

**Town of Twisp
Special Meeting - Retreat
Council Minutes – 04/28/17**

Mayor Ing-Moody called the special meeting/retreat to order on Friday, April 28th at 2:15 p.m.

The Pledge of Allegiance was led by Council Member Thomson.

Retreat Theme: “Focusing on the Future”

Council Members present: Aaron Studen
John Fleming
Hans Smith
Alan Caswell
Josh Thomson

Department Heads present: Jackie Moriarty, Clerk/Treasurer
Marc Straub, Building Inspector
Howard Moss, Interim Public Works Director
Paul Budrow, Police Chief – By phone

Guests: Dana and Susan Cowger, Varela & Associates, Inc.

Department Head Reports

Each Department Head was asked to prepare a report to present at this retreat letting the Council Members know the state of each of their departments, including future objectives.

Clerk’s Department – Clerk/Treasurer Jackie Moriarty

The Twisp Clerk’s Office staff continues to work on many items as required by law to stay in compliance and to avoid any liability issues or judgements against the Town and to support other departments to facilitate and collaborate for the overall good of the town in a professional manner. Clerk/Treasurer Moriarty reported on the following:

- Financial Condition/Reserves
- Updating of all department computers and software
- Audit
- Website
- Court
- Council, Commissions and Boards
- Grant Management and Administration
- Support of other departments

- Provided Council a 2016 Financial Snapshot showing the major revenues that the Town receives
- Provided Council a 2016 4th Quarter Budget Comparison and Analysis
- Goal:
 - Sustain the level of professionalism and customer service that we currently give our citizens and visitors.

Varela & Associates, Inc. – Dana Cowger PE - Principal

Engineer Dana Cowger was present to discuss the current projects that Varela & Associates, Inc. are working on for the Town. Mr. Cowger was asked to attend the meeting because of the staff changes in the Public Works Department. Mr. Cowger reported on the following:

- Background of Town projects
- Purpose and Goals for this retreat
- Current Project Summary 2017/2018
- Future Projects and Potential Funding Opportunities
- Water System Priorities/Potential Funding Strategies
- Sanitary System Improvements/Potential Funding Opportunities
- Gave examples of funding scenarios/Rate impacts
- Potential next steps for Twisp
- Completed projects

Mr. Cowger thanked the Town for the opportunity to work with them.

Public Works Department – Interim Public Works Director Howard Moss

Thank you for the opportunity to discuss some of the important projects that I am involved in this summer.

As you know I am here on an interim basis so I will not present a lot of visionary information at this time. I do have opinions on all of the subject matter and will respond if asked.

Varela and associates, our engineering consultants will be present on Friday to go over numerous planned and potential future projects including loan and grant opportunities.

The following is an outline of projects I am involved in at this time.

- 12” watermain construction on SR 20 between Wagner Street and Airport Road.
- Construct curb, gutter, drainage and sidewalk on SR 20 between Wagner Street and Airport Road.
- Construct a tennis court and connective trail along the river to Methow Street.
- Construct new Public Works Shop adjacent to the Waste Water Treatment Plant.
- Construct Twisp Avenue Curb, gutter and sidewalk on Twisp Avenue between SR 20 and Lincoln Street.

- Develop a plan and construct a liner inside the existing watermain on the trestle crossing the Methow River.
- Review and construct a percolation basin to solve spring drainage problems in the area of June Street on the hill.
- Assist in the development of a watermain replacement and follow up street reconstruction in several areas including Lincoln Street, Second Avenue, Methow Street and Third Avenue.
- Assist in follow through with Airport South Taxiway Project.
- Assist in development of several projects relating to the sewage collection, treatment and outfall system.
- Assist with completion of Washington “Relight” project.
- Manage staff and respond to customer needs on a daily basis.

