

**Town of Twisp
Council Minutes 12/22/09
7:00 PM**

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

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

Council members absent: None

PLEDGE OF ALLEGIANCE

Council Member di Rienzo led the Pledge of Allegiance.

REQUEST FOR ADDITIONS &/OR CHANGES TO THE AGENDA

Additions: Town Districting, Fire Department and Jail Fees.

Changes:

PUBLIC COMMENT PERIOD

No public input.

MINUTES

MOTION:

Council Member Hallowell moved to approve the December 8, 2009 minutes as presented. The motion was seconded by Council Member Gehring and passed unanimously.

STAFF REPORTS

Rick Balam, Police Chief

Not present.

Randy Johnson, Public Works Superintendent

Not present.

Colleen Storms, Clerk/Treasurer

Clerk/Treasurer Storms reported on the following:

- The Hilltop project budget is tight and work on reservoirs may need to be reduced.
- A pressure valve broken on the Hilltop Project due to cold temps and exposure from an MVID ditch not being filled. A meeting will be held with the engineers to discuss the Hilltop Project issues on Tuesday, January 5th at 11:00 a.m. at Town Hall.
- Lack of snow plowing has saved some money which has helped the year end budget.
- Treatment plant expenses: computer upgrades and outfall diffuser problem costs have been a few large maintenance expenses in 2009.
- Official Town Holidays will be taken Thursday, December 24th, Friday, December 25th and Friday, January 1st.

Keith Comstock, Fire Chief

Not present.

Mayor's Report

Mayor Boosman reported on the following:

- Contract details are being worked on to hire Rob Hall as Police Chief. Boosman is hoping to hear from Mr. Hall on the 23rd regarding his agreement to the proposed contract; the proposed contract will fit in the 2010 budget.
- Officer Ryan Marshall has submitted a letter of resignation; he is willing to work until he is replaced. Chief Balam has been talking with an officer who previously worked in Twisp; he may be interested in the position.
- Attended the Methow Watershed Council (MWC) meeting on December 17th. The MWC lost grant funds effective fiscal year 2011, which begins on July 1, 2010. The MWC asked the Town for their support after July 1st by providing Administrative Assistant Moriarty's secretarial services. He feels that continuing to provide secretarial services is worthwhile. The MWC is working to move water rights downstream for the towns. They have approximately \$30,000 to work toward a rule revision and plans to have Aspect Consulting develop an outline. The MWC discussed getting a 501(c)(3) status to have more options for grant funds.

OLD BUSINESS

Memorandum of Agreement – Methow Salmon Recovery Foundation and Wild Fish Conservancy

Clerk/Treasurer Storms explained this Memorandum of Agreement (MOA) had been in the Council packets for review previously, but was lacking a few details. Storms shared the final MOA and stated it has been approved by the town attorney and the fisheries partners. Council Member Gehring asked if there were matching funds required. Storms reported the portion of match is 25% on the total grant, and the plan is to use other restoration funding through MSRF to provide for match; the town is not required to provide match for the \$17,000 per year grant administration fee.

Clerk/Treasurer Storms reported one part-time person will be hired for public education, along with providing funds to compensate part of Jon Crandall's wage (Wild Fish Conservancy) and probably one other full-time equivalent employed through this grant. This project will create one data base for storing information from several agencies. Restoration projects will be conducted in the upper, middle and lower portions of the Methow River.

Motion:

Council Member Estes moved to authorize the Mayor to sign the Memorandum of Agreement with the Methow Salmon Recovery Foundation and Wild Fish Conservancy. The motion was seconded by Council Member Hallowell and passed unanimously.

NEW BUSINESS

Resolution #09-453 – Investment Transactions

Clerk/Treasurer Storms discussed Resolution #09-453 which lists the Town of Twisp officials that are authorized to sign investment transactions for the North Cascades National Bank and Bank of America investment account. Mayor Boosman's name was added.

Motion:

Council Member Hallowell moved to approve Resolution #09-453 regarding investment transactions. The motion was seconded by Council Member Mulgrew and passed unanimously.

