

Town of Twisp

Council Minutes – 12/14/2021

Mayor Ing-Moody called the video conference meeting to order at 5:32pm.

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

Pledge of Allegiance:

Council Member Cordes led the Pledge of Allegiance.

Additions/Deletions to the Agenda:

Discussion/Action: Merc Public Restroom Closure Request

Public Comment:

Clerk Kilmer read the following public comment aloud:

This is the way it should be.
This is the way it was.
This is not the way it is now.
(Included an image)
-Mark Edson

Mayor Ing-Moody thanked those who submitted comments and 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.

Public Hearing: 2022 Final Budget Hearing:

Mayor Ing-Moody opened the public hearing for the 2022 Final Budget Hearing at 5:35pm. She asked Council if anyone would like to comment on the budget. There were no comments. She then asked if anyone in the audience would like to make a comment. She asked that they state their name for the record. There were no comments from the public. Mayor Ing-Moody closed the public hearing at 5:37pm.

Discussion/Action Ordinance #781 – 2022 Final Budget/Mayor’s Message:

Mayor Ing-Moody read aloud the following message:

It is an honor and privilege to submit the Town of Twisp’s 2022 Budget for all funds. I would like to express my respect and gratitude first and foremost to our town’s Department Heads for their hard work over the past several months to compile and work through various iterations of the budgets being presented.

The Budget process is always a very transcending process. It is not merely the balancing of financial accounting, but rather a deeper consideration of how to best balance the many projects and services for the coming year, aligning them with our established short-term priorities and longer-term vision, and do so within the context of fiscal responsibility.

The FY 2022 budgets have been developed reflecting the times in which we live – a time of continued uncertainty surrounding the ongoing Covid pandemic, evolving economic flux comprising of rising inflation and workforce challenges, compounded by issues of affordability and social equity. These socio-economic considerations pose indelible challenges *and* equally unprecedented opportunities expected to manifest this coming year in both state and federal programmatic funding. Thanks to careful planning, an established vision, and strong teamwork amongst our Council and Executive team of capable and dedicated staff, our town is poised and ready to take hold of these opportunities should they arise.

My special thanks go to the members of our Finance Committee, Councilmember Hans Smith and Councilmember Mark Easton who have worked diligently throughout this past year – tracking the actual financial revenues of this past year against the still unfolding new economic reality. Their dedication and particular attention to detail has made the budget process a very thoughtful and thorough attempt to incorporate best practices of fiscal responsibility for the upcoming year.

Particular acknowledgement and appreciation is rightfully owed to our Clerk/Treasurer, Randy Kilmer. His skill and ability to comprehend and respond to our requests for the creation of more transparent accounting systems has provided increased value to the budgeting process and the will no doubt serve us well as we continue to strengthen critical infrastructure, protect our public assets, and improve upon service efficiencies.

The proposed budget is established based on projected revenues for the year 2022, consistent with economic forecasts for the nation, Washington State, and knowledge of local growth and development trends based on available data.

Expenditure projections are made based on anticipated costs as associated with general operations and maintenance, and new projects and priorities for the upcoming year.

The FY2022 General Fund Budget is balanced at \$1,497,788.91 in revenues and expenditures.

The Street Fund is balanced at \$99,418.76.

The Transportation Benefit District (TBD) is balanced as a separate fund with revenues and expenditures of \$142,317.43.

The Water Fund is balanced at \$834,418.17 with a 3% increase; and the Water Fund Reserve at \$310,654.15.

The Sewer Fund is balanced at \$686,094.59 with an 3% increase; and the Sewer Fund Reserve at \$314,954.07.

Revenue Assumptions:

The financial projection for FY2022 is a conservative prediction based largely on determinant factors as presented in the actual revenue outcomes of the previous year. It is recognized that the economic forecast for both the State of Washington and nation is one of relative uncertainty due in part to the ongoing pandemic, fluctuating markets, domestic inflation, supply chain issues, and shifts in the employment sector. The local economy and industries are expected to continue as indicated with sales tax revenues remaining modest.

The revenue assumption for FY2022 is expected to remain relatively stable as the Town's two largest revenues impacting the General Fund do not appear to have been poorly impacted throughout the past

2 years of the Covid pandemic: sales tax has modestly increased with a notable rise in marijuana and liquor sales; while property tax is anticipated to also modestly increase as new home construction is expected to continue. Ample opportunity remains for additional housing and business development to continue within Twisp for those with the means to do so.

