

**Town of Twisp  
Special Meeting - Retreat  
Council Minutes – 03/22/13**

Mayor Ing-Moody called the special meeting/retreat to order on Friday, March 22, 2013 at 1:00 p.m.

Retreat Theme: “Developing a Strong Community: Navigating from the “*WHY* to Effectively Deliver the *What* and *How*”.

Council Members present:     Clint Estes  
  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  
  Dave Sandoz, Building Inspector

**Introduction**

Mayor Ing-Moody began with a PowerPoint presentation focusing on the theme of starting with the “WHY” in developing a strong community:

- Introduction to the concept of starting with the “WHY”
- Review of past year’s challenges
- Upcoming/ongoing issues for 2013
- Common Goals
- Roles and responsibilities/teamwork
- Teamwork – Following proper process
- The facts on the state of the Town: establishment of professional and knowledgeable management and staff; positive staff morale; increased work efficiency; successful financial audits; creation of reserves; ongoing relationship and partnership building with various agencies and organizations; addressing issues as they arise leading to an overall stronger and healthier Town.

**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.

**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 on progress made from 2012 to present in the areas of:

- Files -- Records Retention
- Customer Service/Inter Office Cooperation
- Policies and Procedures Review
- Organization/Processes/Procedures – Putting My Mark (in a positive way) on Town Hall
- Successful Audit of 2010 and 2011 Town Records
- Eliminating the Need for Outside Accounting Assistance
- Successful implementation of BIAS Accounting Software
- Municipal Court
- Grant Management
- Finances
- Councils, Commissions and Boards
- Upcoming needs: Website redesign, phone system upgrade, electronic payment services.

#### **Planning Department – Town Planner Kurt Danison**

Town Planner Danison read aloud his mission statement for his department: “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”.

Planner Danison expressed plans to:

- Maintain open communication with Mayor, Council and Town Staff
- Keep abreast of new issues that affect the Town and advise as necessary
- Respond to questions, comments and concerns in a timely manner

#### Goals and Work Plan 2013 - 2018

##### Short Term Planning Goals (2013):

- Update website information
- Respond to questions, comments and concerns in a timely manner
- Attend Department Head meetings
- Ensure the Town has a current and complete Comprehensive Plan and associated maps
- Advise the Planning Commission as needed
- Continue coordination with the Building Department and Clerk’s Office
- Work with the Planning Commission on zoning issues
- Participate as a board member on the Economic Alliance, North Central Economic Development District and North Central Regional Transportation Planning Organization (representing Twisp in the absence of the Mayor)

##### Medium Term Planning Goals (2014 – 2016):

- Refine and continue short term goals

- Prepare handouts addressing requirements for working in Critical Areas, Shorelines and Floodplains
- Begin review of the Comprehensive Plan
- Work with Public Works on the development of GIS map layers for streets, water, sewer, pedestrian and other public facilities

Long Term Planning Goals (2016 – 2018):

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

**Building Department – Building Inspector Dave Sandoz**

Building Inspector Sandoz gave Council a brief report on how things were prior to 2007 when he started working in Twisp. Mr. Sandoz pointed out the inefficiencies, poor communication, building inspector turnover and lack of consistency and continuity in procedures.

He explained his Building Official/Inspection approach as has been implemented:

- Enable the owner and builder to engage in a process of a “common sense” approach to “Inspector Rules”
- Enable upfront planning and communication
- Establish a receptive, interactive, and helpful reputation so builders and owners are comfortable asking questions
- Conveying how complying with the codes makes the project go quicker
- With his engineering background, enabled unconventional and unique situations to be more easily handled
- Teaming with Town Staff
- Implemented the New Sign Ordinance
- Staying current with International Code Council’s (ICC) set of Building Codes and State Amendments, and maintain building official certifications
- Review of Twisp building permit history and what the future may hold
- Reducing administrative burden
- Improve building information and make available to staff and customers

Building Inspector Sandoz also provided Council a graph showing the number of permits and revenue generated from 2001 – 2011.

**Police Department – Police Chief Paul Budrow**

Chief Budrow began by commending his staff, Officer Ty Sheehan for his tenacity and Police Clerk Vicki Hallowell for keeping the office running efficiently.

What we have been up to:

In the Field:

- Community-oriented policing; citizen contact and networking
- Networking with other agencies
- Whether on duty or off, Chief Budrow remains approachable for Twisp citizens

In the Office:

- Updating Standard Operating Procedures
- Reviewing and revamping forms, bail schedules, ordinances and researching the development of a Traffic Bureau
- Monitoring the budget
- Cleaning out old files and keeping on top of property and evidence room items

Training:

- Maintaining our Law Enforcement training certificates
- Develop a Reserve program
- Keeping our First Aid and CPR certificates current
- Maintaining Clerk Hallowell's training through the Law Enforcement Information and Records Association.

Our Future:

- Increase the safety and well-being of Twisp and surrounding areas
- Seek out grants to further improve our department
- Streamline workflow
- Maintain the strength and integrity of our department
- Make it known that Twisp is a safe place to live

**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
- Establishing a part-time meter reader is no longer necessary; one of the current public works staff will be taking on this duty
- The deferred maintenance that has built up over many years is approximately 70% rectified
- Adjusting the manhole and water valves to surface grade so they can be operated without delay is approximately 95% complete

Short-Term Goals (within the next two years)

- Improve our safety program related to confined spaces and ventilation
- Update the wastewater and water comprehensive plans
- Aid in the development of the "Sports Complex" field along with the financial support and volunteers of the Kiwanis Club
- Water acquisition
- Successfully complete the Transportation Improvement Board grant award street work in the amount of \$325,000 and obtain the biggest bang for our buck.
- Continue to produce strong grant applications for future funding

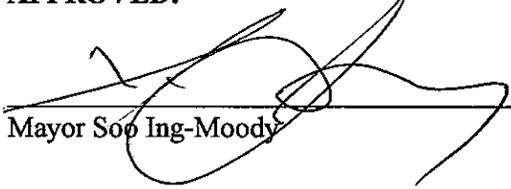
Long-Term Goals (within two to five years)

- Develop and implement a Capital Improvement Projects plan.
- Our streets system is in very poor condition, many are unsalvageable according to State and Federal standards.
- Develop a thirty year plan to replace all water mains that were built pre-1950 and possible well renovation
- Keep the pool operational and commit to a maintenance budget
- Develop a plan and implement potable water for the airport and Sports Complex
- Upgrade Lookout water booster station
- Construct a maintenance shop at the treatment plan

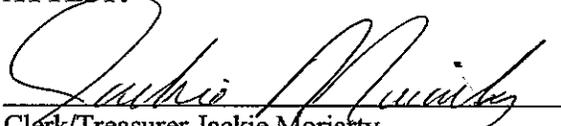
The Council spent time asking questions of each department head after their report.

There being no further business to come before the Council the meeting was adjourned at 6:30 pm.

**APPROVED:**

  
\_\_\_\_\_  
Mayor Soop Ing-Moody

**ATTEST:**

  
\_\_\_\_\_  
Clerk/Treasurer Jackie Moriarty