

**Town of Twisp**  
**Council Minutes – 11/23/10**  
**7:00 PM**

Mayor Ing-Moody called the meeting to order at 7:01 pm.

Council Member present:     Clint Estes, Mayor Pro-Tem  
  Tom Gehring  
  Hans Smith

Council Members absent:     None

**Pledge of Allegiance**

Council Member Estes led the Pledge of Allegiance.

**Swearing In of Council Member**

Mayor Ing-Moody swore Traci Day into position #1 of the Twisp Town Council.

**Request for Additions or Deletions to the Agenda**

Additions:     Old Business:  
                          Action - Ordinance #620 Zoning  
                          Action - Resolution #10-480 Comprehensive Plan  
                          Discussion - Methow Watershed Council Coordinator Contract  
                          New Business:  
                          Action – Grant Administrator Position

Deletions:     None

**Public Hearing – 2011 Final Budget**

Mayor Ing-Moody opened the public hearing at 7:04 pm to discuss the 2011 Final Budget.

Mayor Ing-Moody called for public comment, there being none she closed the public hearing at 7:05 pm.

**Discussion - 2011 Final Budget**

Accountant Storms joined the meeting via phone at 7:04 pm to answer questions regarding the budget. Mayor Ing-Moody reported Accountant Storms has attempted to confirm award of the Bureau of Justice Police Grant as part of balancing the budget; Storms has not had a return call.

Mayor Ing-Moody proposed the following to the Council regarding the budget:

- A 6.5% increase to water rates and a 3% increase in sewer rates for 2011, to maintain our current system. There will be an increase in water debt services beginning in 2011 because of the Hilltop Booster Station project. Accountant Storms has been in contact with both the Washington State Auditor’s Office and USDA regarding the single year audit and believes we will not be required

to have a single audit for funding received on the Hilltop Booster Station project which will save money in the budget.

- An increase for Twisp Municipal Airport Ground Leases. Mayor Ing-Moody explained that by just assessing a cost of living raise each year to the leases the revenue will never catch up with actual expenses at the airport.
- A sales tax increase of 1/10 of a percent taking the current sales tax of 7.7% to 7.8% in Twisp. Mayor Ing-Moody explained the increase would contribute to the Town's revenue approximately \$23,000 per year. She and Mayor Acheson of Winthrop met today to discuss working together on the proposal and to discuss common issues the towns are facing. Mayor Ing-Moody reported the tax increase has been considered by the County, but if the County raises the tax the Town would only receive 15% of the increase versus receiving 85% of the increase if it was proposed to the voters by the Town. Accountant Storms stated that for a period of time 30% of the increase is required to go to Public Safety and the other 70% could be disbursed to other departments.
- Council Member Day noted a decrease of the Planning/Land Use Contract with Highland Associates and asked if the Council had ever considered hiring an on staff person as a planner rather than a consultant. Accountant Storms reminded Council the advantage of having a consultant, particularly in our case where we have Kurt Danison's experience and the Town is not paying for liability insurance. Mayor Ing-Moody mentioned the possibility of developing a non-binding site plan review process and fee to offset the planner's time.

**Swearing In of Council Member**

Bob Lloyd, Council Appointee joined the meeting late. Mayor Ing-Moody swore Bob Lloyd into position #3 of the Twisp Town Council.

**Consent Agenda**

- Approval of Minutes – 11/09/10
- Payroll and Accounts Payable

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 23<sup>rd</sup> day of November, 2010:

<b>Checks/Vouchers</b>	<b>#27877 - #27907</b>	<b>\$15,124.90</b>	<b>11/23/10</b>
<b>USDA</b>	<b>ACH #9101104</b>	<b>\$354.00</b>	<b>11/28/10</b>
<b>Checks/Vouchers</b>	<b>#27908 - 27917</b>	<b>\$720.86</b>	<b>11/23/10</b>
<b>FP Francotyp-Postalia Inc.</b>	<b>ACH #9101102</b>	<b>\$500.00</b>	<b>11/10/10</b>
<b>USDA</b>	<b>ACH #9101103</b>	<b>\$683.00</b>	<b>11/28/10</b>

**Motion:**

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

**Public Comment Period**

Maggie Coon and Mark Wolf-Armstrong were present to discuss the following regarding TwispWorks (PDA):

