

**Town of Twisp  
Special Meeting - Retreat  
Council Minutes – 04/15/16**

Mayor Ing-Moody called the special meeting/retreat to order on Friday, April 15th at 1:17 p.m.

The Pledge of Allegiance was led by Council Member Caswell.

Retreat Theme:           “Building for the Future”

Council Members present:   Bob Lloyd  
  Aaron Studen  
  John Fleming  
  Hans Smith  
  Alan Caswell

Department Heads present:  Jackie Moriarty, Clerk/Treasurer  
  Marc Straub, Building Inspector  
  Andrew Denham, Public Works Director  
  Kurt Danison, Town Planner  
  Mike Port, Airport Manager  
  Paul Budrow, Police Chief

**Mayor’s Opening Remarks**

Mayor Ing-Moody began with a short introduction taking us through the past few years of her administration illustrating how far we have come.

- **Vision and Process (2011)** – She talked about the structure of governance and envisioning the process to get us to good government, that we had gone through a serious implosion at the Town, the community’s trust in our governance was down, we were for a time without leadership and short-staffed, so we focused on the creation of a vision and the establishment of processes to help us re-build.
- **Stop the Bleed (2012)** – After a full year of understanding our critical financial situation, we came to realize just how serious our situation was, we set about making some changes – especially to our financial processes, focusing on the reduction of unpredictable spending practices and the establishment of better policies.
- **Developing a Strong Community “Navigating from the WHY to effectively deliver the WHAT and HOW” (2013)** – After a very trying time in dealing with the Fire District #6 negotiations and ATV issues, the resiliency of our Council was tested and strained, but our collective resolve remained victorious as we looked at what it takes to be a strong leadership team from within, an exercise which ultimately helped us to move

beyond the challenges and better focus on what our priorities were and how to achieve our goals.

- **Sowing Seeds “Looking Forward to Planning Ahead” (2014)** – the emphasis was to dream big and with intention, self-determine what kind of community we wanted to see in Twisp, and plant seeds by taking action to ensure the ground is fertile to nourish our efforts, including forging partnerships.
- **Sustain Stability and Vitality (2015)** – by last year, despite the 2014 fires, we had reached a certain level of stability and vitality and our energy focused on how to retain the energy and momentum needed to move us forward, leveraging our assets and partnerships
- **Building for the Future (2016)** – a year when our past years’ efforts will take flight and this is just the beginning. Twisp is on the cusp of some serious growth and vitality. Over \$2 million in grants that will be realized in projects to take place just this year alone! We have a lot to be proud and thankful for...

Mayor Ing-Moody closed by sharing that the Council Members would be hearing from the Department Heads about how things are taking shape and that some noticeable changes will be happening in short order. The purpose of our time together in the next 2 days will be to position ourselves to make the most of how we will collectively build for the future of Twisp.

### **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**

In the Twisp Clerk’s Office we continue to work on many of the same things daily, weekly, monthly, and quarterly as required. Several of our most important purposes are to keep the Town in compliance in all areas to avoid any liability issues or judgements and to support all other departments to facilitate and collaborate in the overall good of the town in a professional manner. Records retention and destruction

- File Retention and Destruction
- Public Records Request
- Policies and Procedures
- Audit 2014/2015
- Website
- Court
- Council, Commissions and Boards
- Grant Management
- Financial Condition/Reserves

- Inter-Departmental Support provided by the Clerk's Office
- Goals:
  - Sustain the level of professionalism and customer service that we currently give our citizens and visitors.
  - Code and Policy updates
  - Research and Implement an electronic accounts receivable services

**Planning Department – Town Planner Kurt Danison**

*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.*

The Town's Planning Department is great because of the knowledge, experience and commitment of the TEAM!!! The Town's Department Heads and line staff make the community a great place to work.

In 2015 the Town's planning team accomplished the following:

- ✘ Reviewed 31 Business License Applications (up from 12 in 2014)
- ✘ Reviewed 29 Building Permits (up from 18 in 2014)
- ✘ Coordinated 4 formal pre-application meetings for potential plats/PDs and had informal meetings and conversations with 4 other potential plat applicants
- ✘ Processed 4 Short Plats (down from 6 in 2014)
- ✘ Processed 2 Boundary Line Adjustments (down from 4 in 2014)
- ✘ Processed 6 Shoreline Exemptions (up from 3 in 2014)
- ✘ Issued 1 Administrative Permits (down from 5 in 2014)
- ✘ Processed 1 floodplain/shoreline/critical areas permit ( up from 0 in 2014)
- ✘ Reviewed 9 Impact Assessment checklists (for PDA) (up from 5 in 2014)
- ✘ Attended 11 Department Head Meetings
- ✘ Attended 6 Planning Commission Meetings
- ✘ Attended Council retreat
- ✘ Attended 8 Okanogan County Council of Government and related transportation meetings
- ✘ Attended 10 Economic Development District Meetings (Chair of Fire Recovery Grant Committee)
- ✘ Attended 10 Economic Alliance Meetings (Chair in 2015 and 2016)