Building Department – Building Inspector/Official Marc Straub

Building Inspector Straub reported on the following:

Statistics:

- 2016 permit valuation: \$778,794
- Number of single family homes started: 4
- Number of residential-related permits issues: 7
- Number of commercial-related permits issued: 11
- Total fees collected: \$12,690

The Building Official logs approximately 32 hours per month, Wednesday a.m. & Thursday a.m.

- The Twisp Works campus keeps growing. So far, this year the Day Care facility is underway and micro-beer tasting bar is planned. Also, a micro-brewing facility could follow the tasting bar being planned by The Schoolhouse Brewery, located in Winthrop. Also, under construction is a 900 ft. 2 culinary instruction and catering facility on campus.
- A new multi-use building is nearing completion at 214 South Glover Avenue. It will be a two-story building with commercial use on the main floor and residential use in the top floor.
- Hank Konrad took out a Demolition permit to raze the Blue Spruce motel related buildings.
- The Public Works Department is looking forward to a new 5,760 ft. 8-bay shop facility at 1220 Ewell Street near the waste treatment plant.
- Mike Port has provided the valley with more individual self-storage units at the Industrial Park.

So far in 2017, the majority of issued permits are for commercial use, I think this trend will continue thru the summer.

I enjoy working for the municipality of Twisp. I see it as a grounded and secure community open to growth both collectively and individually with good people at the helm and those on board.

Planning Department – Planner Kurt Danison

Planner Kurt Danison was unable to attend the meeting, however he provided the Council with a written report:

The mission of the Twisp Planning Department is to implement the vision expressed in the Town of Twisp Comprehensive Plan through the fair, equitable and consistent administration of the Town's land use codes and development standards.

The Town's Planning Department is great because of the knowledge, experience and commitment of the TEAM!!! The Town's Department Heads and line staff make the community a great place to work.

In 2016, the Town's planning team accomplished the following:

- Reviewed 10 Business License Applications (down from 31 in 2015)
- Reviewed 28 Building Permits (down from 29 in 2015)
- Coordinated 2 formal pre-application meetings for potential plats/PDs and had informal meetings and conversations with 8 other potential plat applicants
- Processed 0 Short Plats (down from 4 in 2015)
- Processed 3 Boundary Line Adjustments (up from 2 in 2015)
- Processed 2 Shoreline Exemptions (down from 6 in 2015)
- Issued 2 Administrative Permits (up from 1 in 2015)
- Processed 1 floodplain/shoreline/critical areas permit (same as 1 in 2015)
- Reviewed 2 Impact Assessment checklists (for PDA) (down from 9 in 2015)
- Attended 6 Department Head Meetings
- Attended 8 Planning Commission Meetings
- Attended Council retreat
- Attended 8 Okanogan Council of Government and related transportation meetings
- Attended 10 Economic Development District Meetings (Chair of Fire Recovery Grant Committee)
- Attended 10 Economic Alliance Meetings (Chair in 2016 and 2015)

In 2017 and beyond, as your contract planner I will strive to:

- Maintain open communications with the Mayor, Town Council, Planning Commission and Department Heads in order to facilitate interpretation and implementation of the community's various plans and codes

- Advise the Mayor, Town Council and Planning Commission of activities and issues that may warrant review and revision of plans and codes
- Keep abreast of issues related to community development, land use planning and regulatory requirements at the local, county, state and federal level and potential sources of funding to address or implement in Twisp
- Respond to questions, concerns and comments in a timely manner

Short Term Planning Goals (2017-2018):

- Review, respond and process land use questions and applications in a timely manner
- Attend Department Head Meetings
- Continue providing advice and assistance to the Town on the trail project
- Work with the Planning Commission on completing updates to the Public and Capital Facilities Element of the Town of Twisp Comprehensive Plan and complete the update of the Town's subdivision code.
- Continue to coordinate with Building Official and Deputy Clerk on review, approval and any follow up on building permits, business licenses and administrative permits
- Work with the Planning Commission on amendments to the zoning code to implement revisions to Land Use and Transportation Elements as well as address other issues e.g. calculation of off street parking requirements and review of traffic generation requirements for retail uses
- Participate as a board member on the Economic Alliance, North Central Economic Development District and Okanogan County Transportation Committee (representing Tonasket and other consortium communities – cost split 5 ways)

