change to the land use and planning fees were in part determined by Town Planner Kurt Danison's recommendations.

Council Member Gehring asked how our fees compare with other municipalities. Storms shared that when Mayor Hickman was preparing the schedule she compared our rates to other communities.

MOTION:

Council Member Estes moved to approve Resolution #09-438 adopting the fee schedule. The motion was seconded by Council Member Gehring and passed. Council Member Hallowell abstained from voting.

ACTION: Town Planner & staff will develop a log of planner activities and fees charged.

METHOW VALLEY COMMUNITY CENTER/TOWN OF TWISP SUB-LEASE FOR LIBRARY SPACE

Clerk/Treasurer Storms discussed the proposed 5 ½ year lease prepared by Attorney Scott DeTro, between the Methow Valley Community Center and the Town of Twisp for library space. Council Members Gehring and Estes voiced their concerns regarding the Town committing to a 5 ½ year lease. Council decided to review the lease and have staff inquire as to whether the Community Center Board would be willing to continue on a year-to-year basis for this lease.

Action: Present the proposed lease showing a one year term to the Methow Valley Community Center Board for approval.

PUBLIC DEVELOPMENT AUTHORITY UPDATE

Council Member Gehring reported that Board Members Maggie Coon and Rusty Post will meet with him and Council Member Mulgrew regarding the energy efficiency grant opportunity soon.

Council Member Gehring reported that the closing process should be complete by mid June. Gehring inquired as to the progress Town staff has made regarding research on insurance for the PDA. Administrative Assistant Moriarty will contact the Association of Washington Cities and report back to the PDA.

Council Member Gehring reported that the PDA is seeking their first employee, an Executive Director. Gehring reported that PDA Treasurer Meg Donohue would like to meet with Town staff to discuss financial set up.

Council Member Gehring reported that after closing, the PDA is going to do an open house to allow people to walk through the buildings and meet the PDA members.

NEW BUSINESS

ESTABLISHING ENHANCED PENALTIES FOR DRUG-RELATED VIOLATIONS

Chief Balam presented to Council a proposed ordinance, which would increase penalties for those who were caught selling illegal narcotics within certain sensitive areas (around school zones, etc) in the Town limits. Balam shared that it is a good faith gesture by the Twisp Police Department to the State to show that Twisp supports the State and their current laws. Balam asked Council to review the draft ordinance and requested authorization by Council to present it at a future meeting. Council agreed.

Chief Balam reported that a map showing the areas as defined in the ordinance would be prepared by Okanogan County if the ordinance was adopted.

Action: Staff will prepare an ordinance for consideration at a future meeting.

COOPERATIVE AGREEMENT BETWEEN THE TOWN OF TWISP AND OKANOGAN COUNTY RELATING TO .09 MONEY

Clerk/Treasurer Storms discussed the proposed Cooperative Agreement between the Town of Twisp and Okanogan County related to accessing previously awarded .09 funds pertaining to the Glover Street Project. Storm explained this agreement must be signed prior to her drawing funds for the Glover Street Project match and signage projects.

MOTION:

Council Member di Rienzo moved to approve the Cooperative Agreement between the Town of Twisp and Okanogan County related to accessing previously awarded .09 money. The motion was seconded by Council Member Hallowell and passed unanimously.

RED FLAG POLICY

Clerk/Treasurer Storms discussed a new federal law pertaining to the prevention of identity theft and the fact that the Town needs to have a policy. The Red Flag Policy, as it is referred to, helps outline problem areas related to utility accounts and collecting personal information and identifies indicators that may help prevent someone from trying to steal an identity.

MOTION:

Council Member Estes moved to approve the Red Flag Policy as presented. The motion was seconded by Council Member di Rienzo and passed unanimously.

COUNCIL COMMITTEE ASSIGNMENTS

Mayor Hickman discussed changing Council Committee assignments. Mayor Hickman shared that newly appointed Council Member Mulgrew feels unprepared to be on the Finance Committee. Council Member Estes volunteered to change his assignment on the Public Works Committee to the Finance Committee and Council Member Mulgrew could then be assigned to the Public Works Committee. Council Member Mulgrew will stay assigned to the Public Safety Committee, where he replaced Hickman when she became Mayor.

DOG ISSUES – EDUCATION/BROCHURE

Clerk/Treasurer shared a page of excerpts from our current dog ordinance and a letter written by Council Member Hollowell to be published in the Methow Valley News related to being a responsible dog owner. Storms shared with Council that a brochure containing simple rules will be developed in the future for distribution.

Storms reminded Council that if they deemed necessary, secure dog housing could be contracted to enforce dangerous dog laws.

ACTION: Staff will prepare a “responsible dog owner” brochure to hand out and will explore opportunities to contract for dog containment services.

