

**Town of Twisp  
Council Minutes – 01/25/11  
7:00 PM**

Mayor Ing-Moody called the meeting to order at 7:00 pm.

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

Council Members absent:       None

**Pledge of Allegiance**

Council Member Lloyd led the Pledge of Allegiance.

**Request for Additions or Deletions to the Agenda**

Additions:       None

Deletions:       None

**Consent Agenda**

- Approval of Minutes – 01/11/11
- Payroll and Accounts Payable

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 25<sup>th</sup> day of January, 2011:

<b>Accounts Payable Checks</b>	<b>#28061 - #28083</b>	<b>\$78,004.60</b>	<b>01/25/11</b>
<b>USDA</b>	<b>EFT/Trans # 169</b>	<b>\$683.00</b>	<b>01/28/11</b>
<b>Cashmere Valley Bank</b>	<b>EFT/Trans # 51</b>	<b>\$1,254.99</b>	<b>01/01/11</b>
<b>Accounts Payable Checks</b>	<b>#28039</b>	<b>\$545.00</b>	<b>12/31/10</b>
<b>Accounts Payable Checks</b>	<b>#28059 - #28060</b>	<b>\$19,463.82</b>	<b>02/08/11</b>
<b>Accounts Payable Checks</b>	<b>#28040 - #28058</b>	<b>\$12,717.91</b>	<b>12/31/11</b>

**Motion:**

Council Member Day moved to approve the consent agenda with amended minutes from 01/11/11. The motion was seconded by Council Member Gehring and passed; Council Member Lloyd abstained from voting.

## **Public Comment Period**

There was no public comment.

## **Mayor's Report**

Mayor Ing-Moody reported on the following:

- Discussion regarding the 2010 Highlands Associates contract was removed from the agenda. Owner Kurt Danison removed the charge in question of approximately \$763 that took the contract over the budgeted amount of \$18,000.
- The Police Chief hiring committee meeting went well; the first review will be right after 01/28/11.
- She met with the Chamber of Commerce regarding the Visitor's Information Center; the Chamber has offered their help in improving the VIC to better promote Twisp.

## **Staff Reports**

### **Police Department**

Interim Police Chief Rick Balam reported on the following:

- The Police Department is running smoothly.
- The new police vehicle was delivered; final USDA grant and loan paperwork will be signed on 01/26/11.
- He discussed the initiation of a shift rotation which will offer each officer a three month schedule of weekends off.
- Fifteen applications have been received for the Police Chief Position.

Council asked Interim Police Chief Balam to review the year end stats with Council.

**Action: Staff will place a copy of the 2010 year end police department stats in the 02/08/11 Council packet for review.**

### **Public Works Department**

Superintendent Moss introduced Washington State Department of Transportation (WSDOT) representative Dean Hill. Mr. Hill was present to discuss how to better manage sidewalks along Highway 20 during winter snow removal season. Mr. Hill stated their primary objective is to keep the road safe for the public. Mr. Hill agreed to have his drivers slow down when traveling through Twisp. Superintendent Moss commented that there is a good working relationship between the Town Public Works and the local WSDOT facility.

Public Works Superintendent Moss reported on the following:

- There has been more equipment failure; the Ford 550 had a problem that needed welding and a hydraulic pump failed, but was fixed under warranty. The work was done locally.
- Discussed snow and ice issues; the Public Works Crew has been addressing issues as they arise.
- All fire hydrants have been dug out and are accessible.

- He is working with a local landowner to acquire right-of-way easements on Marble Street to provide access to homeowners. In the spring, Superintendent Moss plans to spend approximately \$2,500 to excavate the right-of-way; some Methow Valley Irrigation Lines will need to be re-located.
- He is working on the treatment plant diffuser project.
- He recently met with the Parks and Recreation Council Committee, Council Members Gehring and Day to discuss park issues.

### **Fire Department**

Fire Chief Keith Comstock reported on the following:

- The department is relatively quiet.
- Volunteer Fire Fighter and driver Chas Somerville has retired; the Mayor, Council Members and Fire Chief Comstock signed a Certificate of Appreciation for Mr. Somerville's years of service and commitment to the fire department.

### **Administrative Office**

Clerk/Treasurer Jackie Moriarty reported on the following:

- She and Superintendent Moss have been reviewing and updating Chapter 13 of the Twisp Municipal Code (TMC) – Public Utilities. Clerk Moriarty will have their proposals to the Public Works Council Committee for review prior to the next meeting.

