

**Town of Twisp  
Council Minutes 11/25/08  
6:00 PM**

Meeting called to order at 6:02 pm by Mayor Nations.

Council Members Present: Mayor Pro-Tem Stephanie Hickman  
Clint Estes  
Tom Gehring  
Vicki Hallowell  
Tina di Rienzo

Council members absent: None

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

There were no changes or additions to the agenda.

**Pledge of Allegiance**

Council Member Estes led the Pledge of Allegiance.

**PUBLIC HEARING – REGARDING DRAFT ZONING ORDINANCE #601**

Mayor Nations opened the public hearing regarding the draft zoning ordinance at 6:04 pm. Town Planner Schrock reviewed her staff report, sharing the changes that were made as a result of the first public hearing from public comment and proposed changes based on a joint workshop of Council Members and Planning Commission members. Planner Schrock also shared that Sherry Marlotte of Blue Skye Real Estate submitted written comment and that Council was provided with a copy.

Dwight and Annie Filer were present to discuss the proposed Lincoln Street zoning. Mrs. Filer expressed her concern about the zoning regarding the property they recently purchased located on Lincoln Street since they are considering building a house. Planner Schrock shared that after reconsideration the draft ordinance proposes a gradual transition from residential to commercial. Mr. Filer stated he was happy with the decision that was made. Mrs. Filer discussed setback and asked Planner Schrock if they were obligated to use the commercial setbacks if they built a single family dwelling; Schrock confirmed they were not.

Council Member Gehring discussed the minimum setbacks regarding keeping chickens and/or other small domestic animals. Gehring felt that with the setbacks would be restrictive to most people owning a standard 5,000 sq. ft. lot. After consideration, Council agreed to remove the setbacks regarding owning small domestic animals and require a secure structure for housing the animals.

Council discussed the request made by Chris Christianson to rezone his property located on the Twisp/Carlton Rd. It was pointed out that Mr. Christianson had not provided a particular plan for the property if it was changed to commercial other than a possible increase in the value. Mayor

Nations voiced his concern regarding any increased volume of traffic in the alley if the property was rezoned to commercial. The Council agreed to leave the property zoned as Residential 3.

**Action: Planner Schrock will draft a letter to Mr. Christianson regarding the Council's decision.**

Mayor Nations discussed parking spaces and occupancy limits. Schrock shared that the requirement for parking spaces and occupancy had been increased in the proposed zoning. Mayor Nations requested additional information.

Planner Schrock suggested that the public hearing be continued until the December 9, 2008 meeting, Council agreed.

### **PUBLIC HEARING – REGARDING 2009 FINAL BUDGET – ORDINANCE #602**

Mayor Nations opened the public hearing at 7:26 pm to discuss the 2009 final budget. Clerk/Treasurer Storms discussed the grant she submitted for .09 money in the amount of \$65,000 and shared the grant had been recommended to the County Commissioners for approval.

Council Member Gehring discussed the portion of the budget regarding staffing and salaries. Clerk/Treasurer Storms requested a staffing change in her office to aid in part due to the increased paperwork involved in grant management. She reminded Council that the plan to hire a part-time person in 2009 was discussed at the 2007 retreat. After analyzing the duties that she could pass to another employee, her recommendation would be to move Administrative Assistant/Police Clerk Moriarty out of the Police Department and deploy her 100% of her time as administrative support on grants (with the exception she would remain court clerk). Moriarty is currently working on the Watershed grants and would pick up more duties to relieve Storms' load. Because Lori Rodio is moving to Public Works and Code Enforcement exclusively, the actual increase to the Clerk's office in staffing was about .25 FTE. Storms relayed that a good portion of the wages to cover the grant positions would come from administrative money from the grants. Mayor Nations voiced his concern regarding any additional staffing or wage increases due to the economy, but said he wanted to get help for Storms. He suggested maybe the Town needed to hire a grant administrative person in addition to current staff, to which Clerk Storms said she did not believe it was affordable. Clerk/Treasurer Storms asked that the Council consider her request based on her performance and analysis of what she needs for her department to succeed. Council Member Hickman commended Storms on her performance. Both Council Member Estes and Council Member Hollowell shared that they support Storms and her request for her department. Mayor Nations requested a meeting with the Finance Committee consisting of Council Member Hickman and Council Member di Rienzo to review the budget further.

