

# Town of Twisp

## Council Minutes – 12/10/19

Mayor Ing-Moody called the meeting to order at 5:30 p.m.

**Council Members present:** Hans Smith  
Aaron Studen – by phone  
Mark Easton  
Alan Caswell  
Hannah Cordes

**Pledge of Allegiance:**

Council Member Easton led the Pledge of Allegiance.

**Additions/Deletions to the Agenda:**

**Additions:**

Presentation: Washington State Pilots Association – Methow Valley Chapter

New/Old Business: Discussion: Friends of the Pool Letter

New/Old Business: Oath of Office for Council Members/Mayor

**Changes:**

Mayor Ing-Moody would like to change the order in New/Old Business and have Ordinance #755 be discussed prior to Ordinance #754.

**Public Comment:**

Leone Edson stated she will be contacting the Clerk/Treasurer to clarify questions she has regarding the budget. She questioned why the Fee Schedule, included in the packet, shows the building permit chart fees only going as high as to cover \$200,000 buildings and not those costing more. She shared that she is also interested in the leash law conversation and stated that she has noticed someone driving their car and allowing their dog to run alongside it, which she feels is illegal and unsafe.

Mark Edson is also interested in the leash law conversation. He stated that someone allowed their dog to defecate on the front doorstep to his shop. He also stated that there is an area across from the Grange Hall where people have been placing their baggies from animals instead of disposing them properly. He believes in a leash law and would like to see a fine be issued to those out of compliance.

**Mayor's Report:**

Mayor Ing-Moody stated that the budget is balanced and is ready for council's review this evening. She gave an update on the WSDOT road application issue, stating that WSDOT was very responsive to her

concerns and within a week had agreed that they would not be charging the town for ice treatment and snow plowing this season. WSDOT will be discussing the matter internally and make decisions for next year. Mayor Ing-Moody announced that the next regular Council Meeting scheduled for December 24<sup>th</sup> will be cancelled for Christmas. The next Council Meeting will be on January 14<sup>th</sup>, 2020.

**Staff Reports:**

N/A

**Commission/Committee/Board Reports:**

Council Member Easton attended the Climate Task Force meeting. The number one concern for the Methow Valley is water availability. The number two concern is fire. The survey is still available online as well as the presentation from Dr. Snover. The Task Force hopes to start writing the plan in February. He said he will send a link to Clerk/Treasurer Kilmer for anyone who wants to participate in the survey.

Council Member Smith attended the recent Twisp Airport Advisory Board (TAAB) Meeting regarding the draft lease agreement discussion. He stated there was good discussion at the meeting but no recommendation from the board at this time. The meeting was attended by Attorney Scott DeTro along with Attorney Natalie Kuehler and an insurance representative by phone who was representing one of the board members. One main point that was discovered was that Insurers recommend requiring premises insurance rather than general liability in this instance. Smith stated that there will be another TAAB meeting prior to Council's review of the proposed agreement.

Mayor Ing-Moody stated that she attended the Okanogan Council of Governments (OCOG) meeting. She said there was discussion about who is responsible for reimbursing mileage and whether or not to continue to have OCOG pay for it. It was determined that each town will decide whether to reimburse their member or continue to have OCOG reimburse them. She stated that the meetings are changing to once a month.

**Presentation: Department of Ecology – Wastewater Treatment Plant Outstanding Performance Award:**

Dave Mathews, Department of Ecology environmental engineer was present to recognize the Town of Twisp Wastewater Treatment Plant for obtaining 100% compliance. He stated that he inspected the treatment plant today and it was up to standard. He stated that the Public Works Director and the Wastewater Treatment Operator are doing a great job. Director Denham thanked him and stated that it is a team effort.

**Presentation: Apollo Solutions – Investment Grade Audit for Water Meter Replacement and Investment Grade Audit Well Pump Motor VFD:**

Scott Lewis and Kirsten Wilson gave a presentation of the latest numbers for the Water Meter Replacement and Well Pump Motor VFD projects.

**Award Presentation: Washington Pilots Association, Methow Chapter:**

Bob Wagner of the Washington Pilots Association - presented Director Andrew Denham with an award of appreciation for the South Taxiway project. He said that they appreciate the time and effort that he has spent on this much needed project.

Hannah Cordes for the Washington Pilots Association - presented Bob Wagner with an award of appreciation for all that he does as the airport manager. He has spent a lot of time and diligence and working on behalf of the town for the airport projects and they are thankful to have him. The Mayor expressed her appreciation on behalf of the Town and thanked Mr. Wagner for his good work.

**OLD/NEW BUSINESS:**

**Discussion/Action: Agreement DES/Apollo:**

This item has been tabled for future conversation. Council Member Smith stated that the Public Works Committee will work on the numbers for cost effectiveness.

