

# TOWN COUNCIL MEETING

## MINUTES

SEPTEMBER 9, 2020

### I. CALL TO ORDER

Mayor calls meeting to order at 7 PM

### II. ROLL CALL

1. Gary Willis- Present
2. Kerry Frable - Present
3. Billie Burtenshaw - Present
4. Reed Rankin - Present
5. Neil Comeau - Present
6. Dan Rankin - Present
7. Dianne Allen
8. Kim Thoms

### III. APPROVAL OF AGENDA

- i. Gary motions to approve the Agenda. Neil seconds. All in favor. Motion carried

### IV. APPROVAL OF PREVIOUS MEETING MINUTES

- i. Kerry asks about new business discussing the food bank. At the bottom of the discussion points, it states that the topic has been tabled until September meeting, and the last point has a blank motion. August minutes corrected.
- ii. Kerry motions to approve August 12, 2020 minutes with amendment; Billie seconds; All in favor; Motion carried.

### V. GUEST SPEAKERS

### VI. CONTINUED BUSINESS

1. Fall Clean Up – Snohomish County Solid Waste will not support a fall clean up at this time
  - i. The county did not have the staff to support a cleanup.
2. Snohomish County Sherriff Contract –
  - i. Dianne contacted Sno Co for the additional information that Billie Burtenshaw requested. Have not heard from the Sheriffs office as of yet.
  - ii. Gary would still like to see a monthly report.

- iii. Reed asks if there is an estimate on what the Law and Justice cost the Town. This is separate from the contract. This year, so far, the Town has spent \$21,000 for jail and 911, with an additional \$3,000 for attorney fees.
- iv. Reed would like to know how or if the Town keeps track on how they fulfill their part of the contract. Dan has spoken to one of the day officers who continues to tell him that there is one officer that constantly is going down below. Gary has spoken with the day officer as well and the officer that leaves has corrective action being taken to ensure that he is staying within the Darrington area.
- v. Gary motions to approve the Snohomish County Sheriff Contract for 2021-2023 with current level of service and for the Mayor to sign. Reed seconds. All in favor. Motion carried.

### 3. Darrington Food Bank Contract – extend lease option on airport property

- i. The Darrington Food Bank will have 48 month, non payment lease upon signing the lease, and after ground breaking for their building, the lease will change to rent of \$10 plus tax per year.
- ii. Gary would like to see paragraph 14 changed, paragraph 14 discusses the storage of hazardous materials. Dan reads the document as that the food bank is using their building for food storage and distribution which does not consist of issues with fuels and hazardous materials, there for is irrelevant to the Food Bank and their operations. He would like to leave it in the contract so that, in the future, if there are other businesses/organizations that enter into an agreement for lease, the standards would be the same.
- iii. Reed motions to approve the airport property lease to the Darrington Food Bank and for the Mayor to sign. Neil seconds. All in favor. Gary abstains. Motion carried.

### 4. Approval for Darrington Internet Users Association (DIUA) to place no more than 4 utility type poles at various locations on Town owned right-of-way.

- i. Jeromy Statia is present to discuss the DIUA and their work in trying to bring better internet and access to the Skagit Valley. They have contracts in place and support lined up for moving forward with the project. In order to bring this service to the Town, DIUA would need to place about 4 poles around Town that would be 50-60 feet tall with small devices on the poles to provide the service. DIUA has been strategic on where they are looking to place the poles, so that they service the Town to the best of their ability. DIUA is looking for the final support from the Town and Council to move forward with the project. At this point, without the approval, DIUA's partner would back out and the project would be over
- ii. Gary asks if the pole on Montague would interfere with the flight path for planes to come into the air port and if they have reached out to the FAA. Jeromy states that all state and local standards have been met. Jim discusses the hazards that the airport faces with power poles and states that a pole on Montague on the center line of the airport would be unacceptable with the state aviation. Jeromy states that if it is not acceptable, then it will be moved to where it is acceptable or would be shortened. Jim offers to meet with Jeromy to discuss a possible location for the pole.
- iii. Neil would like to verify that the DIUA is looking for approval to start looking at laying out the plans for the poles as the next step in the project. Jeromy states that yes, they need the approval to move forward with laying out the plans for the poles and any issues with pole locations, like the Montague pole, will be brought back to council with a new proposed location.
- iv. Dan states that the Town will have to do its due diligence and make sure that moving forward, DIUA is going through the Town processes, such as permitting. Any use of Town right-of-way will have to be approved by Council and legal.
- v. Gary motions to approve the Mayor to establish process for the legal placement of the poles. Neil seconds. All in favor. Motion carried.