The one-time availability of American Rescue Plan Assistance (ARPA) funds continues for FY2022, after their introduction mid-year FY2021. These funds are specifically earmarked for items in response to the Covid 19 pandemic and will continue to be expended through FY2026, if not fully expended in FY2022. These funds have, and will continue to, provide relief for some of the financial burdens resulting from identified needs in response to the pandemic.

Despite the ongoing pandemic and relative economic uncertainty, the FY2022 general fund is balanced with healthy Reserve Funds intact, including a projected three-month operating reserve of \$240,000.

Similar to previous years, the budget remains conservative in its revenue projections with acknowledgement that the pandemic, along with other environmental factors, continue to be external influences of relative concern and potential impact to the overall local economy.

Expenditure Assumptions:

The FY2022 General Fund expenditures reflects the Town's priorities and projects for the coming year - of greatest value being our staff. Unlike previous years, the cost of employment is on the rise as inflation and workforce shortages are determinant factors driving an employee-market. Retention of qualified staff is a priority in this labor market. To remain competitive, wages have been reviewed and, in some cases, will need to be adjusted accordingly.

The cost of insurance including healthcare benefits has been steadily increasing as the cost of healthcare continues to rise (averaged at 5.45%), while property and liability insurance has also increased (19.74%), particularly for law enforcement (an unprecedented 29.04%). These increased costs are market driven and beyond the Town's control.

In summary, the Town will continuously strive to deliver the highest level of service possible with the available resources at hand. The wellbeing of our community relies on the continued wellbeing of our staff and the uninterrupted delivery of vital services to our residents and businesses; our priority will focus on ensuring this foundation is solid during this time of transition.

Departmental Summaries

General Administration / Clerk's Office:

The Clerk's Office has historically comprised of two full-time staff – a Clerk/Treasurer (C/T) and a Deputy Clerk/Office Manager (DC/OM), and a part-time Administrative Assistant. Both full-time positions report directly to the Mayor; the C/T as head of finance, assets, and liabilities and certain clerical matters while the DC/OM is head of general administrative clerical functions and office management matters including the oversight of the Administrative Assistant. A change in the administrative staff beginning late 2021 into FY2022 includes the expansion of the administrative assistant position with increased hours and partial benefits.

Spurred by the Covid-19 pandemic, the Town continues to adapt to embracing greater use of technology, enabling remote work capability, protection of financial information and data, improvements where possible in the use of best practices, and enhanced cybersecurity protection as provided through contracted services.

Improved communication with the community will come in the form of needed improvements and

updates to the Town's website. A new website is to be completed in 2022 to provide better public access and information sharing.

Public Works:

The Public Works Department will comprise of six full-time staff (Public Works Director, Administrative Assistant, and four Operators). The fourth operator, initially considered to be contracted beginning in 2021, will become a new full-time position in 2022. As this department has been focused on addressing overdue maintenance issues, improving and maintaining the town's infrastructure and machinery in good condition and working order, and to enable efficient project management - changes to roles and responsibilities will continue to be assessed this coming year, with an emphasis to promote cross-training and encouragement of staff certifications in water and wastewater. An incentive program will begin in FY2022 to promote the development of trained and qualified staff within the department. The coming year will continue to be a very busy one with the continued construction of the new Civic Building / EOC to be completed in May; construction of the SR20/North-end sidewalk project; reconstruction of Cascade Loop through a TIB grant award; several chip-seal projects to be funded through TBD funds; Twisp Park improvements through ARPA funds; Sports Complex repairs and maintenance; sewer collection rehabilitation, including replacement and slip-lining, construction of new sewage lift station 2, construction of new biosolids facility, commencement of the design for a new wastewater treatment plant; and construction of Well #4 to be commissioned to the water system.

Police:

The Police Department continues to be a vitally integral part of our community, especially during times of uncertainty. Challenging times often contribute to increases in deviant behavior. Crime has been increasing within various jurisdictions in Okanogan County. The police department will continue to respond appropriately within town and to assist where deemed necessary.