Medium Term Planning Goals (2018-2020):

- Refine and continue short term goals
- Continue review and revision of Comprehensive Plan (Economic Development and remaining Plan Elements)
- Begin review and revision of critical areas regulations
- Work with Public Works as requested on GIS map layers for streets, water, sewer, pedestrian and other public facilities

Long Term Planning Goals (2020-2022)

- Refine and continue short and medium term goals
- Complete review and revision of Comprehensive Plan
- Complete review and revision of Critical Areas regulations as required for compliance with GMA
- Continue working with Public Works on development of GIS map layers for streets, water, sewer, pedestrian and other public facilities

Police Department – Police Chief Paul Budrow

Police Chief Paul Budrow joined the meeting to give his report via the telephone; he reported on the following:

Chief Budrow apologized for not being at the meeting in person and thanked Council for all of their support and leadership over the last six years.

It has been six years already that I have had the pleasure of being your (our) Town's Police Chief. Now 6 years later I am finally accepted as part of the community even by the bad guys... It always seems weird to me when I arrest one of them and they tell me I am the only cop they trust and almost arrest themselves...

I have been working closely with the new county DEM, the Methow Valley Long Term Recovery Group, and Methow Ready. We are redoing/updating the Town of Twisp Emergency Plan, and we have finished the update of the Methow Valley Emergency Plan.

We have hit the drug community hard. Through the pressures of law enforcement around the state and country we have been able to control the flow of pills and we are not seeing nearly as much abuse of them. However, we now are seeing Heroin and Meth as the primary drugs of choice. AND marijuana is now legal... and because of that, we are seeing more and more juveniles overdosing and the increase of other crimes associated with the wacky tabacy.

Now in the start of my seventh year, I see us continuing to grow as an agency and one which is respected throughout the county and state. The support you all have given me has definitely not gone unnoticed.

Steven Purtell is in his FTO phase and will be on the road by himself around the last week in August. A Council and Community that supports me and my agency the way you all do is priceless.

We are about to enter into a contract with Winthrop where the Twisp Police Department will be covering the Town of Winthrop from around the 1st of May to the end of June. It should not impact the Town of Twisp in any way involving how well our community is covered and/or policed. If all goes well, I see us possibly moving forward someday into a long-term contract situation with Winthrop for police services. I am ready for that day. However, regardless of what happens, the Twisp Police Department will serve the people of the Town of Twisp and the surrounding communities with the same level of professionalism, and high standards of law enforcement they have come to know from the Twisp Police Department.

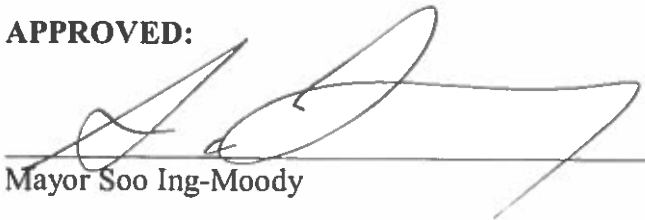
Twisp Municipal Airport – Mike Port, Airport Manager

Airport Manager Mike Port was not in attendance and no written report was provided.

The Council spent time asking questions of each department head after their reports.

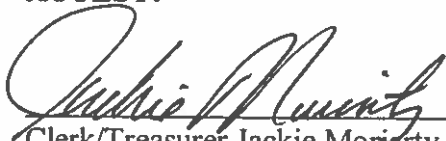
There being no further business to come before the Council the meeting was adjourned at 6:38 pm.

APPROVED:



Mayor Soo Ing-Moody

ATTEST:



Clerk/Treasurer Jackie Moriarty