

**Town of Twisp
Council Minutes 11/24/09
7:00 PM**

Meeting called to order at 7:01 pm by Mayor Hickman.

Council Members Present: Clint Estes
 Tom Gehring
 Vicki Hallowell
 Tom Mulgrew

Council members absent: Tina di Rienzo

PLEDGE OF ALLEGIANCE

Council Member Hallowell led the Pledge of Allegiance.

PUBLIC HEARING – 2010 FINAL BUDGET

Mayor Hickman called the public hearing to discuss the 2010 final budget to order at 7:03 pm.

Andy Floyd was present to discuss again the changes that were made regarding his multi-unit commercial building when the water/sewer rates were changed in 2008. Clerk/Treasurer Storms explained the history of the charges on that property, explaining the sewer charge for the building is the larger charge and is based on a commercial rate for multiple use buildings. Storms offered to provide more information if the Council wished to reconsider the commercial rate structure, but reminded that the total we needed to collect from all customers was driven by our expenses and reserve requirements so a decrease in one class would have to be offset by an increase in another. She said she could provide information about how much revenue is generated by the assessment that Mr. Floyd was hit hardest by in sewer. There was additional discussion by Council, but they did not give Storms direction to make changes at this time. Council discussed the fact the water and sewer departments must pay for themselves and do not receive outside revenue; aging water and sewer infrastructure and reserves needed for repair and maintenance. Mr. Floyd requested copies of water/sewer ordinances from the past. Council Member Mulgrew thanked Mr. Floyd for his questions.

Council Member Mulgrew discussed the equipment and supplies that are required to properly run and maintain the treatment plant and encouraged Andy if he was interested to take a tour of the plant.

Mayor Hickman closed the public hearing at 7:23 pm.

Action: Provide past water/sewer ordinances to Andy Floyd.

Action: Provide Council with a 2009-2010 comparison of expenditures and revenues.

REQUEST FOR ADDITIONS &/OR CHANGES TO THE AGENDA

Additions: Memorandum of Understanding Agreement for legal services regarding criminal justice fees.

Changes: Deleted – Civil Service Rules and Regulations

PUBLIC COMMENT PERIOD

There was no public comment.

MINUTES

MOTION:

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

STAFF REPORTS

Rick Balam, Police Chief

Chief Balam reported on the following:

- Ulrich's Pharmacy was broken into 2 times in the last 7 days. The first break-in nothing was taken, the second break-in the burglars took miscellaneous prescription drugs.
- The second round of interviews for the Police Chief position is set to begin Monday, November 30, 2009 at 5:45 pm.

Randy Johnson, Public Works Superintendent

Public Works Superintendent Johnson reported on the following:

Sewer

- COD and BOD testing at the treatment plant
- Approximate total for lightening strike damages at the treatment plant - \$12,300

Streets

- Snow removal equipment ready
- Fire hydrants marked for winter. Crew is developing a map of all hydrants for their use and the fire department.
- New lighting on Glover Street is hooked up and working; positive comments from residents.

Public Restrooms

- Recommended closing the public restrooms on November 30, 2009. Council discussed cleaning obligations and budget. Council decided to keep the restrooms open through the winter during the hours of 8:00 am – 5:00 pm. Council directed Superintendent Johnson to report any vandalism to the police department and to the Council when it happens.

Water

- New water telemetry system and source meters being installed soon to well #2 and well #3; work being done by low bidder Palm Construction.
- Proposed date for startup of the new system on the hilltop will be December 1, 2009. Public Works will be keeping a close watch during the startup and will be checking meters to help identify leaks in customer's systems.

Colleen Storms, Clerk/Treasurer

Clerk/Treasurer Storms reported on the following:

- Source meter installation will aid in the Town's water statistics and calculations.
- Requested Council set a meeting for water issue workshop with Tim Flynn, Aspect Consulting for Tuesday, December 15th from 5:00 – 8:00 pm.
- Working with the Methow Restoration Council (MRC) on details of our contract with them on the DOE grant work. Currently working on insuring the hydro-labs they need to purchase for their work covered under the Centennial Clean Water Grant administered by the Town. We found the Association of Washington Cities (AWC) is willing to insure the equipment under the Town's policy for no additional cost to the Town.

Keith Comstock, Fire Chief

Not present.