ADDENDUM TO THE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE TOWN OF TWISP AND P.A.R.C. RESOURCES

Clerk/Treasurer Storms discussed an addendum to the Professional Service Agreement Scope of Work between the PDA and PARC Resources in an amount not to exceed \$7,005.50. The additional item added to the Scope of Work is related to developing a historical preservation plan. The expense is covered by the \$50,000 CERB grant.

Council Member Gehring questioned how the remainder of the CERB grant would be spent; Storms reported that she did not know the particulars, but that the PDA seems to have a strategy in mind of how to use the money.

MOTION:

Council Member Hollowell moved to approve the Addendum to the Professional Services Agreement between the Town of Twisp on behalf of the Public Development Authority and PARC Resources. The motion was seconded by Council Member Estes and passed unanimously.

RIVER WALK PLANNING

Council Member Gehring reported that he had contacted a representative of the Washington State Park Association to start talks about a trail system/river walk. Gehring reported that Planner Schrock provided him with a folder containing work that had previously been done relating to a trail system/river walk. Council Member Gehring shared that he was going to spearhead a group to revisit the concept and a grant for such a project may be available in August 2009. Staff reminded the Council that the Town has an ordinance providing for a Parks and Recreation Board, but positions are currently unfilled.

ORDINANCE #607 – CONFIRMING TOWN FUNDS

Clerk/Treasurer Storms discussed Ordinance #607 regarding confirming active Town funds and eliminating unnecessary or temporary funds. Storms shared that she heard from the State Auditor’s Office that it is likely they will be requiring that Town’s have fewer funds and will need to roll extra funds up to master funds. Storms shared that she approves of this system and that it will make statements simpler and probably easier for Council to interpret. This Ordinance lays out what funds are currently in use and necessary and repeals the others.

MOTION:

Council Member di Rienzo moved to approve Ordinance #607 as presented. The motion was seconded by Council Member Hallowell and passed unanimously.

RESOLUTION #09-439 – REGARDING FINANCIAL MANAGEMENT POLICIES

Clerk/Treasurer Storms discussed Resolution #09-439 regarding Financial Management Policies. Storms presented the Council with a written policy setting guidelines for her as well as any new employees in the future. Storms shared that the State Auditor’s Office is enforcing accountability standards and is quite adamant about the need for this type policy. This policy also requires the signature of another person on financial records, such as the Mayor to show that financial accountability on the part of elected officials has been met.

MOTION:

Council Member Estes moved to adopt Resolution #09-439 regarding a Financial Management Policy for the Town of Twisp. The motion was seconded by Council Member di Rienzo and passed unanimously.

PURCHASE POLICY

Clerk/Treasurer Storms reviewed a proposed Purchase Policy which was drafted using the state regulations that govern those policies for cities and towns. Storms shared that it is best to set policy thresholds high enough to allow department heads to do day-to-day business, but still have a level of control appropriate for the size of the Town.

Council Member Estes questioned the \$25,000 limit for sole source items requiring only a Mayor’s signature. Estes felt that was too much responsibility for the Mayor; clarifying for the record his confidence in the current Mayor, but felt it could be a problem with future Mayors.

Mayor Hickman and staff will review the thresholds for sole source and other purchases and present the revised policy at the next meeting.

Council Member Gehring questioned language used in the policy referring to a preference for Women and Minority owned businesses. Storms shared that the language may be required by law and that she will research it.

Action: Research laws pertaining to Women and Minority owned businesses.

LOGO CONTEST

Centennial Committee Co-Chairs Hallowell and Moriarty presented Council with mocked up versions of letterhead and business cards showing both logos that were being considered.

When a verbal vote was cast it was a 4 to 1 vote for the logo that will be unveiled at the park on the 4th of July.

LEAK OVERAGE FORGIVENESS – LABANAUSKUS

Superintendent Johnson addressed the request from Mr. Labanauskas to forgive the overage on his water bill because of a leak. He shared that at 402 Bridge Street, the residence of Vitas Labanauskas a winter water leak had been detected. Johnson shared that the leak was only temporarily fixed at first, but assured Council that it was fixed correctly now.

MOTION:

Council Member di Rienzo moved to approve a credit of up to \$250 for the Vitas Labanauskas current water overage. The motion was seconded by Council Member Hallowell 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 12th day of May, 2009:

Checks/Vouchers	#26299 - #26301	\$5,716.91	04/30/09
AWC	ACH	\$47.76	04/30/09
Checks/Vouchers	#26302 - #26306	\$5,836.39	05/01/09
AWC	ACH	\$8,528.43	
NCNB	ACH	\$9,405.95	
Cashmere Valley Bank	ACH	\$1,254.99	05/01/09
Checks/Vouchers	#26307 - #26355	\$125,951.33	05/12/09
Checks/Vouchers	#26356 - #26362	\$6,900.00	05/15/09

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 Gehring 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 di Rienzo and passed unanimously. Meeting adjourned at 9:13 p.m.

APPROVED:

Mayor Stephanie Hickman

ATTEST:

Clerk/Treasurer Colleen G. Storms