**Discussion/Action: Resolution #19-649 – Salary Schedule:**

Mayor Ing-Moody stated that the Amended Salary Schedule is on the table for Council's review.

Council Member Smith moved to approve Resolution #19-649 – Salary Schedule with the amended changes as presented. The motion was seconded by Council Member Cordes and passed unanimously.

**Discussion/Action: Resolution #19-650 – Fee Schedule:**

Mayor Ing-Moody opened the discussion with follow-up to the earlier public comment regarding the building permit section of the fee schedule. It was noticed that the building permit section correctly shows the highest value of homes for permit fees. The additional table that is attached is capped at \$200,000. Council Member Smith requested that amending by adding "etc" at the end of the graph will show that the values continue past the last one stated.

Council Member Smith moved to approve Resolution #19-650 – Fee Schedule as amended. The motion was seconded by Council Member Caswell and passed unanimously.

**Discussion/Action: Ordinance #755 – 2019 Budget Amendment:**

Council Member Smith moved to approve the Ordinance #755 – 2019 Budget Amendment as presented. The motion was seconded by Council Member Caswell and passed unanimously.

**Discussion/Action: Ordinance #754 – 2020 Final Budget:**

Mayor Ing- Moody stated the following, as included in her Mayor's budget message:

It is with great honor and privilege that I submit the 2020 Budget. I would like to express my respect and gratitude of our town's Department Heads, Chief Paul Budrow, Public Works Director Andrew Denham, and Clerk / Treasurer Randy Kilmer whose hard work and dedication to shape the priorities for the upcoming year has resulted in a very considerate and intentional budget to reflect the priorities and values of our community.

I would also like to commend the hard work and tireless hours of our Finance Committee, Councilmember Hans Smith and Councilmember Mark Easton, as they diligently questioned and reviewed multiple iterations of the budget leading to the final polished document. Their particular attention to detail has made the budget process a very thoughtful and thorough attempt to incorporate best practices while establishing priorities for the upcoming year.

The proposed budget is established based on projected revenues for the year 2020, consistent with economic forecasts for the nation, Washington State, and knowledge of local developments.

Expenditure projections are made based on anticipated costs as associated with general operations and maintenance, and new projects and priorities for the upcoming year.

The 2020 General Fund Budget is balanced at \$1,063,723.16 in revenues and expenditures.

The Street Fund is balanced at \$173,690.96 which includes Transportation Benefit District (TBD) revenues and expenditures.

The Water Fund is balanced at \$661,885 with a 7.8% increase; and the Water Fund Reserve at \$356,465.76. The Sewer Fund is balanced at \$530,763 with an 1.5% increase; and the Sewer Fund Reserve at \$256,246.07.

### **Revenue Assumptions:**

The general financial projection for 2020 is predicted to be stable. The Town's revenues continue to hold steady. According to MRSC's 2020 Budget Suggestions, "Rising interest rates, the fading effect of tax policy changes, and normal market cycles are all adding up to suggest this economy may have peaked...(although) national forecasts continue to show growth – though at a smaller pace – into future years."

The most recent Washington State Economic and Forecast Council report is consistent with the expectation of "a slowing, but still growing economy", which MRSC is quick to note may be more of a *contraction period* in which economic growth may be slowing but not negative. Indicators include "erratic stock markets in response to *economic headwinds* like national trade disputes, geopolitical issues, and increasing interest rates". Locally, it is more likely that any economic effects will be a delayed response to changes as experienced in the Seattle / Puget Sound markets.

Twisp's revenue assumptions for 2020 include moderate increases to the Town's two largest revenues: sales tax (5%) and property tax (3%). It is expected that new businesses established in recent years will successfully grow – thereby further contributing to retail sales tax revenues. It is also expected that property tax revenues will show signs of moderate growth in the new year as new property construction and purchases will mean an increase in the number of homes within town, especially in response to the increasing demand for housing availability and affordability.

### **Expenditure Assumptions:**

The FY2020 general fund budget includes some notable inclusions as associated with established priorities, projects, and changes in the rising cost of insurance for the upcoming year.

As always, the budget works in tandem with the planned priorities as established together by the Mayor and Council. One such priority for 2020 is the planned construction of the new Civic Building / EOC. The associated cost of \$32,000 for temporary re-location during construction is reflected in all the town's 3 main funds – general, water, and sewer.