- They thanked Mayor Ing-Moody for attending their last board meeting.
- TwispWorks is currently generating funding to winterize key buildings. (The north and south warehouses and the bunk house). They will replace windows, add heating systems and install insulation.
- A call went out for ideas on uses for the buildings and tenant improvements.
- They obtained a loan from the Okanogan County Electric Cooperative which they plan to use as matching funds to obtain a larger grant for the winterization project.
- Begin development of a Landscape Plan to be completed in the spring of 2011.
- Working with the Planning Commission to rezone the TwispWorks property; both groups will be meeting on November 24<sup>th</sup> to begin discussions.
- They are currently looking for partnerships to fill buildings that are available now and ready to be occupied.

Mark Edson – Mr. Edson congratulated Officer Michael Kim on finishing with a 93% on his recent equivalency training. Mr. Edson asked the Council to consider how to retain our current officers.

**Mayor’s Report**

Mayor Ing-Moody reported on the following:

- 2011 budget; the Bureau of Justice Police Grant is a large consideration in the proposed balanced budget.
- No applications have been received for the Grant Administrator’s position.
- She met with Fire Chief Comstock for a department update, a tour of the department and to discuss future visions.
- She met with Winthrop Mayor Dave Acheson to discuss relations between the town’s police departments, the need to increase the sales tax, and other future considerations. They have agreed to meet on a regular basis.
- Ty Sheehan resigned his position as Acting Chief; Mayor Ing-Moody reminded Council that Officer Sheehan was given the chance to try the position for a period of six months with no questions asked if he decided not to take the position. The Town will now begin the process of hiring a Police Chief.

**Staff Reports**

**Police Department**

There was nothing to report at this time.

## **Clerk's Office**

Clerk/Treasurer Moriarty reported on the following:

- She is currently training Police Clerk Hallowell to perform the Court Clerk job.
- Reorganizing and clean up of offices.
- Working on job description realignment.

## **Public Works Department**

Public Works Superintendent Moss reported on the following:

- Treatment plant – Updating our land application permit; a notice went into the newspaper as part of this process.
- Water – The Hughes Lane waterline project is complete. Superintendent Moss thanked Bob Rivard for his help digging the waterline.
- The motor in the Lookout Point pump station failed recently; the motor has been fixed.
- Public Works will be fixing the fire hydrant on Highway 20 near the Blue Spruce Motel soon. He found parts that could be used to fix it without having to purchase a new hydrant.

## **Fire Department**

Fire Chief Keith Comstock reported on the following:

- He thanked the Mayor for meeting with him at the fire hall.
- There was a plumbing and heating failure recently. Chief Comstock reported the plumbing issue was fixed and the heating issues have been temporarily fixed. He may need to purchase another heater and work on a consolidated thermostat to ensure proper heating for fire engines.
- He asked the Public Works Department to return the generator they borrowed; he needs it for backup at the fire hall.
- The air packs he thought would need to be replaced may not need to be after all, Fire District #6 would like to set up their old tank filling system at the Twisp Fire Hall; it may be able to be modified to fill the current tanks our department uses.

## **Committee/Board/Commission Reports**

### **Methow Watershed Council**

Council Member Gehring discussed the MWC Coordinator's contract and the need to meet with MWC Chairman Greg Knott. Council Member Gehring asked for a task spreadsheet to be complete by next week so he and Council Member Smith can arrange the meeting.

### **Non – Utilities Facilities Committee**

Council Member Smith discussed the status of the proposed Fuel Tank Agreement between the Town and the Airport Improvement Board. Mayor Ing-Moody asked Council Member Smith to take the lead on this issue and report back to Council.

**Action: Council Member Smith will meet with Airport Manager Bob Howson and Building Inspector Sandoz and report back to Council.**

**OLD BUSINESS**

**Revision of Resolution #10-477 – Regarding Ad Valorem (Property) Taxes**

Clerk Moriarty reported to Council she received a call from the Okanogan County Assessor's Office telling her they had made a mistake in reporting to her the amount of the 1% increase to be levied in 2011 for property taxes. Clerk Moriarty revised Resolution #10-477 and is asking for Council approval.

**Motion:**

Council Member Gehring moved to approve revised Resolution #10-477 determining and fixing the amount of Ad Valorem taxes to be levied for the year 2011. The motion was seconded by Council Member Estes and passed unanimously.