Resolution #09-454, #09-455 and #09-456 – Public Funds Banking/Authorizing Signatures

Clerk/Treasurer Storms discussed Resolution #09-454, #09-455 and #09-456 which lists the Town of Twisp officials that are authorized to sign on the Town's three bank accounts.

Motion:

Council Member di Rienzo moved to approve Resolution #09-454, #09-455 and #09-456 as presented. The motion was seconded by Council Member Hallowell and passed unanimously.

Ordinance #616 – 2009 Budget Revision

Clerk/Treasurer Storms explained to Council the different issues faced by the Town in 2009 and how it affected the budget.

- The Police Department remodel job flowed over from 2008 into 2009 affecting the General Fund by approximately \$30,000, a Police Department equipment grant was obtained in the amount of \$9,999 and there was approximately \$10,000 in insurance losses; including \$6,000 because of a totaled police car.
- The Water/Sewer fund revenues dropped mostly to do with the projected growth factor that did not materialize.
- Capital Improvement funds had to be used for some of the larger sewer maintenance items.
- The Source Meter Grant from the Department of Ecology expenses will fall in 2009 and reimbursement will be in 2010.

- We ended the year with approximately \$40,000 less in sales tax revenue as we'd projected since mid-year.
- The budget is tight going into 2010 with approximately \$12,000 in General Fund reserves. In response to a question from Tom Gehring, Storms said that a municipality should have approximately 1.5 months of operating expenditures in reserves. We started 2009 with more than that, but the economic effects have taken much of those reserves.

Motion:

Council Member Estes moved to approve Ordinance 616 amending the budget for the year 2009. The motion was seconded by Council Member di Rienzo and passed. Council Member Hallowell abstained from voting.

Resolution #09-457 – Fee Schedule Revision (to include utility rates)

Clerk/Treasurer Storms explained that while putting the fee schedule together she tried to capture the Council's earlier discussions and decisions. Storms explained that the utility rates were added to the fee schedule so all of the Town's fees are reflected in one document. Storms reported most of the flat fees stayed the same (i.e. extra unit sewer fees, fire flow fees) and May was added to the 1,200 cubic feet per month status for irrigating purposes since we have the irrigation overlay during that period.

Mayor Boosman shared his idea of partnering with other agencies to show residents alternatives to watering that can cut usage.

Council discussed the additional \$15 per statement late fee that will be assessed after 60 days of delinquency on utility bills, the \$20 per bathroom fee and \$3 per unit for water on multi-unit commercial buildings and apartment versus motel unit charges.

Council discussed passing a resolution to build in a cost of living increase for utility rates for subsequent years. Council Member Gehring agreed with such a resolution stating that public education is important. Council Member Estes stated it makes more sense to plan for small increases each year than to skip a year or more and then have to make large increases all at once. Some Council Members felt passing a resolution of this type would be a good and consistent way to build reserves. Mayor Boosman reported the 2010 budget will just cover expenses even to the point that some of the sewer expenses are going to be covered by our reserve carryover.

Clerk/Treasurer Storms explained to Council two stipulations of the USDA grant for the Hilltop Project are the Town has to save \$4500 per year for a debt service reserve and \$12,000 for a replacement reserve. The latter can be part of what the Town is already reserving by modifying that ordinance.

Motion:

Council Member Gehring moved to pass Resolution #09-457 regarding the fee schedule revision to include utility rates. The motion was seconded by Council Member Estes and passed unanimously.

Highlands Associates 2010 Contract

Clerk/Treasurer Storms reported the Highlands Associates contract had been decreased to \$18,000, which is what is reflected in the 2010 approved budget. Storms feels we should be able to work within this budget because most of the work on zoning was completed in 2009 with a slightly greater budget.

Attorneys' fees are billable if the planner is advising a client. Gehring asked if there would be budget for Planner Schrock to attend Council meetings if there are land use issues on the agenda.

Motion:

Council Member Hallowell moved to approve the 2010 contract between the Town of Twisp and Highlands Associates. The motion was seconded by Council Member Gehring and passed unanimously.