**Action: Prepare revision proposals to TMC Chapter 13 and present them to Superintendent Moss and Council Committee Members Estes and Smith.**

### **Committee/Board/Commission Reports**

#### **Public Development Authority/TwispWorks**

Maggie Coon the Executive Director for the PDA/TwispWorks updated Council on the following:

- They have current partnerships with the Okanogan County Historical Society for an interpretive center (hoping to open this summer) and a business school (students will help local businesses develop a business plan to grow and sustain their businesses).
- They are now distributing an electronic monthly newsletter.
- They are discussing developing a short cross country skiing trail through the complex.
- She announced a new position opening at the PDA/TwispWorks for a Director of Partnerships and Administration. This position will oversee finances and upper management.
- She thanked the Planning Commission for their hard work regarding the zoning at the PDA/TwispWorks.

Council Member Day requested Ms. Coon ask her board to consider a way to work a trail system into their plans and asked Ms. Coon to come and speak to the Parks and Recreation Commission.

### Planning Commission

Council Member Day gave the Council a draft zoning overlay for the Public Development Authority (PDA) which the Planning Commission and Town Planner Schrock prepared for their review. Council Member Day explained that the PDA uses mostly fit into the Commercial 1 zoning designation, but as planning continues, the Town and the PDA need to be mindful of parking and circulation, the need for an access plan and their residential use. The draft overlay was well received by the PDA Board.

The Planning Commission will be working on a Sign Ordinance and changes to the Zoning and Comprehensive Plan in 2011.

### Parks and Recreation Commission

Council Member Day reported that at the last Parks and Recreation Commission workshop Fred Wert was their guest speaker. Mr. Wert, experienced in trail system planning, provided the group insight and possible direction for future planning purposes.

### Public Works Committee

Mayor Ing-Moody set a meeting for Thursday, January 27<sup>th</sup> at 3:00 pm to discuss snow removal issues. Council Members Estes and Lloyd, Mayor Ing-Moody and Superintendent Moss will attend.

## **OLD BUSINESS**

### Highlands Associates 2011 Contract for Planning Services

Council reviewed the Highland Associates 2011 Contract for Planning Services. Council Member Day discussed Section 1 of the contract. Council Member Day discussed the need for more information and direction for the planner in this section and suggested using the duties laid out in the zoning ordinance as a guide.

**Action: Mayor Ing-Moody, Council Member Day and Clerk Moriarty will develop language for the contract based on the Council's discussion and propose it to Kurt Danison, Highlands Associates.**

### Aviation Convention – 2% Funds

At the 01/11/11 Council meeting, Council Members asked staff to obtain the opinion of the Chamber of Commerce whether they thought the Aviation Conference in Puyallup at the end of February would benefit tourism in Twisp. One of the local pilots had asked the Town Council to consider donating 2% money toward the set up for a booth at the conference. The Chamber Board replied by email stating they felt anyone considered for the award of 2% money should have to go through the process set up by the Town and through the Chamber of Commerce; their recommendation was to have the local pilot follow established procedure and apply to the Chamber for next year's conference.

Council decided as a whole not to expend the money at this time and to write a letter explaining the process an applicant must go through with the Chamber of Commerce.

**Action: Staff will write a letter explaining the Chamber of Commerce 2% money process to the local pilot.**

### **Twisp Airport Urban Growth Area**

Council discussed a sample resolution regarding the Urban Growth Area and the Twisp Airport. Council Member Estes stated that his understanding is that the Airport Layout Plan (ALP) covers zoning and building at the airport and should protect the Town and that if the Council chooses to pass a resolution; language from the ALP should be included for consistency. Council Member Day volunteered to draft the resolution with input from Airport Manager Bob Howson.

**Action: Council Member Day will work with the Planning Commission, Airport Manager Howsen, and Airport Improvement Club Member Dave Sandoz to draft a resolution clarifying to the County the Town's and County's responsibilities for protecting Municipal Airports in their Planning and Zoning documents."**

### **Twisp Airport Fuel Dispensing System**

Council Member Smith discussed the fuel dispensing system and recommended the Council consider whether a Resolution with language similar to what was provided by Dave Sandoz in the Council Packets was a preferable method of legitimizing the existing fuel tank system currently owned and operated by the Twisp Airport Improvement Club on Town Property, as opposed to requiring a Lease Agreement.