Mayor Nations recommended a raise for the volunteer fire fighters from the now \$5 per call out and training meetings to \$7 per call out/meetings. The Council agreed with the increase.

Mayor Nations discussed a raise in salary for the Council Members, reminding them that this increase would only affect Council Members as elections are held in the future. Council Member Gehring proposed an increase to \$30 per meeting up to 3 meetings per month. Council will consider the issue.

There was no public comment.

Mayor Nations closed the public hearing at 8:37 pm.

## **PUBLIC COMMENT PERIOD**

There was no public comment at this time.

## **MINUTES**

### **MOTION:**

Council Member Hickman moved to approve the November 12, 2008 minutes as amended. The motion was seconded by Council Member Hollowell and passed unanimously.

## **MAYOR NATIONS UPDATE**

Mayor Nations had no report at this time.

## **DEPARTMENT HEADS AND COMMITTEE REPORTS**

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

Chief Balam shared a report he had prepared showing the classes and meetings he had attended at the Washington Sheriff's and Police Chief's Conference.

### **Sarah Schrock, Town Planner**

Town Planner Schrock reviewed her staff report regarding the property issue brought to Council by Tana di Rienzo at the November 12, 2008 meeting. Schrock reported that she had discussed the issue regarding the claim that Lloyd Logging had removed a buffer between their property and Ms. di Rienzo's property near Hughes Lane with Planner Kurt Danison. She and Mr. Danison came to the conclusion that Lloyd Logging is not in violation of current codes because their property is an existing use prior to the time buffers were required. Schrock reported that she is waiting for an opinion from Town Attorney Scott DeTro.

Town Planner Schrock urged Mayor Nations to work on appointing more members to the Planning Commission. Council Member Gehring suggested having a discussion regarding how to motivate people to volunteer.

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

Superintendent Johnson went over the departmental report he presented to Council.

Johnson reported he and Clerk/Treasurer Storms had a phone conference with the DOE and H.D. Fowler regarding telemetry equipment. It was mutually decided to start from the beginning so that the Town can decide if this equipment is affordable and/or if the DOE will reconsider the amount of the grant if the price is higher than initially projected.

Superintendent Johnson reported that he had been in contact with RH2 Engineers, the Department of Health, Department of Ecology and the Washington State Department of Transportation (WSDOT) in an effort to dispose of the burn pile at the airport. Johnson shared that after failed attempts to acquire a burning permit, WSDOT is going to remove the debris using their equipment. Johnson suggested the need to explore future ways to dispose of debris. Council Member Gehring shared his interest and some history of his efforts regarding composting and

chipping. Johnson suggested the possibility of a cooperative chipping effort with other agencies and providing residents with a drop off location for yard debris.

Superintendent Johnson reported that staff member Lori Rodio had completed an inspection list that Johnson and his crew will use as a guide to keep up on maintenance issues for Town property.

**Keith Comstock, Fire Chief**

Fire Chief Comstock thanked Council for considering a raise for the volunteers' stipend for their time at practices and fire calls. The costs of fuel and clothing that it's meant to cover have gone up a lot since the last increase. Comstock shared that he has a great group of volunteers and they are maintaining good cooperation with Fire District #6.

Fire Chief Comstock discussed the difficulty in recruiting and retaining good volunteers especially after they become aware of the commitment. Clerk/Treasurer Storms offered the help of the Town Hall staff holding a BBQ or something next summer to recruit volunteers.

**OLD BUSINESS**

**POLICE DEPARTMENT RENOVATION UPDATE**

Chief Balam discussed the police department renovation project, presenting the WSA Construction proposed contract for the project at a cost of \$45,550. Chief Balam reported that they had done some cutting on the initial cost of construction including striking the HVAC system from the project at this time. Clerk/Treasurer Storms shared that the reduced costs were covered in the proposed budget. Storms also reported that WSA Construction was requesting \$15,000 up front to use to order materials.

**MOTION:**

Council Member Gehring moved to approve the WSA Construction contract in the amount of \$45,550 plus tax for the police department renovation. The motion was seconded by Council Member Hallowell and passed unanimously.