Interlocal Agreement with Winthrop for Building Inspector Services

Clerk/Treasurer Storms reported the staff has been happy with Dave Sandoz' performance as Building Inspector. Another benefit the Town is now receiving is Mr. Sandoz has been trained for plan review, which means the Town is not paying another company for that service. Storms reported the contract amount was included in the 2010 budget. In response to a question from Gehring about insurance language missing from the contract, she replied that because both Winthrop and Twisp are covered by insurance through the Association of Washington Cities (AWC), they as our carrier told us we would be covered and didn't need the normal additional insured language.

Motion:

Council Member Gehring moved to approve the Interlocal Agreement with the Town of Winthrop for Building Inspector Services. The motion was seconded by Council Member Estes and passed unanimously.

Council Member di Rienzo was excused from the meeting at 8:05 pm.

Consent Agenda

Mayor Boosman discussed how a consent agenda works and feels if implemented by the Town Council a considerable amount of time spent on "housekeeping" items could be eliminated.

Resolution #09-458 – Personnel Policy Amendments

Mayor Boosman discussed probationary time for law enforcement officers. It is currently 12 months and it is being proposed to reduce it to 6 months for lateral officers. Mayor Boosman agrees with the proposed changes.

Emergency call-out changes to policy were discussed. There are two changes we're proposing to address with this amendment. Currently, an employee called out after hours for an emergency is paid a minimum of 2 hours, but the time is only overtime if they've already physically worked 40 hours in the week. Since an employee cannot predict when they will have an emergency call-out

and the Town has a real need for employees to be willing to be available for callback, staff feels it is much better for morale if emergency callouts are consistently paid at the overtime rate. Currently, public works employees flex their schedules to do plowing and weekend checks. This would not change under this amendment, and they would not be paid the overtime rate for regular checks if they do not exceed 40 hours worked in a week.

The second issue is that currently a police officer that is called and makes a phone call from their home is eligible for the minimum 2 hours callout time as there is no differentiation in the policy for responding by phone or physically. Staff is recommending that making phone calls from home be exempt from the 2 hour minimum, but still be paid at the overtime rate by quarter hour increments.

Motion:

Council Member Estes moved to approve Resolution #09-458 regarding personnel policy amendments. The motion was seconded by Council Member Gehring and passed. Council Member Hallowell abstained from voting.

Districting Town

Council Member Hallowell proposed Council Members consider dividing town into 5 districts and assign each Council Member a district to get to know the residents. Hallowell suggested knocking on doors, introducing themselves, making sure things are going well, and letting people know who to contact if they have concerns. Council could see the benefit of the idea; although they were admittedly concerned about the time it could take to doorbell everyone in a district, but felt it merited more discussion. Council Member Mulgrew added that businesses should also be included.

Council decided to discuss it further in the new year. Mayor Boosman thinks the county has the Town broken down into 4 districts for voting purposes, staff will check to see if a map is available.

ACTION: Check with the County to see if Twisp is broken up into districts that could be used by Council members.

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 22nd day of December, 2009:

NCNB	ACH	\$956.42	12/18/09
Checks/Vouchers	#26975 - #27004	\$40,207.48	12/22/09
Checks/Vouchers	#27005	\$2,400.00	12/22/09
USDA	ACH	\$683.00	12/28/09

MOTION:

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

The following discussions were requested by Council before adjournment:

Fire District #6 Contract

Council Members Estes and Mulgrew as the Public Safety Committee would like to meet with representatives of Fire District #6 to discuss cost saving options, the possibility of annexation, and utility costs. Council Member Estes feels a lot of things have changed since the current contract was written and it is time to revisit some issues. Estes will make contact to see when the next Fire Commissioners meeting is being held.

Jail Fees

Council requested that Clerk/Treasurer Storms give the Council a brief update on the jail fee consortium meeting held with the cities and towns in Okanogan County. Storms felt positive about the meeting because the other municipalities seem to be in agreement with the point Twisp has been trying to make, that the allocation method is unfair. The next step is to negotiate the overall rate with the County.

Adjournment

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 Gehring and passed unanimously. Meeting adjourned at 9:06 p.m.

APPROVED:



Mayor William A. Boosman

ATTEST:



Clerk/Treasurer Colleen G. Storms