Labor negotiations continue for the 2 police officers and police clerk; it is anticipated that new yet to be determined costs will result for the department in FY2022. In addition, the cost of a new replacement vehicle is to be purchased with some financial assistance through USDA.

An ongoing national shortage of good and qualified law enforcement officers exist, as small communities are finding it more difficult to remain competitive with rising risk and liability costs. The administration recognizes the need for fair compensation, and the facility and resources necessary to support the duties of the job. No doubt, the Twisp Civic Building / EOC, when completed, will be an asset to the department.

Since the health and public safety of the community remains a primary goal of the department. To ensure community policing is effective, the department will continue to discuss and develop new strategies to enhance positive police relations within the community.

Fire:

Negotiations for potential annexation into the fire district is expected to begin in 2022. In the interim, an agreement has been reached for the Town to pay \$60,000 (11.73% increase from FY2021) to contract with Okanogan County District 6 for fire protection. As always, additional costs for a public safety secretary, insurance and liability for related facility and equipment expenses contribute to the overall fund amount totaling \$73,460.09 for FY2022. It should be noted that ongoing fire related annual debt service payments totaling \$8,196 are not included with this calculation.

Planning / Building:

The Planning and Building Departments comprise of part-time contracted work with Highlands Associates, Kurt Danison for planning services and with Okanogan County for the building inspector services of Dan Higbee. No changes to either contract have been proposed for FY2022.

The total budgeted amount for the Planning department in FY2022 is \$23,720.

The total budgeted amount for the Building Department in FY2022 is \$30,673.74.

Airport:

As in previous years, the Twisp Municipal Airport FY2022 budget reflects a 3% increase, as allowable under the older/current Airport Lease contract. An updated agreement adopted by the Council in 2021, allows for a 3.1% increase for FY2022 for leaseholders who accepted new agreement terms; the new annual lease amount for those who converted will be \$407.25. As per Council action, any new leases in 2022 will be subject to the new rate of \$900 annually until a reasonable future rate agreeable to both the Town and the Twisp Airport Advisory Board (TAAB) is reached. Ongoing discussions in support of long-term airport sustainability are expected to continue in 2022.

In summary, FY2022 is anticipated to be an optimistic year of continued successful adaptation for the Town of Twisp, during a time of global evolution and transformation. Even amidst adversity and uncertainty, the Town has continued to effectively manage resources and seize fiscal opportunities when presented with them. There is tangible evidence that indicates growth and vitality for Twisp and the understanding that our ability to adapt will be the key to seizing opportunities when they arise.

I am appreciative to have been entrusted as Mayor to serve this wonderful community during these times of growth. I believe that together, we will become stronger and create the sustainable and vibrant future we wish for our town. Thank you for the opportunity and privilege of presenting the FY2022 budgets - balanced for all funds!

Council Member Smith moved to approve Ordinance #781 as presented. Council Member Easton seconded the motion and it passed unanimously.

Mayor's Report:

Mayor Ing-Moody said that sometimes in certain years it is a sad reality to have to say goodbye to a councilmember and this year we are saying goodbye to Council Member Hannah Cordes. She presented Cordes with a certification of appreciation and thanked her for her service. Cordes said it was an honor for her to have served a town she loves. She enjoys being a part of this wonderful resilient community.

Mayor Ing-Moody also stated that she has an award to present from the Department of Ecology to Director Denham and the whole Public Works Department. The award is for the Wastewater Treatment Plant for 5 consecutive years of outstanding performance from 2016-2020. She thanked Denham and his staff for their level of service and a job well done. Denham said it is definitely a team effort to maintain the treatment plant. Mayor Ing-Moody also announced that Director Denham has decided to delay his retirement from Twisp and will be staying on as Public Works Director. Denham said he is grateful for the opportunity to serve this remarkable community.

Staff Reports:

Director Denham reported that recently the Sports Complex was damaged by a vehicle driving onto the brand-new soccer field. He said that he has done everything he can to prevent future damage by closing off the track with concrete ecology barriers. As a result, staff will not be plowing the track this year to help deter anyone from causing more damage. He said they had their first real snow removal of the season and that it went great. He said he is very proud of his team, and they had few calls of any complaints.