Another priority is the need to bring staff salaries in line with competitive standards that have been changing over the past several years, especially in light of changing industry shortages for trained and qualified staff as more workers across the state and nation enter retirement. Another contributing factor for the need of a comprehensive review of staff salaries this past year is due to the new minimum wage laws that go fully into effect January 2020. In preparation, particularly entry level clerical staff wages required attention. To ensure the Town remain competitive with other municipalities and agencies, and honor the good work of our current staff, this budget includes salary adjustments, along with annual performance increases. To ensure continued fair compensation and process, it is also my intention that a new mayoral Ad Hoc Committee be formed in 2020 to assist with the review and development of policy and procedures regarding employee compensation.

The FY2020 budget includes a line item of \$23,000 for an audit review by the State Auditor's Office. The Town is typically audited every 2 years and we are due in the upcoming year. However, unlike previous years, we have been informed that we have also reached the threshold of \$2M in budget to warrant an additional financial audit, thereby contributing to an increased cost to the town for 2020 and into the future.

Also included in the budget is the 13% cost increase of insurance in 2020. Altogether, the above comprise of the most notable changes to the FY2020 budget expenditures from previous years.

As always, the protection and growth of our taxpayer's assets remains a priority for this Administration. As a Town, we strive to deliver the highest level of service possible with the available resources at hand. As such, ensuring our staff are properly paid, and provided a safe and efficient facility to work in are goals for the coming year.

## **Departmental Summaries**

### General Administration / Clerk's Office:

The Clerk's Office comprises of two full-time staff – a Clerk/Treasurer (C/T) and a Deputy Clerk, and a part-time Administrative Assistant. The FY2020 Budget comprises of the change to the duties of the Deputy Clerk to include Office Manager (DC/OM). This change slightly changes the Organizational Chart to reflect that both positions will report directly to the Mayor – the C/T as head of Finance and associated liabilities while the Deputy Clerk/Office Manager (DC/OM) as head of Clerical matters. This will enable the C/T to more heavily concentrate on financial matters specifically, to include the growing demands associated with grant management, audits, accounts payable, payroll and other related duties of

increasing need as the Town grows. The DC/OM position will concentrate on the daily clerical and office management duties, including the oversight of the Part-time Administrative Assistant, and management of the general functions of the department. Compensation for all positions within the department will reflect these changes, along with adjustments made to be within appropriate salary ranges. With changes in technology and the burdens associated with it, it is intended that these changes will serve to safeguard the Town from unnecessary exposure to risk, while increasing efficiencies.

#### Public Works:

The Public Works Department comprises of five full-time staff (Public Works Director, Administrative Assistant, and three Operators). As this department continues to focus on addressing overdue maintenance issues, improving and maintaining the town's infrastructure and machinery in good condition and working order, its needs as a department may in time adapt as necessary. The current budget reflects an increase to those salaries requiring an adjustment to meet regional standards.

The 2020 year, will comprise of several large projects, including the much-anticipated demolition and construction of the new Civic Building / EOC; Sports Complex project; North-end improvements; and Canyon Street / SR20 Crossing Project.

Street maintenance and repairs will continue throughout 2020, as part of ongoing public works duties. As always, emphasis will be placed on matters of efficiency and cost-effectiveness with a focus on leveraging funds to maximize value, where possible. Partnership with other agencies, organizations, and citizens is always welcome.

#### Police:

The Police Department continues to be a vitally integral part of our community. Though the health and public safety of the community remains a primary goal of the department, equally important is citizens' impressions of policing. To ensure community policing is effective, the department will be discussing and developing new strategies to promote engagement and positive police relations. Additionally, Chief Budrow, as the Chair of the Methow Valley Public Safety Committee this past year, has worked with other emergency response agencies to ensure a strong plan of action during times of emergency.

As the national shortage of good and qualified law enforcement continues to grow, small communities must remain competitive, not only with fair compensation, but with the facility and resources necessary to promote a safe and healthy work environment for our officers. The Twisp Civic Building / EOC, when completed, will be such an asset to the department as will the salary adjustments for all police staff.

#### Fire:

The Town continues to contract with Okanogan County District 6 for fire protection. The 2019 budget reflects the new contracted amount of \$53,700 (up from \$51,700 in 2019). As always, additional costs for a public safety secretary, insurance and liability for related facility and equipment expenses contribute to the overall fund amount totaling \$70,705.47 for FY2020. Ongoing debt service payments are not included with this calculation.

### Planning / Building

The Planning and Building Departments comprise of part-time contracted work with Highlands Associates, Kurt Danison for planning services and with Okanogan County for the building inspector services of Dan Higbee. The total budgeted amount for the Planning department in FY2019 is \$22,000. The total budgeted amount for the Building Department in FY2020 is \$24,365.33 with a slight increase from 2019 due to Clerk's office staff wage increases. There is no anticipated change expected to either the planning or building contracts for 2020.

