

**Town of Twisp Council Minutes**  
**8-23-05      7:00 PM**

Meeting called to order at 7:02 PM by Mayor Jones -- Adjourned at 11:02 PM  
Council members absent: None

Request for additions or changes:

Change: Move Mike Rohrich to the beginning of the agenda; Remove Berger/Abam Contract from the agenda

Addition: Executive Session to discuss leasing price of Town property; Capital Project Committee Update (Prior to being discussed on the agenda); Short field trip regarding street vacation at 3<sup>rd</sup> & Lincoln

Council Member Bushnell led everyone in the Pledge of Allegiance.

Minutes from the two previous meeting were read and approved as amended.

[Public Hearing re: Street Vacation](#) -- Motion made by Council Member Koptonak and 2<sup>nd</sup> by Schmekel. Passed unanimously.

[Regular Meeting of Council](#) – Motion made by Council Member Schmekel and 2<sup>nd</sup> by Brown. Passed unanimously.

The bills and previous payroll were briefly discussed. Motion to approve the current bills and disburse payment (subject to the availability of funds) and approve the current/**past** payroll was made by Council Member Koptonak and 2<sup>nd</sup> by Brown. Passed unanimously.  
(See back up for more detail)

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**Department Head Reports:**

**Mayor's Update:**

- Mediation with Okanogan Commissioners regarding the lodging/booking fees
  - Last Thursday, Clerk Dale also attended
  - After all day mediation, no decision was reached and it looks like we're now going to arbitration
- Berger/Abam Contract going back to their legal dept to go over changes Scott DeTro suggested
- Pool Board Meeting last Saturday. End of season quickly approaching.
  - Sunday evening by invitation only to those who contributed in getting the pool ready, repaired, and opened
  - Pow Wow
    - Went well over all. A bit quieter this year
    - Served over 300 people during the traditional meal
    - Honored the veterans present

- Council Member Koptonak asked Mayor Jones about the progress of the request to stagger the public works hours.
  - Mayor Jones replied that she has not pursued that. No change
    - Some discussion around this subject followed
  - Public Works crew members are having various vacations at this time and one or the other will be gone over the next month

**Gary McConnell – Public Works Superintendent -- Not present**

➤ **Sheila White – Fire Chief – Discussed as part of her agenda item**

➤ **Airport-Paul Wagner -- Discussed as part of his agenda item**

➤ **Administrative-Finance – Barb Dale (Presented her report later following old business)**

- L&I Prevailing wage issue
  - Got a call from L&I concerned about whether or not the contractors working on public work projects are being paid prevailing wage on jobs we hire them to do
    - Realized that no matter how small the project, if it is considered a PW-type project contractor has to be notified by the Town that prevailing wage has to be paid for that job.
      - Additionally, paperwork has to be filed with L&I by the contractor
  - The L&I auditor (instead of doing a full-blown audit) said he would let Twisp do a self-audit. Go back to the beginning of 2004 and send L&I a list of all contractors who have done work for the Town. L&I will contact those contractors and have them submit payroll documentation showing what was paid to those workers who worked on that particular job. If contractors did not pay their employees the prevailing wage for that job, they will have to do so now.
    - **(ACTION)** Once Gary is back from vacation, he and the Clerk will go over all the previous jobs and submit the list to L&I
  - Mark Edson, stated that he feels the Town could be at great risk of a lawsuit regarding these past wages
    - The Clerk stated that it is the Town's responsibility to let the contractor know at the time he is given the job, that he will have to pay his employees prevailing wage on the project
      - Until Gary comes back, it is unclear if he clearly told the contractors about this requirement prior to starting a job
  - To alleviate any problems going forward, the Clerk has sent copies from the L&I manual to all contractors on the Small Work's Roster stating the requirements along with a copy of the document they need to file with L&I as well
    - Any new contractors will also be given this documentation at the time they are hired to do the specific job
  - Jackie Moriarty, noted that Brewster has also been recently audited by L&I also and they are doing the self-audit process as well
- Public Restroom Cleaning Bids
  - Received three bids, but only one of them bid by the month
    - Clerk has asked the others to re-bid the job by the month so the Town can make a viable decision
    - Will be paying more than in the past
- Youth Soccer League letter requesting use of the airport for their fall league
  - Gave copy to Gary to contact them regarding the watering of the fields, and once they have their schedule in place, they will send us a copy for our records

