

**Town of Twisp**  
**Council Retreat Minutes – 02/26/11**  
**9:00 AM**

Mayor Ing-Moody called the meeting to order at 9:15 am.

Council Member present:       Clint Estes, Mayor Pro-Tem  
  Tom Gehring  
  Hans Smith  
  Traci Day  
  Bob Lloyd

**Introduction of Theme: Vision and Process**

Mayor Ing-Moody introduced her concept of the theme she chose for the retreat; Vision and Process. The Mayor expressed the importance of outlining a healthy vision for the long-term success of the Town, while the identification of processes is felt to be critical to achieving the overall vision. Process was explained to be something resembling a roadmap to assist in the achievement of intended goals – and that the vision for all departments and facets of Town governance as they currently stand need to be critically assessed – with any vision be tested against merits of their strengths and weaknesses before potential adoption.

After the identification of a goal or vision, Mayor Ing-Moody suggested that Council consider the various options or processes – again measuring each in terms of their strength and weaknesses, while also identifying any obstructions which may first need to be addressed before a process could be taken.

Mayor Ing-Moody shared her enthusiasm in assisting the Council to develop an overall vision for the Town substantiated with processes and procedures to provide vitality and continuity for the future of Twisp.

**Structure and Process in Governance**

Options discussed:

- Strong Mayor/Council – (Twisp’s current form of government is Strong Mayor)
- Strong Mayor/Council with a City Administrator
- City Manager/Council

Council discussed the pros and cons of all types of government:

**Strong Mayor/Council**

Pros:

- Budget (pay scale)
- Direct accountability to the voters

Cons:

- Accountability to the voters – Does not ensure consistency or require skilled or experience in leadership and management
- Mayor cannot be terminated

## **Strong Mayor/Council with an Administrator**

Pros:

- Direct accountability to the voters
- Able to hire a skilled person
- Consistency regardless of elections
- Efficiency – As roles are better defined with clearer expectations
- Potentially less Department Head turn over with skilled management

Cons:

- Budget (salary)
- Administrator would be accountable to the Mayor who may as an elected official not be consistent
- Harder to terminate an Administrator

**City Manager/Council** – currently there are no examples of this type of government for Towns our size.

Council discussed their ideas of a Governing Vision

Council Member Smith – Consistency is important for management and institutional knowledge in order to avoid the pitfalls of staff turnover.

Council Member Gehring – It would be important that a leader be well educated with municipal experience and background to effectively manage Town policies and personnel.

Council Member Lloyd – Importance of maintaining accountability to voters.

**Action:** Clerk Moriarty was instructed to research all forms of government, pros, cons and whether a Town our size is eligible to adopt all forms available.

### **Identification of Aspects and Areas requiring Re-Vision & Identification of Processes Necessary to Attain Stated Vision**

#### **Town Departments**

##### **Public Works Department**

**Vision:** Year round pool facility, forming a parks and recreation district, cleaning up town property.

**Current Strengths:** Only pool facility in the valley.

**Current Weaknesses:** Need a group to explore the task of possibly forming a park and recreation district.

**Current Obstruction:** Funding

**Action:** Council Members Estes and Day will research the process of forming a parks and recreation district and report back to the Council in June 2011.

##### **Fire Department**

**Vision:** Consider viable future for Twisp Fire

**Current Strengths** A strong volunteer base

**Current Weaknesses:** No grants are being written to benefit the Twisp Department; no paid staff to devote to Fire Department issues. Costs are significant.

**Current Obstructions:** Consideration of Town buildings, fire truck, and equipment.

**Action:** Mayor Ing-Moody will research the options and report back to Council.

**Building/Planning**

**Vision:** Hire a staff planner rather than contracting for services. Need someone to advocate for new businesses.

**Current Strengths:**

**Current Weaknesses:** Need more planner time, policies and procedures need to be streamlined for efficiency.

**Current Obstructions:** Liability

**Miscellaneous:** Larry Surface is working with Dave Sandoz on a State funded re-training program.

**Administrative Office**

**Vision:** Long-term solution to accounting; allocate more money to the department

**Current Strengths:**

**Current Weaknesses:**

**Current Obstructions:** Funding

**Action:** Mayor Ing-Moody will review the issue of a longer term accounting solution in June 2011.

**Police Department**

**Vision:** Potential for forming a Methow Valley Police Department

**Current Strengths:** Provides the town with more consistent police coverage

**Current Weaknesses:** Cost

**Current Obstructions:** Municipality/Council/Neighboring buy-in to the concept.

**Airport**

**Vision:** Improved communication with Airport Board re-structure of Airport Board and meetings, development of an Airport Manager job description and the possibility of leasing the airport.

**Current Strengths:** Proactive pilot's group/volunteerism.

**Current Weaknesses:** Meeting structure; clear picture of Airport Board, Airport Improvement Club; duties and responsibilities

**Current Obstruction:** Communication

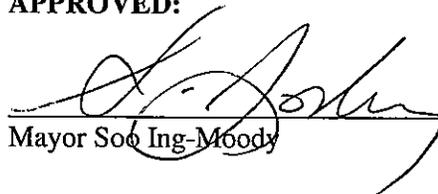
**Summary and Next Steps**

**Internal Policy Discussion**

- All Council sub-committee reports, staff reports, commission reports and board reports will be submitted, by noon on each Thursday prior to Council meetings in written form to the Clerk for Council packets.
- Mayor, Council Member and Staff will appropriately address each other in Council meetings using official titles.

- Action for public comment was discussed; when a person addresses the Council it is important when a resolution cannot be reached at the Council meeting that staff follow through with their findings and inform that person of their findings.
- With the upcoming 2011 elections and the fact that 4 of our 5 Council Member's positions are up the Mayor addressed the interest in increasing the monthly stipend; there was no interest stated for an increase, however, Council Members did state the necessity of increasing the Mayor's stipend.
- Previously the pool manager was supervised by the Clerk/Treasurer; Council discussed that since the pool was a public works interest the pool manager should be supervised by the public works superintendent.
- Change public comment period on the agenda to "Up to 5 minutes"-with facilitation of meetings to reflect this timing.
- Change wording on the sign-In sheet to have attendees distinguish between public comment and agenda items.
- Convey to Department Heads that Council meetings are not to be used for internal business.
- Provide Elected Official Handbooks to Council Members.
- Separate on the agenda Commission, Committee, and Board Reports. Reports will be submitted by each of these groups for inclusion in Council packets. Council will have the opportunity to ask questions based on these reports, as needed.
- Research Parks and Recreation District concept – The Parks and Recreation Commission Chairs, Council Member Day and Gehring will report back.
- Discuss the status of the Grants Administrator and Accounting positions.
- Additional information on the proposed Sales Tax increase was requested for further consideration.
- Set a meeting between the Non-Facilities Committee and the Airport Manager/Board to discuss the current Airport Resolution and Ordinance and possible updates needed.
- Official Airport Board appointment will need to be done.
- The Mayor will meet with Twisp Fire and District #6 to discuss future options.
- The Clerk will provide Council with additional information regarding all Washington State forms of government.

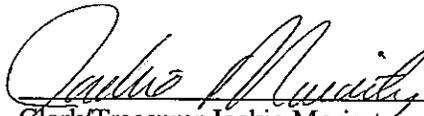
**APPROVED:**




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Mayor Soo Ing-Moody

**ATTEST:**




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Clerk/Treasurer Jackie Moriarty