Council Member Smith discussed some of the logistical hurdles that may make a Lease Agreement less desirable than legitimizing the fuel system through Resolution. The Council discussed whether the rent collected using a Lease Agreement could offset some of the budgetary shortfalls currently affecting operations at the Twisp Airport.

Council Member Smith stated that no matter which instrument was used to legitimize the fuel system, the Resolution or Lease must contain a five year expiration clause, it must state that the fuel system is not open to the public, and a discreet group and/or legal entity must be identified as having ownership and permission to use the fuel system (such as the Twisp Airport Improvement Club).

Council Member Smith clarified the background and status of groups currently associated with the Twisp Airport. The Airport Manager and the Twisp Airport Board are Town of Twisp bodies created by Ordinance and Resolution in 1990 by the Twisp Town Council and empowered with the roles and responsibilities granted under Chapter 14.08 in the Revised Code of Washington to manage the Airport.

The Town Mayor appoints both the Airport Manager and the Twisp Airport Board and the appointments are confirmed by the Town Council. The Twisp Pilot's Association is a loose affiliation of some local pilots that use the Airport facilities. The Twisp Airport Improvement Club is a non-profit entity with a membership made up of folks who consider themselves part of the Twisp Pilot's Association. Neither the Improvement Club nor the Pilot's Association is a Town entity and they do not have any jurisdiction over the management or use of the Municipal Airport. Both the current Airport Manager and the Twisp Airport Board are made up citizens that are also Improvement Club members, but such membership is not required to be appointed as either Manager or a Board Member. Council Member Smith declared that he believes the Ordinance and Resolutions from 1990 that create the Manager and Airport Board do not sufficiently describe the roles and responsibilities of either of these entities to legitimize their functions as agents of the Municipal Corporation, and that such deficiencies in the founding documents need to be adequately addressed through further Council Action.

The Council discussed whether the airport manager's position should be a paid position and the importance of the manager being involved in the Town's budgeting process. It was suggested that the Manager and the Airport Board more actively assist in designing the Airport Budget to help avoid future budgetary shortfalls and make the airport more self sufficient.

**Action: Staff will find out when the next Airport Board meeting will be held and contact the Non-Utility Facilities Committee Members, Council Members Smith and Day.**

**NEW BUSINESS**

**Council Retreat – Set Date, Time and Place**

Mayor Ing-Moody announced the theme for the upcoming retreat to be “Vision and Process”. The Council agreed on Saturday, February 26<sup>th</sup> as a tentative date for the retreat. Council will decide on the time and place at their next meeting. Mayor Ing-Moody will email the Council for their agenda ideas.

**Action: Staff will add this issue on to the next agenda and Mayor Ing-Moody will contact Council Members for their ideas and draft an agenda.**

**Parks and Recreation Commission and Planning Commission Members**

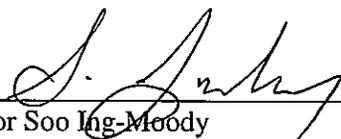
Council reviewed Chapter 2.25 - Planning Commission and Chapter 2.30 - Parks and Recreation Commission in the Twisp Municipal Code in regards to Commission members. Because the Planning Commission needs two members and the Parks and Recreation Commission needs one member, Council Member Day thought it would be good to have Council review the criteria for people to serve and to add or change the language in the TMC to allow for a wider demographic. After review the Council decided to leave Chapter 2.25 as is and to change Chapter 2.30 – Section 2.30.020 – Commission Positions to read “The first position shall be a member of the Twisp planning commission. The second and third positions shall be from citizens who reside in the town of Twisp; the fourth and fifth positions will be at large”.

**Action: The staff will prepare the change to the TMC and present it to Council at the next meeting.**

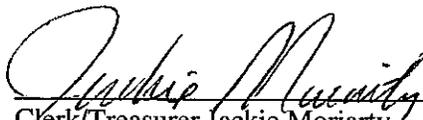
**Adjournment**

There being no further business to come before the Council; Mayor Ing-Moody adjourned the meeting at 9:02 pm.

**APPROVED:**

  
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Mayor Soo Ing-Moody

**ATTEST:**

  
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Clerk/Treasurer Jackie Moriarty