

# Town of Twisp

## Council Minutes – 10/12/2021

Mayor Ing-Moody called the video conference meeting to order at 5:31pm.

Council Members present via phone/video:      Hans Smith  
Mark Easton  
Aaron Studen  
Alan Caswell  
Hannah Cordes

### **Pledge of Allegiance:**

Council Member Caswell led the Pledge of Allegiance.

### **Additions/Deletions to the Agenda:**

Deletion: Discussion/Action: North Central Washington Narcotics Task Force Agreement

### **Public Comment:**

Mayor Ing-Moody read aloud the following public comments:

Dear Mayor Ing-Moody and Town Council:

I would first like to thank the Mayor, Town Planner Danison, Public Works Director Denham, and Councilmembers Smith and Caswell for taking the time to meet with me and my neighbors regarding our many issues with TwispWorks. Despite Tori Karpenko's assertion to the contrary in previous public comment, many of these problems are ongoing and not in compliance with Town codes.

I recognize that TwispWorks is a good neighbor to the community, but the assumption that TwispWorks is a good neighbor in every situation is part of the reason we have a problem to begin with. The Town has repeatedly allowed projects on the TwispWorks campus to proceed with minimal to no consideration of the impact of those projects on neighboring properties.

My neighbors and I recently submitted a petition asking that you dissolve the PDA Overlay. We submitted this because the Town Planner told us that C-1 zoning would prevent many of the issues that concerned us. On meeting with Mr. Danison after submitting the petition, he informed us that his comments had been made in error. Under C-1 zoning, TwispWorks would be able to continue as before, and perhaps have an even more negative impact on its neighbors, given that they would be able to develop their entire campus with no regard to open space, traffic patterns, etc.

Given this new revelation, I would urge you to find a solution that prevents unchecked growth on the campus, and in particular takes into consideration TwispWorks' impact on surrounding properties.

Whether this means a modification to the existing Overlay, a planned development, or another solution, TwispWorks' negative impact on its neighbors must be addressed.

Thank you for your consideration and attention to this matter.

Sincerely,

LaShelle Easton

Mayor Ing-Moody asked Clerk Treasurer Kilmer and Deputy Clerk Grennell if any other public comment had been received prior to the meeting. They both verified that nothing else had been received.

**Mayor's Report:**

Mayor Ing-Moody reported that she attended a meeting for the OCESO and intends to continue to attend those meetings remotely. She said with budget season upon us the number of meetings has increased and it will continue to be a busy time this fall as many committees level discussions will continue, along with department meetings with staff in preparation of the budget.

**Staff Reports:**

Director Denham provided an update on the completion of the Twisp Ave project. He said that with the completion of that project it finishes the water meter replacement project that the town had been working on to have all water meters replaced. He said he has already seen a difference in the water loss reports as it is now showing 11.6% loss compared to 36% loss reported just last year. He said his goal is to be below 10% and the next meter reading will show the most accurate picture we have. Council Member Easton congratulated Denham on the completion of the water meter project and said it is fantastic to have had that accomplished. Denham said that the next project is the well #4 drilling and tying into infrastructure which will happen in Spring 2022.

**Committee/Commission/Board Reports:**

Council Member Smith attended the Public Safety meeting where they continue to discuss union contract negotiations.

Council Member Smith also attended the Public Works committee meeting where they discussed the Avidex contract and are recommending the approval at this evening's meeting. He said they discussed staffing issues at Public Works and are hoping to resolve those soon as well. He also reported that they discussed the McCrea BLA easement request and what changes would need to be made by the property owner in order for the town to approve the previously denied request. Mayor Ing-Moody stated that the requirements have been conveyed to the property owner and continues to be an ongoing discussion at this time. Smith also said they discussed the planning components of the Wastewater Treatment Facility replacement and the need to shop around for other engineering firms prior to developing the project. Director Denham stated that they are putting the biosolids and lift station projects out to rebid after value engineering was completed.