- Capital Project Committee formalization
  - Talked to Town attorney and he feels since the committee is only an advisory committee, just being sure that it is clearly stated in the minutes is appropriate
    - Do not need to do a formal resolution
- Gave each Council Member a legislative update for their review
- First draft of the 2006 budget is due to Finance Committee from Dept. Heads on or before Sept 12, 2005
- Pool Closure, did a good bye celebration for Andria as she is not coming back this year
  - Mayor noted that the Pool Manager feels we should advertise earlier next year to get someone who is qualified WSI or at least give them the opportunity to acquire prior to season opening
- Bank Loan Issue
  - Looking at other banks as far as getting a better rate on the loan since NCNB came back with a 5% variable. Need to have a fixed rate in order to maintain the cash flow process correctly.
    - Working with two other banks right now to get a better rate and will keep Council apprised of the outcome since they will have to make a motion to accept when all information is completed

**Town Planner—Jeff Thomas – Not present**

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**Public Comments:**

- Mark Edson: Regarding the L&I Audit
  - Stated he was receiving phone calls from local contractors with concerns regarding the letter they received from me and wanted to be sure about the facts concerning the responsibilities of the Town and the contractors regarding the payment of prevailing wage on Public Works jobs
- Leone Edson: Property assessment through the Okanogan Conservation District
  - Was concerned about the Town endorsing this levy for the people of the Town of Twisp by way of a letter. Felt the Council should remain neutral regarding this subject.

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**New Business:**

- Hwy 20 Update & Ramifications & Water Comp Plan Update (Mike Rohrich)
  - Water Comp Plan Update
    - Has contacted CDBG and is in the process of getting the pre-approval from them for obtaining the grant to assist with the cost of doing the Water Comp Plan update (\$33-35K)
      - Has received positive feedback from them on this request and would like to know if he should proceed. \$24,000 available now
        - Will need to figure out where we are going to get the additional funds required (approx \$10k)
          - Infrastructure funds or a loan from PWTF
      - Also need to be sure we implement and include the Cross-feed Contamination Plan ASAP
        - Should be a minimal cost to the Town to accomplish and there is help available to accomplish this from various agencies
        - Some discussion on this subject followed

- Hwy 20 Project
  - Now that WSDOT has required the Town to split this project, the Council needs to be made aware of the impact it is going to have on the Town financially
    - Engineering costs will go up as it will have to be redone splitting the two projects (Water line replacement and Curbs, gutters, & sidewalks)
    - Construction costs too may increase. Especially on the water line project
    - Could be an increase of as much as \$50k on the two projects
    - Will need to have two separate back-up crews for the two project, flaggers, etc.

Council took a break at 7:52 to go down and look at the street vacation property to check out the specific area to be vacated and what Town land would be remaining

Meeting was resumed at 8:02 PM

- Resolution 05-735 Municipal Airport Board (Paul Wagner)
  - Some discussion followed regarding this resolution and it was **(ACTION)** determined to table the vote on the resolution until the next council meeting
    - Biggest change is the term of the Board members more clearly outlined
    - Paul to take changes back to the Airport Board to review first
- Revision to the Twisp Municipal Airport Ground Lease (Paul Wagner)
  - There were quite a few changes made by Scott DeTro, Town Attorney, once a copy was sent to him for review
  - Discussion around some of these changes followed
  - **(ACTION)** It was decided to table this document also until the next Council meeting to allow for the Airport Board to also review prior to passage by Council
- Airport Layout Plan (Paul Wagner)
  - Paul passed out copies of the plan to the Council Members
    - Document goes to WSDOT, Aviation Division and is required to be filed with them to be considered for any upcoming grant funds
    - Following some discussion a motion was made by Council Member Schmekel to approve the airport layout plan with a couple of contingencies: 1) Letter for Airport Board in support of plan and 2) Add an additional signature line for the Airport Manager. 2<sup>nd</sup> made by Council Member Hickman. Passed unanimously.
- Letter from Twisp Fire Dept and District 6 regarding possible annexation (Sheila White)
  - The letter regarding the possible annexation of the Twisp Fire Dept. into the District 6 Fire Dept and levy impact breakdown were read and discussed
    - Discussion followed about the benefits and problems that may be incurred by pursuing this option
    - The steps of annexation were briefly discussed
      - Could take up to 2 years to accomplish and would have to go to a vote of the people
    - If passed, District 6 would absorb all personnel, debts, and costs of running the Fire Dept including the new fire truck debt and the fire hall remodel debt.
  - Fire Dist 6 is going to prepare for a Levy Lid Lift

- Twisp Fire Dept would like to know if the Council would like to continue pursuing this and if so Sheila would take their comments back to Dist. 6
- Winthrop will also be given the information to see if they also have interest in going forward and becoming annexed as well
- Following all the discussion, **(ACTION)** it was the consensus of Council that Sheila should pass the word that the Town of Twisp is interested in the annexation, and is willing to work with District 6 to move the process forward
- Additionally, Sheila White gave notice that as of the end of this month she would be leaving the Valley and would no longer be the acting fire chief
  - Most likely Chad Surface, Asst Chief, would be taking on the duties of acting chief until further notice
    - The Secretary position will have to be revisited and advertised for as well
  - Mayor Jones thanked her for stepping up and filling in as Acting Chief and for working hard overall for the Town during her tenure as a firefighter. Council as a whole wished her the best of luck with her move and new endeavors.