5. Update on Wood Innovation Center Project – Forterra loan would be floating interest at 25% over prime (prime today is 3.25% our loan today would be 3.5%)
  - i. Dan discusses the process that Forterra and the Town is going through to move forward with the DWIC. If contracts for funding are not signed by the end of the year, this allows the Mayor to start discussions with Forterra for a loan to keep the project moving forward.
  - ii. Gary is hesitant about the floating interest. Dan assures that that will be discussed and everything would go through Council for approval before entering into any agreement with Forterra.
  - iii. Reed would like clarification on the CERB loan. Dan would like to keep the Town's loans for this project to a minimum. If this is the route that will have to be taken, then they would reassess the amount the Town goes into agreement with the CERB loan. If the Town owned the property, this would allow the Town to process the annexation process instead of going through the County.
  - iv. Kerry would like to know when they are pushing for this time line. Forterra would like to break ground come April 2021. The project still has to go out to bid. The County has a 6-12 month permitting process. The Town does not have the funds to spend on the permit fees to do the infrastructure work with this property still in the county.
  - v. CERB Funding is stipulated on the Lease agreement with the Darrington Wood Innovation Center LLC and the Town and requires a match. Both grants would need to be rewarded for matches to be met. The piece that is needed for access, the DNR has given a price of \$162,000. Purchasing this piece will be a 4-6 month process.
  - vi. With permission to move forward, the Council still has final approval of any contracts and agreements.
  - vii. Gary would like to make sure that a cap on the interest rate is part of the negotiations. Gary would have to see the rate go above 6%, even a 3% is high.
  - viii. Reed motions for the Mayor to negotiate a loan with Forterra for the Grandy Lake land acquisition. Kerry seconds. All in favor. Motion carried.
  
6. Dan would like to move forward with the purchasing process of the timber piece from the DNR. All rights to the timber would go to the Town with this purchase. The piece will be smaller than the original piece that Dan was looking at purchasing due to price. This piece will allow access to the DWIC land and will save the Town on expenses for an easement. Dan needs the Council's approval to start negotiations with the DNR
  - i. Gary motions to approve the Mayor to go forward with negotiations for the purchase of the land from the DNR. Neil seconds. All in favor. Motion carried.
  
7. Update on Whitehorse County Park expansion – FYI – ground breaking is expected to start October 10<sup>th</sup>.
  - i. According to Steve from maintenance, it looks like the County is out there working today. Steve and the crew are on board and have had a pre-construction meeting with the County.

## VII. NEW BUSINESS-DISCUSSION ITEM(S)

1. Darrington Food Bank Foundation Request for financial support. – Funds to come out of Dept. of Commerce COVID-19 funding.

- i. Gary would like to know how much is left of the COVID funding. Approximately \$10,000 that has to be spent before October 1<sup>st</sup>.
- ii. The Town did an emergency hire due to COVID to clean the public restrooms around Town and his scope of work has extended to Cemetery maintenance.
- iii. Projected wages for this hire has been budgeted at \$5,000 for his salary for his hours from time of hire through September 30<sup>th</sup>. His pay has only used about \$3,000 of that so far.
- iv. Any money not spend will be lost.
- v. Billie would like to see the money split between the Food Bank and the Family Resource Center.
- vi. The Family Resource Center has already received \$1,000 of the COVID funding.
- vii. Gary suggests splitting it \$4,000 to the Family Resource Center and \$6,000 to the Food Bank.
- viii. The Food bank is in the process of trying to replace their food truck that has high mileage and no refrigeration. They are looking at similar trucks that are about \$100,000. They are working with other organizations to make this purchase possible.
- ix. Neil is asking about their COVID related expenses. Dianne states that this funding will be put towards COVID related expenses because of the increase in food donations and families that rely on the Food Bank. The Family Resource Center has run out of their funding for helping the citizens who have been affected by COVID with their bills.
- x. The money can be put toward helping with outstanding utility bills but the Town has reached out to those who have fallen behind with no communication from the account holders
- xi. Billie motions to donate \$6,000 to the Darrington Food Bank Foundation and \$4,000 to the Family Resource Center from the Dept. of Commerce COVID-19 funding. Kerry seconds. All in favor. Gary abstains. Motion carried.

## 2. Resolution GR320 – Updating Personnel Policies Manual

- i. Gary would like to table this item until next month so the Council can have time to look it over.
- ii. Billie and Kerry would like to do a workshop to discuss the manual and the changes proposed. The Council Workshop will take place September 24<sup>th</sup> at 6pm.

## VIII. MAYOR'S REPORT

1. Dan discusses the increase in COVID cases in the Town. Last week it jumped up to 11 but has remained steady at 11.
2. Dan has also been spending a lot of time working on the DWIC Project.
3. The Community Center Club is going to put a door in one of the walls of the Community Center. Dan was able to get help from an engineer for the Community Center to be able to put the door in.
4. The new hire for Public Works will start on Monday, September 14<sup>th</sup>. Dianne discusses the process the office has been going through for the temporary position.

## IX. COUNCIL/BOARD/COMMISSION MEMBER REPORTS

## X. VISITORS

**XI. ACCOUNTS PAYABLE APPROVAL**

**1. Accounts Payable/ Monthly Payments.**

- i. Gary motions to approve the accounts payable/ monthly payments. Billie seconds. All in favor. Motion carried.

**XII. ADJOURN**

Kerry motions to adjourn September 9, 2020 Town Council Meeting at 8:33 PM; Reed seconds; all in favor; motion carried.

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Dan O. Rankin, Mayor

ATTEST:

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Dianne Allen, Clerk/Treasurer