In 2016 and beyond, as your contract planner I will strive 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 levels and watch for potential sources of funding to address or implement in Twisp
- ✓ Respond to questions, concerns and comments in a timely manner

#### Short Term Planning Goals (2016-2017):

- Review, respond and process land use questions and applications in a timely manner
- Attend Department Head Meetings
- Continue providing advice and assistance to the Town on the trail project
- Work with the Planning Commission on completing updates to the Introduction, Land Use and Transportation Elements of the Town of Twisp Comprehensive Plan
- Continue to coordinate with Building Official and Deputy Clerk on review, approval and any follow up on building permits, business licenses, and administrative permits
- Work with the Planning Commission on amendments to the zoning code to implement revisions to Land Use and Transportation Elements as well as address other issues e.g. calculation of off street parking requirements and review of traffic generation requirements for retail uses
- Prepare amendments to the Subdivision Code to address changes in street and access standards (coordinate with Public Works).
- Participate as a board member on the Economic Alliance, North Central Economic Development District and Okanogan County Transportation Committee (representing Tonasket and other consortium communities – cost split 5 ways)

#### Medium Term Planning Goals (2017-2019):

- Refine and continue short term goals
- Continue review and revision of Comprehensive Plan (Public Facilities and Economic Development Elements)
- Begin review and revision of critical areas regulations
- Work with Public Works as requested on GIS map layers for streets, water, sewer, pedestrian and other public facilities

#### Long Term Planning Goals (2019-2021)

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

### **Twisp Municipal Airport – Mike Port, Airport Manager**

Current issues at the airport:

- A discussion of the history of the relationship between the Washington State Department of Transportation Aviation Division and Twisp
- The south side runway engineering project
- Future construction of the south side runway
- The need for a helipad for Emergency Medical Services
- The airport courtesy car

### **Building Department – Marc Straub, Building Inspector**

Building Inspector Marc Straub reported on the following topics:

#### **2015**

- Nine new residents
- Several additions to existing homes were built
- The Antlers establishment was worked on throughout the year. The owner has been very cooperative with the various requirements necessitated by the building codes

#### **2016**

- There will be an update to the Sign Ordinance to make it easier to follow and enforceable
- The Town will need to adopt the new International Building Codes (version 2015) by July; concurrent with the Olympia's adoption of the new codes
- The level of permit activity at the present time looks to be comparable to 2015.

#### **Goal for 2016**

- To administer the Town's adopted ordinances that are relative to the Building Department with consistency, fairness, accuracy, with the safety and welfare of the public as my highest priority.

### **Police Department – Police Chief Paul Budrow**

First Chief Budrow thanked all of the Council for your support and leadership in the last five years I have had the pleasure of being your (our) Town's Police Chief.

The four years:

- The 1<sup>st</sup> year was a learning year and Boy was it a Learning Year!!
- There was a rift between the Law Enforcement community
- The community loves us now and we will continue to build that relationship

- We were wanting to hire a 3<sup>rd</sup> officer and now we are in the hiring process
- There were cases backed up for follow up and just others that needed to be closed.
- The cases are no longer backed up and most are closed and/or have been set for follow up.
- The druggers are still rampant but we are slowly moving them out of town.

So now 5 years later I am still a coasty but an accepted part of the community even by the bad guys... It always seems weird to me when I arrest one of them and they tell me I am the only cop they trust and almost arrest themselves...

The last couple YEARS of WOW...:

- I thought I knew about emergency management, coming from the wet side - I mean the west side.
- We survived and I have learned from it...
- My entire department is HAM radio certified.
- We have also trained a core group of people in the federal and state recognized training program known as CERT (citizen emergency response training)
- I am working closely with the new county DEM, the Methow Valley Long Term Recovery Group, and Methow Ready.
- We are redoing/updating the Town Of Twisp Emergency Plan and Methow Valley Emergency Plan.
- We have hit the drug community hard
- I see us just continuing to grow as an agency
- The support you all have given me has definitely not gone unnoticed

### **Public Works Department – Andrew Denham, Director**

Director Denham thanked the Mayor, council, and all of the Town staff for your support for the past year and a half. It makes my job a true pleasure to serve this Town with all of you.