**2008 REVISED BUDGET – ORDINANCE #603**

Clerk/Treasurer Storms presented a memo to the Council along with proposed Ordinance #603 and a revised 2008 budget. Storms reviewed and explained the proposed revisions totaling approximately \$293,027. Storms reported that based on the 2008 final budget, she did not see the need to raise water and sewer rates at the beginning of 2009 and that the Town could probably fall back on the practice that's in our ordinance of making annual increases to rates based on the cost of living change.

**MOTION:**

Council Member Hallowell moved to approve Ordinance #603 amending the 2008 budget. The motion was seconded by Council Member de Rienzo and passed unanimously.

## **NEW BUSINESS**

### **ASPECT CONSULTING CONTRACT – METHOW WATERSHED**

Council Member Gehring reported to Council that Aspect Consulting was being recommended and a contract presented for the job of completing Task 1 and Task 2 as outlined by the Methow Watershed Council and attached to the contract. Gehring shared that the Methow Watershed Council was currently working on their Phase 4 Detailed Implementation Plan and as part of that project, studies for Domestic Water Use and a Mechanism to Facilitate the Transfer of Water Rights needed to be developed. The Detailed Implementation Plan in part would result from those studies. Administrative Assistant Moriarty shared that the Methow Watershed Council had received 5 proposals for this project, interviewed 4 consultants and felt most confident with the proposal from Aspect Consulting because of the project manager's experience, involvement with similar projects in Yakima, his working relationship with the Department of Ecology and his basic understanding of the concept of transferring water from the Early Winters reach.

#### **MOTION:**

Council Member Estes moved to approve the Aspect Consulting Contract related to the Methow Watershed Council work pending legal review by Town Attorney Scott DeTro. The motion was seconded by Council Member Hickman and passed unanimously.

### **AUTHORIZE PARTICIPATION IN THE DEPARTMENT OF ECOLOGY 2009-2011 BIENNIUM GRANT PROCESS – METHOW WATERSHED**

Clerk/Treasurer Storms explained to Council that the Methow Watershed Council is required to plan for the 2009-2011 biennium soon. Storms shared that the Council is required to authorize participation in the grant process in order for grants to be submitted.

#### **MOTION:**

Council Member di Rienzo moved to authorize the staff and the Watershed Council to apply for grants in the 2009 -2011 biennium Department of Ecology grant process. The motion was seconded by Council Member Hickman and passed unanimously.

### **PUBLIC COMMENT**

Council Member Hollowell discussed drainage on Twisp Avenue, 3<sup>rd</sup> Street and 4<sup>th</sup> Street explaining puddles form near the handicap ramps and ice up in the winter. Superintendent Johnson will take a look at the problem.

Council Member di Rienzo reported back to Council regarding the meeting she attended as a representative of Twisp for the Okanogan County Transportation Improvement Board meeting. Council Member di Rienzo shared that this project is at the beginning stages and they are looking for a group of 4 to 5 people per Municipality to study transportation in their specific area. Council Member di Rienzo stated that the next meeting will be at 7:00 pm on January 22, 2009 at the County Commissioner's meeting room.

Administrative Assistant Moriarty discussed an issue regarding the contract between the Town and Lee Hatcher, Optimal Niche for his services as the Methow Watershed Council Coordinator. Moriarty shared that there had been some discussion regarding the necessity of Errors and

Omissions Insurance coverage in the contract. Council briefly discussed the issue and decided that since Mr. Hatcher is in a coordinator/facilitator's position and would not be preparing actual studies, the insurance was not needed.

**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 25<sup>th</sup> day of November, 2008:

<b>Checks/Vouchers</b>	<b>#25875 - #25894</b>	<b>\$25,413.73</b>	<b>11/25/08</b>
<b>Payroll</b>	<b>#12002 - #12016</b>	<b>\$5,714.98</b>	<b>11/25/08</b>

**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 Estes and passed unanimously.

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 10:00 p.m.

**APPROVED:**

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**Mayor Pro-Tem Stephanie Hickman**

**ATTEST:**

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**Clerk/Treasurer Colleen Storms**