Council Member Smith attended the Finance Committee meeting where they discussed staffing in the Clerks Office and moving the Administrative Assistant position to a more full time position to cover work in the office. They also discussed Public Works staffing and how that fits into the budget. He said they looked at the financial status of the town and is happy to report that we are in a good position going into 4<sup>th</sup> quarter of fiscal year 2021. He said that will help in preparing the 2022 budget as the revenues are better than anticipated for this past year. He said they also discussed the LTAC funds request for the carpet cleaning at the library and the possible financial implications of unionizing the Police Department.

Council Member Caswell reminded Smith that the Public Works Committee also discussed the swale at TwispWorks, and Smith said that they were waiting on the engineer's reports. Director Denham reported that he had provided comment on the engineer's plans and forwarded the plans to the town's 3<sup>rd</sup> party engineering firm who has in turn sent it back to the TwispWork's engineer for additional changes.

**OLD/NEW BUSINESS:**

**Discussion/Action: Resolution #21-683 – Salary Scale:**

Mayor Ing-Moody said that the request to change the Administrative Assistant position to full time was requested by Deputy Clerk Grennell in essence to help with staffing coverage in the Clerk's Office. The change on the salary schedule does not require a change in the salary range but rather only a change in the FTEs to allow the position to be up to a FT position if needed. The plan is to enable the assistant position to provide coverage Monday - Thursday from 9am – 5pm.

Council Member Smith moved to approve Resolution#21-683 as presented. The motion was seconded by Council Member Studen and passed unanimously.

**Discussion/Action: Avidex – Civic Building Audio Visual Systems Contract:**

Mayor Ing-Moody stated that this discussion is brought back from the previous meeting where more time was requested to review the contract. Council Member Studen asked if there are any changes needed on the ground as a result of the approval for the installation of this system and if so, if there is still time to make those changes. Director Denham replied that Avidex has been working with Architects West and is able to make any changes needed for this system installation and that there is definitely enough time to accomplish the task without interrupting the flow of construction.

Council Member Smith moved to approve the contract with Avidex with the 1-year service agreement as presented. The motion was seconded by Council Member Caswell and passed unanimously.

**Discussion/Action: LTAC Funds Request – NCW Library Carpet Cleaning:**

Mayor Ing-Moody said that in years past there has been a request for the town to pay for the carpet cleaning at the library and it's been 2 years since they have been cleaned. Council Member Studen said he is in support of using LTAC funds for the carpet cleaning as needed.

Council Member Studen moved to approve the use of LTAC Funds for NCW Library Carpet Cleaning as presented. The motion was seconded by Council Member Easton and passed unanimously.

**Discussion/Action: OCESO - Okanogan County Emergency Services Organization – Budget Approval:**

Mayor Ing-Moody stated that all cities and towns, and the County are part of this organization that meets annually regarding emergency services preparedness. She said that all jurisdictions pay for Emergency Management and that this is a necessary budgetary expense. The organization is asking for approval of \$3308.52 for fiscal year 2022, based on our town's population. Council Member Smith said he is in support of the current projected estimates.

Council Member Smith moved to approve the budget for OCESO as presented. The motion was seconded by Council Member Cordes and passed unanimously.

**Discussion/Action: OCESO – Alternative Council Representative Appointment:**

Mayor Ing-Moody said that all Okanogan County mayors are the primary representatives for each of their respective towns / cities at these meetings. It has been requested that in the event the mayor cannot attend a meeting, that an alternate be chosen by the respective jurisdiction. Council Member Smith asked if there are regular meetings and how often they meet? Mayor Ing-Moody replied that currently they are once a

year, but at the most recent meeting it was discussed that meetings on a bi-annual or quarterly basis may be prudent in the future. Council Member Studen stated that he is interested in serving as the alternate.

Council Member Smith moved to appoint Council Member Studen as the alternate representative for the OCESO. The motion was seconded by Council Member Caswell and passed unanimously.

