

## **April 14, 2020 Twin Bridges Regular Council Meeting via conference/video call**

Council members in attendance were Matt Greemore, Nolan Frandsen, and Jordan High. JB Klyap and Scott Holbrook joined at 7:06 pm. Also in attendance were Mayor Joe Willauer, Clerk/Treasurer Kristi Millhouse and Maintenance Supervisor Sam Novich.

**Guests:** Bill and Paula Kinoshita (The Old Hotel), Verta Dorseth, Lori Harshbarger, Leslie Adams, Brenda Pollorena and Town Attorney Lori Harshbarger.

Mayor Willauer called the meeting to order at 7:00 pm.

**Public Comment:** No comments at this time

**Community Update and Mayor's Report:** Mayor Willauer commented that the Town continues to follow the guidelines that are being provided by the Governor in regard to social distancing. He reported that cases of COVID 19 are beginning to drop and flat line, but this could spike back up again. He also commented that it appears that everyone in Town is taking this serious as he has not noticed large groups of people congregating around each other.

The resort tax is still on hold.

Matt commented that the school would like to have an update on the 6<sup>th</sup> Avenue project. Mayor Willauer commented that there was a request put into the State to post-pone the sidewalk project in case someone were to get sick because of COVID19. Mayor Willauer commented that he would let Sam comment on that project.

**Gravel Bids** – Council reviewed the two gravel bids for the storm water project from Rowe Excavation and AW Construction. Discuss followed regarding the two bids. Nolan made a motion to approve AW Construction. Matt seconded the motion. Mayor Willauer asked for any additional discussion, with no additional discussion a roll call vote was taken. Motion was approved with a unanimous vote.

**Shop Update** – Sam Novich, Maintenance Supervisor, reported that he is cleaning out the floors in the new shop. Everything is pretty much done except for a couple of things outside and some cement. The remaining two big items are some electrical and plumbing work. He is hoping by next week to be done with the interior of the building. Sam would also like to look at options for any unused money for the project and if it can be used for extra equipment and possibly the storage of fuel for the backup generator. This will be discussed at the next council meeting when the last two invoices have been turned in.

**Gravel at Senior Center** - Sam commented that the Senior Center wants to fill in an area on the East side of their building with gravel. RE Miller has asked if the Senior Center can use some of the Town's material that is sitting out at Dennis and Joy Day's property and then when we dig again, they will pay to replace that material. Matt, JB, and Nolan were ok with that. Matt also commented that we have been requested to dig gravel in a couple of other areas that are right in Town that could be an option when we dig again. He also commented that if those individuals are willing to dig now, then we can dig

now instead of later. He commented that it would be a good idea for the Town to have different gravel spots available to them. The more gravel we can establish the better. Matt commented that based on the fact that we already paid that material that it might be best to have some agreement to make sure that we do get our materials back. Town will write the agreement and then send it to the Town Attorney for approval.

**Take out Friday** – Mayor Willauer commented that Scott Holbrook had reached out to him and other council members last week to set up something to encourage individuals to do take out this Friday and then do a lap through Town. A flier was designed and sent out. Matt commented that he that he thought Scott had a great idea and thanked him for it. Paula Kinoshita commented to say thank you for the Council and Scott for thinking of the businesses and the community.

Mayor Willauer commented that another area in our community that is going to be hurting is our guide services. He requested that the council think of a way to help our guides as well. Is there something similar we can do to offer that support. They are a big part of our Town's economy.

**Storm water Project Update** – Kristi commented that the sidewalk project with the State is still set for June 1<sup>st</sup>. Materials are starting to come in for the Storm water project on 6<sup>th</sup> Avenue. The State will work around us if we are not finished by the sidewalk start date or if someone gets sick. Sam commented that the pipe has arrived and manholes have started to arrive. We may have to hire someone to help with traffic control on Main Street. Once the 4 manholes are in place the construction will begin. Could be two weeks to start or sooner.

**Codification** – The Town Clerk, Kristi Millhouse, explained the codification process and that it needs to be done every 5 years. Kristi explained that the process involves someone reviewing and editing the Town ordinances to make sure that everything we are doing is legal and coincides with State Statute. Kristi has been looking into a couple of different options. The first is Municode which gives us the tools to be able to codify our ordinances ourselves which helps to minimize cost. Municode did suggest that we have them help with our codification process the first time around. Kristi is still waiting for their bid. The second option is American Legal which used to be Sterling Codification. The Town has used Sterling in the past. Their bid was \$6,000 which included the codification, 4 books and set us up on the internet. Matt commented that he felt that it would be cheaper in the long run to purchase the software through Municode. Mayor Willauer agreed that from the financial standpoint, it made more sense to go with Municode.

**Time Clocks** – The Clerk, Kristi requested to go to digital time clocks instead of what we are using now. It would allow the employees to punch in and out from a computer and it is simply an in/out button. It would also allow the Mayor to approve vacation time and see how much vacation/sick time an employee has available. He can also sign time cards digitally as can the employees. Signing everything digitally would allow Kristi to print time cards first thing in the morning rather than wait for all of them to come in. Matt made a motion to approve the digital time clock. Nolan seconded the motion. Discussion followed. Matt commented asked if the employees can log in/out from any electronic devices or is it just the computer. Kristi commented that at this time it is just the computer but the app

for the phone is coming. Nolan was wondering what Sam's opinion was. Sam thought it would be better if they could have an app on their phone. The difference in cost is \$200 without the app which is coming or \$800 with a company that has the app feature. Mayor Willauer asked for additional discussion, which none he took a roll call vote. Motion passed with a unanimous vote.

**Minutes** – Matt made a motion to approve the March 17, 2020 minutes. JB seconded the motion. No discussion. Mayor Willauer took a roll call vote. Motion passed with a unanimous vote.

**Consented claims** – Matt made a motion to approve the consented claims Payroll electronic checks 89204 to 89228 and check no. 5782 and Claim electronic checks 89807 to 89811 and checks 20954 to 20980. Scott seconded the motion. No discussion. Motion passed with a unanimous vote.

**Council Review** – Matt asked the Town Attorney status on Account No. 026-00. She has not heard anything at this time but she will send a follow up letter.

Nolan Frandsen – commented on the safety items for COVID 19. He has been listening to the LEPC meetings on Monday, Wednesday and Fridays that the County has been holding. There isn't a bunch of new stuff but they do give an update on numbers. Ruby Valley Hospital has a special spot for COVID individuals. LEPC does have things set up if individuals would like to volunteer to help.

Matt commented that he would like to thank Scott, Nolan and Kristi for being involved with the Virginia City group texts and sharing that information with everyone. He also thanked the Town Attorney for her involvement on getting information on COVID 19 out to the Council.

Kristi commented that the building ordinance was sent out last week. Please let her know if you have changes or comments.

Meeting adjourned at 8:00 pm.