### Airport:

As in previous years, the Twisp Municipal Airport FY2020 budget reflects a 3% increase, as allowable under the current Airport Lease contract until such time as a new lease agreement is adopted. As a note, it has been acknowledged in several past budgets that the general maintenance of the airport costs more to operate than its revenues currently generate. As such, I commend the conversations between the Airport Lessees (via the Twisp Airport Advisory Board) and the Town this past year in their commitment to work together toward a viable solution in protection of this asset. I would like to particularly thank Council Member Smith for his tireless effort on this issue and members of the TAAB. A new lease agreement is anticipated to be forthcoming in the near future which will likely require a budget amendment in the new year.

Once again, it is my honor to serve this wonderful community! Thank you for the opportunity to present the FY2020 balanced budget for all funds!

Council Member Smith moved to approve Ordinance #754 – 2020 Final Budget as presented. The motion was seconded by Council Member Caswell and passed unanimously.

### **Discussion/Action: Dog Leash Law and Penalties:**

Mayor Ing-Moody opened the discussion on the Dog Leash Law. She stated that there have been complaints regarding dogs and a letter is included in Council packets from a resident, Sandra Strieby. Chief Budrow would like to see the fine increase for not licensing your dog. He stated that by licensing your dog it helps protect and identify the dog. If a \$150 fine is imposed for not licensing your dog, he feels that would be enough to get residents to license them in the beginning. Mayor Ing-Moody thinks this might be a conversation for the Public Safety Committee. She would like to have a meeting called and go over what it will look like. Council Member Easton would like to see the Town make a post on the bulletin board or newspaper notifying residents on the fee and/or fine.

### **Discussion/Action: AWC COU Scholarship:**

Mayor Ing-Moody stated that the information is in the packet about the AWC Center for Quality Communities scholarship that is available. She stated that it is important as the scholarship potential may help increase or commend youth civic engagement in town. Council Member Smith said it would be a good idea to reach out to School Superintendent Tom Venable for ideas. Chief Budrow stated that he currently has an intern in the Police Department that would be a senior next year and encourage her to apply.

**Discussion: Friends of the Pool (FOP) Letter:**

Mayor Ing-Moody reviewed the requests that the FOP stated in their letter to Council. She stated that they request pool rates be increased, which she said can still be updated if the Council chooses to do so prior to the pool opening. She thinks that the signing bonus they are offering is a great idea and hopefully would help with new recruitment of lifeguards. As far as training, she is not sure if they have contacted Aero Methow yet and stated that the YMCA had been asked in the past to provide lifeguard training and certification. Regarding the Operational Management being shifted to a third party, she stated that the Town would not be able to offer any more than what the pool management currently pays. The FOP has requested that the town form a Pool Task Force and the mayor asked for volunteers to join. Director Denham stated that he would like to be included and Council Member Cordes also would like to participate. Mayor Ing-Moody would like to speak with Sarah Schrock to better understand exactly what the task force is to consider and accomplish.

**Action: 2020 Election Appointments: Swearing In:**

Mayor Ing-Moody swore in Council Members while Mayor Pro-Tem Smith swore in Mayor Ing-Moody.

Mayor Ing-Moody – Mayor - 4-year term (through 2023)

Hannah Cordes – Council Position #1 – 2-year unexpired term (through 2021)

Alan Caswell – Council Position #3 – 4-year term (through 2023)

Mark Easton – Council Position #4 – Short and 4-year term (through 2023)

Hans Smith – Council Position #5 – 4-year term (through 2023)

**Consent Agenda:**

- Accounts Payable/Payroll
- Minutes – 11/12/19, 11/26/19

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 10<sup>th</sup> day of December 2019.

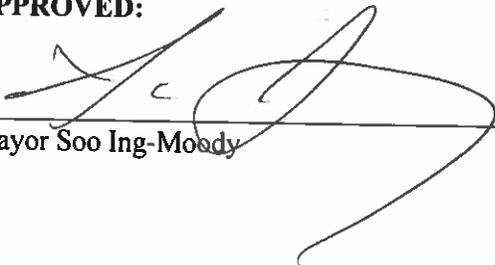
Payroll	EFT# 2694-2712	54968.19	11/29/19
Accounts Payable	Warrants # 2752-2786	133334.79	12/10/19
Accounts Payable	EFT# 2749-2751	24481.42	12/10/19

Council Member Studen moved to approve the consent agenda as presented. The motion was seconded by Council Member Easton and passed unanimously.

**Adjournment:**

There being no further business to come before the Council, Mayor Ing-Moody adjourned the meeting at 7:47 p.m.

**APPROVED:**



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Mayor Soo Ing-Moody

**ATTEST:**



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Clerk/Treasurer Randy Kilmer

