

**Town of Twisp
Special Meeting - Retreat
Council Minutes – 04/11/14**

Mayor Ing-Moody called the special meeting/retreat to order on Friday, April 11, 2014 at 1:16 p.m.

The Pledge of Allegiance was led by Council Member Lloyd.

Retreat Theme: “Looking Forward to Planning Ahead”

Council Members present: Bob Lloyd
 Traci Day
 John Fleming
 Clay Hill

Department Heads present: Jackie Moriarty, Clerk/Treasurer
 Howard Moss, Public Works Superintendent
 Kurt Danison, Town Planner
 Paul Budrow, Police Chief

Consent Agenda

- Accounts Payable/Payroll

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 11th day of March, 2014.

Payroll	#13717-13733 EFTs Trans # 650-654	\$39,436.05	03/31/14
Cashmere Valley Bank	EFTs Trans # 658-660	\$2,341.51	04/01/14
Francotyp-Postalia	EFT Trans # 657	\$500.00	04/01/14
Checks	#30588-30625	\$21,557.18	04/09/14

Motion:

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

Introduction

Mayor Ing-Moody began with a short introduction taking us through the past few years of her administration illustrating how far we have come, and why it is imperative that we start planning for the future. She summarized that the Town is in a good and stable position to focus our efforts on moving forward into a new phase of strength and vitality for the Town. To do so, she emphasized the need to use proper planning as a tool to assist in the prioritization of projects that still need to take place.

State of the Town – 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.

Police Department – Police Chief Paul Budrow

Chief Budrow laid out a Five Year Plan as follows:

One and Two Year Plan

- Hire and fund through our budget a permanent full time Officer for the Twisp Police Department or restructure/combine the Twisp Police Department and Winthrop Marshall's Office as economy and town politics allow.
- Replace the 2003 Durango.
- Replace worn out equipment.

Three Year Plan

- Upgrade the Police Department.
- Hire a third / fourth officer or restructure the Twisp Police Department and Winthrop Marshall's Office as economy and town politics allow.
- Replace worn out equipment.

Five Year Plan

- Hire a fourth officer.
- Hire a part time Court Clerk to eventually replace Clerk Hallowell's current duties in that department
- Replace both Chevrolet Tahoe Patrol Vehicles (2009 and 2010).
- Have a Police Department with a real Court Room attached.
- Replace worn out equipment.

Clerk's Department – Clerk/Treasurer Jackie Moriarty

Clerk Moriarty began her report by commending her office staff, Deputy Clerk Janie Surface and Police/Court Clerk Vicki Hallowell. Clerk Moriarty expressed her enthusiasm for the way that all of the departments work together to get things done.

She gave updates for the following areas in the Clerk's Office:

- Files – Records Retention
- Audit
- Policies and Procedures Review
- Municipal Court
- Grant Management
- Finances
- Website Redesign

Public Works Department – Superintendent Howard Moss

Superintendent Moss began his report by pointing out the successes of this past year in relation to last year's short term goals:

- Additional tools have been acquired to increase efficiency.
- Continue to improve on taking care of our tools and general organization.
- The deferred maintenance that has built up over many years is approximately 80% rectified.
- Upgrade Booster Station at Lookout Place.

Short-Term Goals (within the next two years)

- By August 2014 update the Waste Water Treatment and Collection System and water system plans.
- Assist in recruitment of a new Superintendent, as needed.
- Aid in the development of the "Sports Complex" field along with the financial support and volunteers of the Kiwanis Club
- Complete the TIB Grant award of \$406,000
- Successfully complete the TAP and STP grant awards in the amount of \$810,943 in 2015.
- Complete construction of a Tennis Court in the Twisp Park.

Long-Term Goals (within two to five years)

- Develop and implement a Capital Improvement Projects plan to address needs:
 - Streets
 - Water main improvements
 - Pool maintenance
 - Provide potable water for the airport and sports complex
 - Construct maintenance shop at the Treatment Plant
 - Upgrades needed at the Waste Water Treatment Plant

Planning Department – Town Planner Kurt Danison

In 2013 the Town's planning team accomplished the following:

- Reviewed and provided input to the Town Planner page on the Town Website
- Reviewed 11 Business License Applications
- Reviewed 12 Building Permits
- Coordinated 2 formal pre-application meetings for potential plats/PDs and had informal meetings and conversations with 3 other potential plat applicants
- Processed 1 Short Plat
- Processed 2 PD Modifications
- Processed 5 Boundary Line Adjustments
- Processed 1 Zoning Amendment
- Processed 3 Shoreline Exemptions
- Issued 1 Administrative Permit
- Reviewed 4 Impact Assessment checklists (for PDA)

- Attended 4 Department Head Meetings
- Attended 6 Planning Commission Meetings
- Attended 2 Town Council Meetings (including retreat)
- Attended 9 Regional Transportation Planning Organization and related Meetings
- Attended 5 Economic Development District Meetings
- Attended 6 Economic Alliance Meetings
- Attended 3 conferences and trainings (IACC, Academy, Tourism)

In 2014 and beyond, as the contract planner he intends 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 (2014):

- Continue to refine Planner's Webpage on Town Website
- Review, respond and process land use questions and applications in a timely manner
- Attend Department Head Meetings
- Continue providing advice and assistance to Planning Commission on trail project, including amendments to Transportation Element and potentially other Elements to either remove existing portions and reference new Trails Plan or revised portions to include pieces of the Trails Plan
- Continue to coordinate with Building Official and Deputy Clerk on review, approval and any follow up on building permits, business licenses, administrative permits as well as revising content of application forms to ensure land use regulations are implemented (e.g. lot coverage, setbacks and buffers) at the time of new construction
- Advise Planning Commission on issues arising from implementation of zoning code that may need to be addressed through amendments (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 North Central Regional Transportation Planning Organization (representing Twisp and other consortium communities – cost split 5 ways)
- Prepare handouts addressing requirements for working in Critical Areas, Shorelines and Floodplains

Medium Term Planning Goals (2015-2017):

- Refine and continue short term goals as needed
- Begin review and revision of Comprehensive Plan (Land Use, Public Facilities and Parks & Recreation Elements)
- Work with Public Works on development of GIS map layers for streets, water, sewer, pedestrian and other public facilities

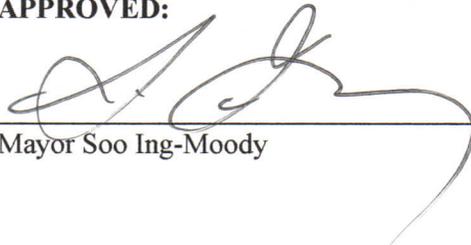
Long Term Planning Goals (2017-2019)

- Refine and continue short and medium term goals as needed
- Complete review and revision of Comprehensive Plan (Land Use, Public Facilities and Parks & Recreation Elements)
- Begin review and revision of remaining Elements 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

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 6:30 pm.

APPROVED:



Mayor Soo Ing-Moody

ATTEST:



Clerk/Treasurer Jackie Moriarty