Chief Budrow said that they do have a possible suspect vehicle and noted that there has been a lot of damage done to the soccer field. He got flyover photos of the damage and are awaiting a cost estimate for repair. He said the snow came as a big shock to many and the state and county road crews have had a hard time keeping up with the snow as they have less staff than usual plowing the roads. He said that since the roads were terrible, he was in contact with the school district and advised them on traffic conditions. He shared that this winter the main roadways are anticipated to be terrible, and to plan accordingly. He also advised that with it being the holiday season, to please reach out to neighbors or anyone that is struggling as there are typically many suicides attempts this time of year. He said also to make sure you lock your doors as theft is on the rise.

Committee/Commission/Board Reports:

Council Member Caswell attended the Planning Commission Meeting where they continue to discuss the sign code. He said he believes the draft is ready for council review and they will be seeing that at a future meeting. He also attended the Public Works meeting where they discussed the PDA overlay issues.

Council Member Easton attended the Twisp Chamber of Commerce meeting where he reported that their Mistletoe Madness event was a great success. He said the vendors said it was as good or better than the bazaar. He said they are currently running the “What Local Looks Like” campaign like they had last year. He also said the Visitor Information Center has had lower visitor counts but have a lot of contacts regarding relocating to the Methow Valley. He reported that there will be a member open house during the first of the year. He also said they are almost ready with a Twisp tear off map that will include directions to local businesses to hand out to visitors.

Council Member Smith attended the Finance Committee meeting where they discussed the FY 2022 budget that was passed at tonight’s meeting. He also attended the Public Safety meeting where they discussed the possibility of annexation with Fire District 6 and the Town. He said they also had a discussion with Chief Budrow on the previous concerns of the agreement with the Narcotics Task Force. Additionally, he shared that the Facilities Committee met with the MERC facility committee to discuss the public restrooms.

Mayor Ing-Moody said she attended the recent Okanogan Council of Governments meeting where they discussed that it is time for all jurisdictions to review their Emergency Management Plans. Chief Budrow will be moving the Methow Valley Emergency Plan discussions forward, as well as review the Twisp plan. She also shared that WSDOT has informed the towns that they will not be charging for snow removal in towns/cities where a state highway runs through it in this year, but that in 2022 they intend to do so, meaning that they will not be plowing state routes through towns unless the towns pay their prescribed fees. She said they will continue to ask questions as to why a state agency would charge towns/cities and not counties. Since both jurisdictions are local governments, she continues to question the equity for our municipal taxpayers.

OLD/NEW BUSINESS:

Discussion/Action: Twisp Airport Advisory Board Interview/Appointment:

Council Members interviewed Clayton Chase for appointment to the Twisp Airport Advisory Board. At the next meeting will be the interview with the second applicant for another vacant position.

Council Member Smith moved to appoint application Clayton Chase to Position #4 on the Twisp Airport Advisory Board. Council Member Cordes seconded the motion and it passed unanimously.

Discussion/Action: Twisp Airport Advisory Board Letter to Council:

Twisp Airport Advisory Board (TAAB) member Dick Pattison is in attendance of the meeting. He presented a letter to Council as a formal request for having a fuel depot at the airport and is wondering if the town is interested. He also said that TAAB is disappointed in the temporary lease rate increase that was passed by the council and is requesting to have expense information on the airport. Council Member Smith said that the previous fuel system was not a town operated fuel system. In order to move forward there needs to be a lease agreement in place. Council Member Easton is asking why this request is before the council when it should be going to the committee level first to have any relevant questions answered. He would like to see this pushed to the committee level and then brought back to council. Council Member Cordes said she would like to see the town explore fuel options at the airport. Mayor Ing-Moody stated that this request will be discussed at the committee level and be brought back for future Council consideration.

Discussion/Action: Resolution#21-687 Initiating TMC Zoning Overlay Amendments:

Mayor Ing-Moody said that this has been recommended by the town Planning Staff which allows the overlay to remain in place and that they put into place what is provided in the current master plan by installing a fence/landscaping buffer as indicated. They also must prepare and new TwispWorks master plan by December 1, 2022. Interim TwispWorks Director Sarah Brown has written a letter in which she is stating that the overlay mostly works but would like to allow for building permits to move forward prior to building a fence/landscaping buffer as the season has now changed and the weather could make that impossible. Planner Danison said that it is a requirement that the landscaping buffer be installed prior to permits moving forward. Brown stated that she would like to be able to start moving forward with the automotive shop permit as it takes a long time for permits to go through the review process. Danison stated that she can turn in the application for a permit, but the permit will not be issued until the conditions of the landscaping buffer / fence are completed.