Short break of Council was taken at 9:18 and Council was once again resumed at 9:23 PM

- Resolution 05-374 Changes in Personnel Manual
  - Following some brief discussion, Council Member Brown made a motion to pass, 2<sup>nd</sup> by Council Member Bushnell. Passed unanimously.
- Capital Projects Committee Update
  - Mark Edson gave Council a brief update on how the committee is progressing
  - The committee consists of the following members:
    - Mark Edson, Chair
    - Jerome Thiel, Secretary
    - MacLeod Pappidas
    - Kate Jones (Replaces Tess Hoke, who had to resign)
    - Frank Flannigan
    - Richard Yonko
    - Sam Hanan
    - Vern Nations
  - Concerns:
    - Committee Appointment
    - Mission Statement and Goals of Committee
    - Importance of PR to the public and getting their buy-in
    - Would like to get a press release out there to begin the PR process in the newspaper
    - Meeting on Thursday evenings (once a wk to start) then probably twice a month at 7:00 pm
      - Meeting with each Dept Head and they give them input on what capital projects are the most important and why
    - Will have to look at all options (especially in the area of water/sewer) and look at whether raising rates will be effective in getting a particular project funded

**Executive Session** to discuss lease amount for the possible leasing of Town property to Cascade Pipe

Began at 9:55 for approximately 10 minutes

Executive Session ended and regular session of Council resumed at 10:08 PM

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Old Business:

- Cascade Pipe Lease:
  - Mayor Jones started the discussion concerning the property currently being utilized by Cascade Pipe and Council Member Schmekel continued the discussion with Jerry Palm, Owner of Cascade Pipe
    - Some discussion followed
    - Counter offer was made to Cascade Pipe to lease the property for \$300/mo
      - **(ACTION)** Mr. Palm will notify Council of his decision at a later date
  - Mr. Palm noted that they would really like to purchase the property
    - He was explained the details of what would be necessary for the Town to sell the property to him
      - Street vacation process would have to be initiated by him and even then, the Town can decide not to sell it to him
        - Town had previously decided they did not really want to sell that particular property
    - Mr. Palm wanted to know that if the amount paid for the lease each month could be put toward the purchase price
      - Council informed him it would be a straight lease, not a lease option
    - Mr. Palm inquired a bit more on the timeline for a street vacation and was given the answer as best she could by Council Member Koptonak
  - It is important to note that the Town really needs to relieve themselves of the liability of Cascade Pipe utilizing the property and this could be accomplished through a lease.
    - Otherwise, the Palm's would have to remove all of Cascade Pipe's inventory from Town property
- OCD Letter of Support
  - Clerk Dale noted that the meeting is for Sept 6<sup>th</sup> at 2:00 pm in the Commissioner's Office (Public Hearing)
    - Regarding the presentation given a couple weeks ago by the Okanogan Conservation District representatives to Council
  - Following a discussion, **(ACTION)** it was the general consensus of Council not to provide a formal letter of support at this time. Individual letters could be submitted by Council Members should they want to do so.

- Street Vacation Decision (3<sup>rd</sup> and Lincoln)
    - Before this discussion occurred, Council Member Koptonak asked that Council Member Hickman not participate in this discussion or vote, as it may constitute a conflict of interest for her.
      - Council Member Hickman willingly left the meeting at this point and did not return
    - Based on the field trip to observe the size of the property to be vacated and what area of property would be left after the vacation, discussion among Council Members ensued.
      - Following a discussion of the pros and cons of vacating and/or selling the property, **(ACTION)** it was the general consensus of Council not to vacate or sell this particular property at this time. Motion made by Council Member Schmekel 2<sup>nd</sup> by Bushnell. Passed unanimously.
    - Discuss the possibility of utilizing this property differently at next meeting:
      - Lease to Kevin's Collision
      - Upgrade and utilize for employee parking for merchants on Glover Street
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Meeting adjourned at 11:02 PM

Attest: \_\_\_\_\_

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Clerk – Barbara G. Dale

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Mayor Rosemary Jones