**Methow Valley Community Center (MVCC) – Visitor's Information Center (VIC)**

Council reviewed a letter they had solicited from the Twisp Chamber of Commerce regarding recommendations for the VIC. Mayor Ing-Moody gave a brief history of the current five year agreement, current services, hours of operation and that the Town has paid \$3,600 per year to the MVCC for 2008 and 2009 services. The Council needs to consider the amount to pay the MVCC for 2010 and 2011 and determine if the hours of operation are sufficient. The Council discussed various options for the VIC but decided to stick with the recommendations of the Chamber for 2010 and 2011. Staff will draft a letter to the MVCC for Council's consideration outlining the recommendations from the Chamber.

**Action:** Staff will prepare a letter to the MVCC outlining the recommendations for the VIC for 2011 services.

**Ordinance #620 - Zoning**

Council discussed Ordinance #620 outlining the recommended changes to the Zoning Ordinance made by the Planning Commission.

**Motion:**

Council Member Smith moved to approve Ordinance #620 as presented. The motion was seconded by Council Member Estes and passed unanimously.

**Resolution #10-480 – Comprehensive Plan**

Council discussed Resolution #10-480 regarding the recommendation made by the Planning Commission to update the Comprehensive Plan; changes were made primarily to the Urban Growth Area sections.

**Motion:**

Council Member Estes moved to approve Resolution #10-480 regarding updates to the Comprehensive Plan. The motion was seconded by Council Member Gehring and passed unanimously.

## **NEW BUSINESS**

### **Grant Administrator Position**

Council Member (Mayor Pro-Tem) Estes discussed the Grant Administrator's position. Since there have been no applications received for the position, Council Member Estes shared Accountant Storms' recommendation to have Mayor Ing-Moody work as the Grant Administrator on an interim basis. Council Member Estes reported Town Attorney Scott DeTro has been consulted and Mayor Ing-Moody can serve in both capacities as long as she is not compensated for the Grant Administrator's position more than \$18,000 in a calendar year. Mayor Ing-Moody stated she will agree to fill this position on an interim basis and will give Council due notice when she no longer wishes to fulfill this role, at which time she will give ample time to hire and train the next candidate. Council Member Estes discussed oversight of the position and Council determined oversight will be performed by the Mayor Pro-Tem and advised by our Town Attorney, Scott DeTro, in consult with the Finance Committee.

#### **Motion:**

Council Member Smith moved to approve hiring Soo Ing-Moody as the interim Grant Administrator to perform the duties outlined in the job description, with Mayor Pro-Tem Estes in charge of determining her compensation and performing oversight of the position. The motion was seconded by Council Member Day and passed unanimously.

### **Council Committee Assignments**

Council deliberated on Committee Assignments and from their discussion, Mayor Ing-Moody outlined the new Council Committee Assignments to be as follows:

- **Public Works:** Council Member Estes (Chairman) and Council Member Smith
- **Public Safety:** Council Member Estes (Chairman) and Council Member Lloyd
- **Finance:** Council Member Estes (Chairman) and Council Member Lloyd
- **Non-Utility Facilities:** Council Member Smith (Chairman) and Council Member Day
- **Pools, Parks and Trails:** Council Member Gehring (Chairman) and Council Member Day
- **Methow Watershed Council** – Mayor Appointed Designees: Council Member Gehring and Council Member Smith
- **TwispWorks** (Public Development Authority) - Liaison: Council Member Gehring
- **Planning Commission** – Liaison: Council Member Estes

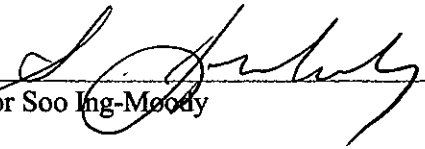
Council Member Day asked to remain on the Planning Commission as a voting member, stating she felt her experience would be beneficial to the current Planning Commission members that are still learning their positions and she doesn't want to see the Commission lose momentum. Staff will have to research whether that is an option.

**Action:** Staff was directed to see if Council Member Day could participate as a voting member of the Planning Commission and serve on the Town Council.

**Adjournment**

There being no further business to come before the Council; Mayor Ing-Moody adjourned the meeting at 9:40 pm.

**APPROVED:**

  
\_\_\_\_\_  
Mayor Soo Ing-Moody

**ATTEST:**

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