**Discussion/Action: Virtual Meetings:**

Mayor Ing-Moody opened the discussion on virtual meetings and wanted to remind everyone that the Council had discussed and decided a couple of months ago to continue meeting virtually as we are still in a state of pandemic and it was considered more prudent for purposes of public safety that mass gatherings not yet be held, especially since the town does not have a facility where the public can safely meet. She has put this topic back on the agenda to invite Council members to further discuss the best protocol for remote meetings moving forward since it could be a while yet before we go back to in-person meetings as Covid surges have continued to circulate around our valley and county. Council Member Studen stated that sometimes he travels for work and occasionally has to attend from out of town. He said there is not always a good connection and during a previous meeting his vote was not heard but it was assumed what he voted. He clarified that his vote would not have had an impact on the outcome so that was not an issue, and only wanted to suggest that it might be better if affirmation of how each person votes could be better made either by a raising of hands or have the mayor call on each council member by name. Council Member Easton agreed that it would be a good idea to have a roll call for voting. He agreed that since we have been having virtual meetings longer than anyone anticipated (with the pandemic lasting longer than anyone could have imagined), there are sure to be things that arise in which we can fine-tune processes. He would also like to see a roll call for voting so there would be no question on who is voting on what. He would like to also address the issue of the Public Comment period of the meeting and is wondering if there is a way to allow the public to comment within the 3-minute timeframe that previously was allowed at in-person meetings. Mayor Ing-Moody responded that we could make some changes to this portion of the meeting as reading comments is not ideal, although it had been started that way when the pandemic started because it was recognized that not everyone has access to reliable internet, a computer, or savvy on how to use the online platforms. For purposes of inclusion, it was decided that everyone would have equal access to providing comments in writing and for those on the phone and unable to see a screen where the letter is projected, the Mayor read the letter so all could equally at least hear the comment submitted. Another issue she has noted about the on-line platform when it comes to public comment is that often times people are attending meetings with their cameras off and without signing-in. She stated that at a regular in-person meeting the person providing comment would have to sign in, stating their name, address and the subject that they are providing the public comment on. She would suggest that something similar should be done to verify who is providing comment whether they are attending by video or phone. Council Member Studen liked the idea of enabling the person providing comment to be able to use their own voice whether they choose to read their own comment themselves, or have it read. Mayor Ing-Moody said that regardless of the format, we would be requiring an advance sign-in of some sort. Council Member Easton asked if there is a way to ask other communities what they currently do for public comments during their virtual public meetings and see if there is a way the ideas could be brought back at a future meeting for discussion. Mayor Ing-Moody responded that staff will research what virtual protocols and procedures other cities and towns are using, including for public comment. The topic will be brought back for discussion at a future meeting.

**Consent Agenda:**

- Accounts Payable/Payroll

- Minutes – 9/14/21, 9/28/21

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 12<sup>th</sup> day of October 2021.

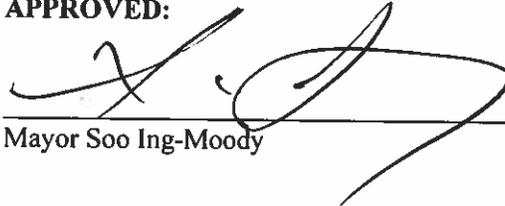
Payroll	EFT# 2047-2048, 2050-2051, 2053-2060, 2066-2067, 2084-2088	61505.34	9/30/21
Accounts Payable	EFT # 2160-2162	1251.68	10/12/21
Accounts Payable	Warrant# 37016 - 37053	40737.19	10/12/21
Accounts Payable	Warrant # 37054 - 37065	51454.51	10/12/21

Council Member Smith moved to approve the consent agenda as presented. The motion was seconded by Council Member Easton and passed unanimously.

**Adjournment:**

There being no further business to come before the Council, Mayor Ing – Moody adjourned the meeting at 6:23 pm.

**APPROVED:**



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Mayor Soo Ing-Moody

**ATTEST:**



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Clerk/Treasurer Randy Kilmer