Council Member Smith moved to approve Resolution #21-687 as presented. Council Member Caswell seconded the motion and it passed with Council Member Easton abstaining.

Discussion/Action: Resolution#21-681– Twisp Public Development Authority Dissolution:

Director Denham said that the infrastructure is in place for the swale improvement although there are some adjustments that need to happen. He said it would function right now in the event of a snowmelt, but they are still waiting on a fabricated part to be installed. Council Member Caswell asked if the project meets the setbacks on the eastern boundary. Denham replied that it was placed a significant distance away from the boundary. Council Member Smith asked if the work as specified will be completed. TwispWorks Tori Karpenko assured Smith that it would be completed as soon as they have the part to be installed.

Council Member Smith moved to approve Resolution #21-681 as presented. Council Member Studen seconded the motion and it passed with Council Member Easton abstaining.

Discussion/Action: Public Purpose Segregation – Planner Danison:

Planner Danison gave an overview of the BLA/Public Purpose Segregation that is requested by Heidi Appel of L'ecole for her property on the hill. He said that when she purchased her property, part of her parcel included the right of way for Isabella Lane. She is wanting to give that right of way to the town

while sectioning off a piece of her lower parcel. She has included easements for the additional parcel and the easement for Public Works to access the water tower. Council Member Caswell asked if the easement to the water tower was open for public access. Danison replied that it is only for town staff to access for utility purposes. Council Member Smith is asking to see more documentation showing the correct legal language for the right of way and is not prepared to make a decision on this tonight. Mayor Ing-Moody said she will have staff gather more documentation for review and bring this back at a future meeting.

Discussion/Action: Ordinance #780 – Budget Amendment 2021 #2:

Council Member Smith moved to approve Ordinance #780 as presented. Council Member Easton seconded the motion and it passed unanimously.

Discussion/Action: Resolution #21-685 – 2022 Fee Schedule:

Mayor Ing-Moody stated that this is something we update every year. This year it will reflect the increase in water/sewer rates.

Council Member Smith moved to approve Resolution #21-685 2022 Fee Schedule as presented. Council Member Cordes seconded the motion and it passed unanimously.

Discussion/Action: Resolution #21-686 – 2022 Salary Schedule:

Mayor Ing-Moody said that this updated salary schedule is to reflect the change in minimum wage and some department head scale increases.

Council Member Easton moved to approve Resolution #21-686 2022 Salary Schedule as presented. Council Member Studen seconded the motion and it passed unanimously.

Discussion/Action: Ordinance #782 – Amending TMC 15.05.010 – Building Code Version References:

This is in reference to not having to update the code each time Washington State changes their building code versions. This would adopt the code as the current standard.

Council Member Smith moved to approve Ordinance #782 as presented. Council Member Caswell seconded the motion and it passed unanimously.

Discussion: Housing

Mayor Ing-Moody stated that they previously had received letters from constituents regarding the housing crisis. She said that recently Winthrop passed an emergency declaration on the housing crisis and that the Town of Twisp has been called on to follow their declaration. Council Member Smith said that he doesn't want to declare an emergency on a housing crisis unless there are pro-active, long term, tangible solutions that the town is going to be able to support. He believes that this should be put on the Planning Commission's priority list and although they already have a list they are working on, it should be something that is discussed soon. Danison stated that there are six nightly rentals in the city limits with one pending and one new application today. He said there may be others that operate illegally but those are the ones permitted. Based on the comments, Mayor Ing-Moody intends to put this item on the agenda for a future meeting.

Discussion/Action: Methow Valley Community Center Library Lease 2022:

Mayor Ing-Moody stated this in an annual occurrence to renew the library lease.

Council Member Smith moved to approve the Methow Valley Community Center Library Lease 2022 as presented. Council Member Easton seconded the motion and it passed unanimously.

Discussion/Action: TIB – Project Number 6-E-886(009)-1 Cascade Drive Agreement:

Mayor Ing-Moody stated that this is an agreement to accept the grant award for 100% of eligible costs for the project.