Developing a professional and effective team was one of my first priorities, and doesn't come without dedication and patience. My department has accomplished much and has developed into a cohesive team that I am very proud to lead, and I couldn't be happier. As a crew, we routinely talk about and stress the importance of "Quality Customer Service" (our department motto) and I believe they serve the community well in this regard. The team is often complimented by the community for its exemplary service.

Even as the challenges of a very busy schedule continue to mount, I can say that I love serving this community. As I stated last year, "There is so much to be excited about for this town, it's like we are on the edge of great things and are laying the ground work to improve life and growth in Twisp."

First, I'd like to talk about the highlights from last year. Council is kept current on issues and progress at each council meeting, so I won't spend a lot of time on this, it will just be an update on select issues and opportunity for Q/A and discussion.

Last year in review:

- Water system plan has been approved by DOH.
- The selector cell installation pilot project was completed and has improved the process control. The influent structure is being utilized as the selector cell basin, and although it has improved the process control, it is evident that the size is too small as was estimated to be the case by G&O. I will be assessing the feasibility of installing an external tank in 2017. The engineering estimate for this project is \$178K, and to this point we have a couple hundred dollars invested.
- The in-house pilot aeration project at the WWTF was completed (as time allowed) earlier this month after a year of planning and construction. This project is a game changer for a stable process control; I couldn't be happier considering the \$33k invested. We will be fine tuning the process techniques all spring and summer long to maximize the Biological Nutrient Removal efficiency, but now we actually have the monitoring and equipment to do that.
- The crew cleaned nearly 10,000 In feet of sanitary sewer, which is 20% of the entire system with the new Vactor. 6 blockages were identified and alleviated during the project.
- Twisp fire slowed maintenance progress.
- Pot hole repair efforts were increased last year by hand placing 25 tons of HMA.
- We responded to 4 sanitary sewer backups, with no property damage.
- We took advantage of Pittsburg Tank being in town last summer with inspections to all three reservoirs for \$5,000. This is less than ½ price of what bids were coming in for. There was about \$15,000 in repairs that were identified and will be scheduled before 2019.
- Varela and Associates was hired as the Town's general services engineering consultant.
- Paving overlay projects in 2015 on Wagner Street and Lookout Mtn. Rd were in cooperation with Trout Unlimited.

Long term goal

- To create dependable, safe and sound infrastructure that supports current and future business as well as an improved quality of life for all residents and visitors. To maintain and enhance our parks, trails, aquatics center and airport.

Upcoming projects in 2016

- Oversee the construction of Twisp trails.

- Oversee the construction of Twisp Ave sidewalk TAP project.
- Oversee the construction of SR20 sidewalk STP/TIB project.
- Oversee the construction of a tennis court at Twisp Park.
- Oversee the street overlay project of Burton and Riverside.
- Oversee the pool relining project.
- T-O Engineering is currently designing the airport taxiway, which we plan to build in 2018 pending the WSDOT grant approval.
- Construct a Vector disposal bay at the WWTF.
- Design and build the Public Works shop/garage.
- Wastewater outfall evaluation.
- Wastewater I/I evaluation.
- Waste load assessment.

#### Short term goals

- Continue HMA potholing as funds allow.
- Sanitary sewer root abatement program.
- Well #4 Hydrogeology evaluation.
- Potential decommissioning of Well #1.
- Complete the CCC program contract with BMI and perform inspections.
- Complete data acquisition and input for asset management system of all utilities.
- Install fence around Reservoir #3.
- Repair the lift station #2 bubbler.
- Develop a feasible, prioritized CFP that replaces or repairs the Town's infrastructure in an accelerated schedule. Selecting large segments of town for each project.
- Produce a bio-solids treatment and management plan.
- Clean the entire sanitary sewer collection system.
- CCTV the entire sanitary sewer collection system.
- Develop a sewer comp plan.
- Install standby generators at Town Hall, well #2, well #3, and lookout booster station, funded by FEMA.
- Develop a sanitary sewer system grease control program that is compliant with EPA CMOM (Capacity Management Operation and Maintenance) regulations.
- Map the Town's infrastructure using GIS data.
- Develop a Town wide water meter replacement system with radio read.
- Install a telemetry system and update SCADA (Supervisory Control and Data Acquisition system) at all Wastewater and Water facilities in Town.



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:**



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Mayor Soo Ing-Moody

**ATTEST:**



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Clerk/Treasurer Jackie Moriarty