TWISP MUNICIPAL AIRPORT UPDATE

Airport Manager Mike Palm and Airport Board Member Don Owens were present to update the Council on Airport issues. Mr. Palm reported there have been 4 new hangars built and the pilots donated funds to extend and pave approximately 500 feet of Aviation Lane to complete the loop. Mr. Owens explained the asphaltting equipment was already on the ground and that approximately 12 donors with donations ranging from \$25 to \$750 paid for the project. Mr. Palm reported the airport received a \$250,000 grant from the Washington State Department of Transportation (WSDOT) Aviation Division. Mr. Palm reported the grant funding cycle would begin again in March of 2010 and the board wishes to participate and request another \$250,000 for runway widening and resurfacing; work that would be done in the summer of 2010. Palm shared the pilots' association members plan to provide in-kind services to pay off the 5% match funding required for each grant by moving the lighting system.

Mr. Palm reported the airport car has been parked for the winter and when they begin to use it again the pilot's association will pay for the insurance. The Council discussed the ownership of the car and decided the Council would like to deed the car back to the pilot's association for them to use at the airport; it was donated by them to the Town originally.

Mayor Hickman asked if an insurance application had been filled out and submitted to AWC that covered the fuel depot; Clerk/Treasurer Storms confirmed that it had been. Mr. Palm shared that for the time being the pilots' association is paying for the entire electrical bill at the airport that includes the light along with some hangar electric service. However, when the lighting is changed they plan to split the lighting and the hangars into separate bills.

Council Member Gehring asked if there is a sign-in book at the airport for out-of-town pilots. Mr. Palm explained they would like to have a pilot's lounge to provide an area for a guest book, restrooms and flight planning in the future, but water is an issue at this time. Mr. Palm commented that with 33 hangars and the use the airport gets, restrooms are a real necessity.

OLD BUSINESS

ORDINANCE #614 – PARK AND RECREATION BOARD

Clerk/Treasurer Storms began discussion on Ordinance #614 regarding the Park and Recreation Board. Storms explained this revision to the ordinance was a request by current Planning Commission Chairperson Traci Day. Storms discussed the proposed change of not requiring the one member originating from Planning Commission to be a resident, but rather leave that open and require three other members of the Board be residents. With those three, there would be one at large representative and the appointee from the Planning Commission with no residency restrictions for a total of five. The Council also discussed the involvement of the Park and Recreation Council Committee; one or both members can serve as liaisons to the Board with no voting privileges.

MOTION:

Council Member Estes moved to approve Ordinance #614 regarding the Park and Recreation Board as revised. The motion was seconded by Council Member Hallowell and passed unanimously.

NEW BUSINESS

METHOW WATERSHED COUNCIL COORDINATOR CONTRACT RENEWAL

Clerk/Treasurer Storms discussed the Methow Watershed Council (MWC) Coordinator Contract renewal. Storms reported the MWC approved renewal of the proposed contract at their November 19, 2009 meeting. Storms reported the biggest change to the contract was the increase of hours for Lee Hatcher, Coordinator. The hours were increased from sixty per month to one hundred per month. The cost of this is fully recovered by the MWC DOE grants.

Council discussed the progress made by the MWC, recharge and possible other uses for recharge since DOE does not give the Town a credit for return to the river.

MOTION:

Council Member Hallowell moved to approve the proposed contract for the Methow Watershed Council Coordinator, Lee Hatcher dba Optimal Niche LLC. The motion was seconded by Council Member Estes and passed unanimously.

RESOLUTION #09-451 – FEE SCHEDULE REVISIONS

Mayor Hickman began discussion on Resolution #09-451 regarding fee schedule revisions. Clerk/Treasurer went over some of the recommended changes: various pool fees including eliminating the 3-day pool pass, and planner-recommended significant increases for shoreline permits because of the amount of time spent reviewing them and the changes in the laws. Storms shared that the Town needs to make sure planning fees pay more of the cost of planning services;

this has not been the case with the type of planning the Town has been doing in the past 3 years (comp plan, zoning ordinance, etc). Highland Associates currently charges \$65 per hour for planning services. Council Member Gehring asked if the Town should look into whether Highland Associates fees were comparable to other planning services. No staff action was requested by Council at this time.

MOTION:

Council Member Hallowell moved to approve Resolution #09-451 regarding fee schedule revisions as presented. The motion was seconded by Council Member Mulgrew and passed unanimously.