Council Member Easton moved to approve the TIB grant agreement as presented. Council Member Cordes seconded the motion and it passed unanimously.

Discussion/Action: Ecology – Shoreline Master Plan Grant Agreement:

Council Member Smith moved to approve the agreement for the Shoreline Master Plan grant funding as presented. Council Member Easton seconded the motion and it passed unanimously.

Discussion/Action: Utility Late Fees/Disconnect:

Mayor Ing-Moody stated that this was brought back from a previous meeting where it was discussed to reestablish late fees and service disconnections. Clerk Kilmer stated that legal counsel advised that a motion was needed to reinstate that policy.

Council Member Smith moved to approve reestablishing late penalty and reconnection fees as presented. Council Member Easton seconded the motion and it passed unanimously.

Discussion/Action: Public Works Surplus Equipment Approval:

Director Denham said they continue to clean out unused equipment to try to recoup some revenue for purchasing newer updated items.

Council Member Studen moved to approve the disposition of referenced assets as presented. Council Member Easton seconded the motion and it passed unanimously.

Discussion/Action: Virtual Meetings Public Comment Procedure:

Mayor Ing-Moody stated that this conversation is being brought back for discussion from a previous meeting. Staff has done the research on what other towns that are still conducting remote meetings have in place for policies when it comes to public comments. She said that most of the research was similar in that there was a sign-up procedure in advance of the meeting. During the meeting the resident would state their name, address and the topic and have 3 minutes to give their comment. Council Member Caswell stated that he is comfortable with the procedure that we are currently doing. Council Member Easton stated that he feels there needs to be the option to speak verbally and / or provide written comment within the time limit. Council Member Smith said he agrees to allow the public to speak by pre-registering, in addition to allowing written comment as well. Council Member Studen agreed that he would like to allow the public comment to verbally speak at the meetings. Mayor Ing-Moody said she will have staff follow-up with changing the public comment procedure by having a pre-registered sign up by 3pm prior to the meeting, which would allow verbal comments be made; additionally written comments will continue to be allowed and included in packets or on the table and would not be read aloud.

Discussion/Action: Merc Public Restroom Closure Request:

Mayor Ing-Moody stated that the town has received a letter from the Merc to request that the public restrooms be closed early from public use exclusively for the youth program. They provided the dates and times and are asked that they be locked early at 3:30 on those days as children will be using the restrooms as their changing rooms. Council Member Easton said he would like to support MERC programming and would like the town to work with them and have good relations going forward. He said there are other public restrooms at TwispWorks and the Methow Valley Community Center that are available for use. Chief Budrow commented that locking them at 3:30pm works for him as it's when he's been locking them recently at the end of his shift. He said it's important to ensure that kids are not unsupervised if the restrooms are open during that time. Council Member Smith would like to find a way to accommodate the youth programming but thinks it should still be open during other adult programming performances. Mayor Ing-Moody stated that the early closure should not cover rental performances or adult programming as they can walk around to use the restrooms open outside. It was stated that it would be a good idea to list the other public restrooms in town on a sign during the closures. She said that we will try the early closure for now and revisit at a later meeting to make changes if necessary.

Consent Agenda:

- Accounts Payable/Payroll
- Minutes: 11/23/21

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 14th day of December 2021.

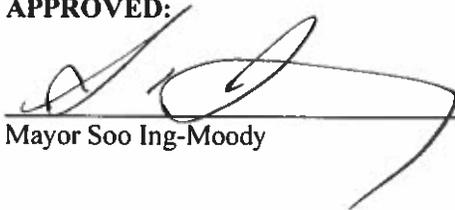
Payroll	EFT# 2482-2495, 2499-2503	65209.38	11/30/21
Accounts Payable	EFT # 2554-2556	1251.39	12/14/21
Accounts Payable	Warrant# 37131-37175, 1581-1583	400570.18	12/14/21
Accounts Payable	Warrant # 37176-37187	28719.98	12/14/21
Accounts Payable	EFT# 2622	98300.00	12/14/21

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

Adjournment:

There being no further business to come before the Council, Mayor Ing – Moody adjourned the meeting at 8:51 pm.

APPROVED:



Mayor Soo Ing-Moody

ATTEST:


Clerk/Treasurer Randy Kilmer