

**Town of Twisp
Special Meeting - Retreat
Council Minutes – 04/20/12**

Mayor Ing-Moody called the special meeting/retreat to order on Friday, April 20, 2012 at 1:30 p.m.

Retreat Theme: “Sowing Seeds for the Future” – Promoting Sustainable Health and Vitality for Twisp

Council Members present: Bob Lloyd
 Clint Estes
 Hans Smith
 Traci Day
 John Fleming

Staff present: Jackie Moriarty, Clerk/Treasurer
 Howard Moss, Public Works Superintendent
 Kurt Danison, Town Planner
 Paul Budrow, Police Chief – via speaker phone

Introduction

Mayor Ing-Moody began with a brief introduction of how the theme “Sowing Seeds for the Future” came about and the importance of proper planning for the future success of the Town of Twisp.

Ground Preparation: State of the Departments

Public Works Department – Superintendent Howard Moss

Short-Term Goals (within the next two years)

1. Acquire additional tools that are proven to increase efficiency
2. Improve on how tools are cared for/general organization
3. Establish a position for a part-time meter reader
4. Continue to work on issues caused by deferred maintenance
5. Improve the Safety Program
6. Address the upcoming expiration of the Wastewater Treatment and Collection System Permit
7. Adjust all manholes and water valves to surface grade as budgeted for in 2012

Long-Term Goals (within two to five years)

1. Improve all streets within the next 10 years
2. Develop a thirty year plan to replace all water mains and renovation of wells
3. Initiate plan(s) to keep the swimming pool operational

Planning Department – Town Planner Kurt Danison

Short-Term Goals (0 – 2 years)

1. Complete update to Shoreline Master Plan
2. Complete update to Town codes related to sidewalks – construction and location
3. Maintain timely review and processing of land use actions – permits and exemptions, etc.
4. Complete review and revisions to electronic application forms and procedures
5. Continue to work with County and Town on Airport Protection Zoning
6. Continue working on annexations for trail and airport
7. Continue working with staff to build local capacity to handle land use questions and issues
8. Work with attorney to review requirements for plat amendments for dedication of public right-of-way
9. Work with Public Works to development Geographic Information System data and maps for utilities
10. Represent town at regional meetings (RTPO, EDD, etc.)
11. Share information and knowledge from other client communities
12. Work with Mayor and Council to identify important policy issues

Long-Term Goals (2 – 5 years)

1. Review and revise zoning codes based on ongoing experience with updated code (e.g. Planned Development requirements for condos)
2. Review and revise comprehensive plan as needed
3. Develop informational and educational materials related to protection and enhancement of critical areas and shorelines
4. Continue working with staff to build local capacity to handle land use questions and issues
5. Work with Public Works to develop Geographic Information System data and maps for utilities
6. Represent town at regional meetings (RTPO, EDD, etc.)
7. Share information and knowledge from other client communities
8. Work with Mayor and Council to identify important policy issues

Building Department

Mayor Ing-Moody shared with Council that Building Inspector Dave Sandoz was unable to attend the meeting due to recent surgery. She reported that business continues as usual in that department with Larry Surface continuing to be trained as a building inspector as per the Labor and Industries retraining program and that they had been in touch regarding the Building Department.

Clerk's Department – Clerk/Treasurer Jackie Moriarty

Clerk/Treasurer Moriarty gave the Council a brief history of the changes to the Clerk's Department since she took her position in November 2010.

Short-Term Goals

1. Strengthen treasurer skills
2. Redesign the website
3. Hire a part-time office person
4. Retain the Grant Administrator
5. Continue training and education
6. Maintain professional customer service
7. Provide automated services
8. Improve records management and relocate records storage
9. Improve Town Hall building front and entrance

Long-Term Goals

Clerk/Treasurer Moriarty explained that long-term goals are hard to determine for the Clerk's Office because so much of the work is repetitive and on an "as needed" basis dependent on what the Mayor, Council, Department Heads and Public are requests.

Presentation: Craig Anderson, Axioms of Leadership

Police Department – Chief Paul Budrow

1 – 2 Year Plan

1. Hire and fund through our budget Officer Mike Hartnett as a permanent full-time officer.

3 Year Plan

1. Upgrade the Police Department
2. Replace the 2003 Dodge Durango
3. Hire a 4th officer/restructure the Police Department
4. Hire a part-time Court Clerk to replace Police Clerk Vicki Hallowell

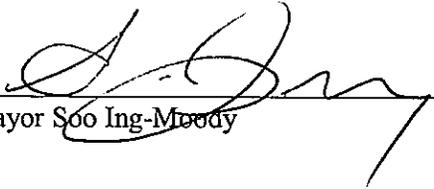
5 Year Plan

1. Hire a 5th officer
2. Replace both Chevy Tahoe's (2009 and 2011)
3. Have a Police Department with a real court room attached
4. Replace all worn out equipment

Mayor Ing-Moody briefly discussed the Fire Department but deferred most of the conversation to the discussion that will be held on Saturday.

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