VACATION CARRYOVER

Clerk/Treasurer Storms discussed the Mayor's memos recommending approval of vacation carryover for her and a second for Chief Balam. Storms pointed out that both Balam and Storms have had problems using their vacation before their anniversary dates and could lose a significant amount of leave. Chief Balam's anniversary has already passed and he was unable to use vacation because of having officer turnover each year and absences that required he stay and cover. Storms and Mayor Hickman had a verbal agreement after the Clerk's office overtime budget was used early in the year, between the audit and the two large capital projects we had going, that in lieu of overtime payment she would receive compensatory time off. "Comp" time by our policy must be used prior to vacation time and she has been unsuccessful in using it up so she could use vacation. Storms finds that she is going to run out of time to use her vacation before her anniversary date February 1st, so she is asking for permission to carryover her vacation balance into the next year. Balam will be retiring effective February 1, 2010 and is asking that he be given an opportunity to use the vacation time he has left on the books prior to his final day. Storms has 173.43 hours of vacation and Balam has 192 hours of vacation. Council asked how Storms was going to be able to take the time and she explained she would work with incoming Mayor Boosman to work that out.

MOTION:

Council Member Hallowell moved to allow Clerk/Treasurer Storms to carryover vacation from her anniversary date in April 2010 in the amount of 173.43 hours. The motion was seconded by Council Member Estes and passed unanimously.

Council Member Estes moved to allow Chief Balam to use his carryover of vacation of 192 hours between now and Feb 1, 2010. The motion was seconded by Council Member Mulgrew and passed. Council Member Hallowell abstained from voting.

**MEMORANDUM OF AGREEMENT FOR LEGAL SERVICES TO NEGOTIATE
CRIMINAL JUSTICE FEES WITH OKANOGAN COUNTY**

Council was presented with a Memorandum of Understanding Agreement for the purpose of hiring legal services to negotiate for the cities and towns in Okanogan County for criminal justice fees. This agreement assures that each city or town pays their equal share for these legal services; using a per capita allocation.

Chief Balam and Clerk/Treasurer Storms both agree that Council should consider paying only actual costs in the future for jail services. Storms explained these fees could completely drain the general fund if we continue to supplement other cities.

Chief Balam discussed the recent letter of resignation from Council Member di Rienzo and pointed out that another designee needs to be appointed to negotiate on behalf of the Town. Balam recommended Storms because of her knowledge of the budget and finances.

MOTION:

Council Member Estes moved to approve the Memorandum of Understanding Agreement for legal services to negotiate criminal justice fees with Okanogan County. The motion was seconded by Council Member Gehring and passed. Council Member Hollowell abstained from voting.

MOTION:

Council Member Estes moved to appoint Clerk/Treasurer Storms as the Town's designee to negotiate criminal justice fees on behalf of the Town and to appoint Chief Balam as the alternate. The motion was seconded by Council Member Gehring and passed. Council Member Hollowell abstained from voting.

FIRE DEPARTMENT HOLIDAY PARTY

Clerk/Treasurer Storms reminded everyone that the Fire Department crew has invited them to join their holiday party on Saturday, December 19, 2009 at the Senior Center at 6:00 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 24th day of November, 2009:

Payroll	#12294 - #12315	\$21,778.75	11/01/09
Checks/Vouchers	#26901	\$1,312.00	11/12/09
Checks/Vouchers	#26902 - #26925	\$228,289.32	11/24/09
USDA	ACH	\$683.00	11/28/09

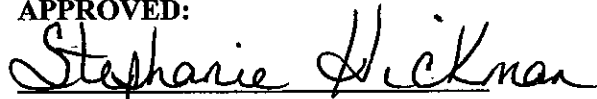
MOTION:

Council Member Hollowell moved to approve the current accounts payable and to disburse payment. The motion was seconded by Council Member Estes 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 Mulgrew and passed. Council Member Hollowell abstained from voting.

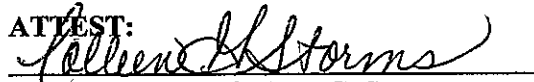
There being no further business to come before the Council, Council Member Hallowell moved to adjourn the meeting. The motion was seconded by Council Member Mulgrew and passed unanimously. Meeting adjourned at 9:30 p.m.

APPROVED:



Mayor Stephanie Hickman

ATTEST:



Clerk/Treasurer Colleen G. Storms