



**Town of Twisp
Council Meeting**

Tuesday, April 25th, 2023 – Time: 5:30 PM

**Location: Twisp Civic Building
118 S Glover St.**

If you would like to attend to the meeting online via computer, tablet, or smartphone, please visit our website and follow the link to join or navigate to the following

URL: <https://meet.goto.com/237292165>

If you would like to listen to the meeting over the phone, please use the following number: **[+1 \(571\) 317-3122](tel:+15713173122)**

Access Code: 237-292-165

Anyone who wishes to make a verbal public comment may register in person before the meeting, or with the Clerk's Office via phone 509-997-4081 or email clerktreasurer@townoftwisp.com before 3:00 PM on the day of the meeting. Public Commenters must provide their name, address, and the topic of their comment. At the designated time, commenters will be called on by the Mayor. Comments will be limited to three (3) minutes in length.

Public comments may also be submitted in writing in advance of the meeting (via email to clerktreasurer@townoftwisp.com or dropbox at Town Hall) and must contain the Commenter's name, address, and comment. Written comments will NOT be read aloud at the meeting, but will be included on the meeting minutes.



**Town of Twisp
Council Meeting Agenda
Tuesday, April 25th, 2023 – Time: 5:30 PM**

Call to Order and Roll Call

Pledge of Allegiance – Council Member (Mayor's Request)

Request for Additions &/or Changes to the Agenda

Public Comment Period

Routine Items:

- **Mayor's Report**
- **Staff Reports**
- **Committee/Commission/Board Reports**

New/Old Business:

- **Discussion/Action:** Nightly Rentals
- **Discussion/Action:** Interlocal Agreement Twisp/Chelan County – Fire Plan Review
- **Discussion/Action:** Planning Commission Membership Redistribution
- **Discussion/Action:** Police Department
- **Discussion:** Resolution #23-705 – Capital Facility Plan 2024-29
- **Discussion/Action:** Ordinance #798 – Intent to Annex Twisp into Ok Co Fire District No. 6
- **Discussion/Action:** TranGo/Twisp Ground Lease Renewal – 2023-24

Consent Agenda:

1. **Accounts Payable/Payroll**
2. **Minutes – 1/24/23, 02/10/23, 02/11/23, 02/28/23, 03/14/23, 03/28/23**

Adjournment

From: [Michael Price](#)
To: [Randy Kilmer](#)
Subject: Re: Lodging permit
Date: Monday, April 24, 2023 1:44:56 PM

Twisp Clerk,

Please make sure every Twisp Council Member sees this before the next council meeting (this week, I believe):

As a long-time resident of Twisp, I am completely opposed to the extension of the lodging moratorium and any attempt by the Council to rewrite the Twisp Zoning Code.

As far as I am aware, any attempt to control housing by moratoriums/caps/rent controls or any other government restrictions will backfire and produce the opposite effect. A moratorium on housing and its use:

- Inhibits investment in housing and improvements. Kills jobs.

- Restricts revenues for the town and its residents.

- Creates monopolies and reduces competition.

The government picking losers and winners is bad economics. Moratoria should be used sparingly, not to shut down lodging. The zoning code results from a public process. I don't think this administration can arbitrarily change it.

I live in a Commercial/Lodging zoning district in Twisp. A sign identifies it as "Lodging". I am surrounded on three sides by overnight lodging. I bought this place 25 years ago, and I have kept up the Commercial standards, at my expense. At considerable personal expense, including an ADA bathroom, I have rebuilt a detached structure to include an overnight rental. Now I am told by the town that lodging is deleterious to the public health and I will be forced by penalties not to rent. Will I and other would-be renters be compensated for this 'taking'? This could become very expensive for the town.

The moratorium is set to expire. Do not renew it. Do not attempt to rewrite the Zoning Ordinance. Your documents mention a group or committee to study this issue. Who are they? Is this a public process? How do I contact them? Please advise.

Mike Price
116 Johnson St
Twisp

Merry Maxwell
400 Twisp Avenue West
Twisp, WA 98856

April 18, 2023

Dear Twisp Town Council, @clerktreasurer@townoftwisp.com

I continue to be concerned about the possibility of Air B&B or short term rental use in residential areas of our community and am writing, once again, to encourage you to take up this subject. These short term rentals have been a problem for communities all across the west, including nearby communities like Chelan, where the failure to protect residential communities has led to inflated property values, increased traffic, increased property taxes and the erosion of neighborhoods where families and neighbors watch out for each other. The possibility of inflated property values is already a problem for the small community of Twisp, and the possibility of this kind of change to our neighborhoods will only compromise our community further. I encourage you to work with the citizens of this community to find a compromise that will protect neighborhoods while continuing to curtail increasing costs for the families and citizens who live here. We need to lower rental and housing costs, not provide an avenue for raising costs. I am also concerned about enforcement of permits if we allow unsupervised rentals where standards cannot be enforced. I believe it is time to build concrete language into city codes addressing this use, using language that is easily enforced and understood by all parties affected by the possible allowance of this use, even in commercial areas. Until all citizen concerns can be addressed, please consider extending the moratorium on this kind of use.

Regarding the Orchard Hills development, a satisfactory secondary road system must be developed into the proposed area in order to service it in a safe way, with contingencies for growth and...there must be a threshold on the costs of the homes in the area if we are truly working with developers to establish affordable housing in our community.

Respectfully,
Merry Maxwell

From: [Sandra Strieby](#)
To: [Soo Ing-Moody](#); towncouncilkauburn@gmail.com; towncouncilmember.acaswell@gmail.com;
towncouncil.measton@gmail.com; towncouncil.hsmith@gmail.com; towncouncil.astuden@gmail.com
Cc: [Randy Kilmer](#)
Subject: Comments--nightly rental moratorium
Date: Thursday, April 20, 2023 4:53:54 PM

Dear Mayor and council members,

I'd like to encourage the Town Council to extend the moratorium on nightly rentals, if that is allowed, or consider a new moratorium on non-owner-occupied nightly rentals in residential zones. I'd also encourage the town to take action to amend its regulations so that further extensions are not needed.

I've appreciated the opportunity to talk with each council member about nightly rentals, and hear your perspectives. Here are some of my current thoughts on non-owner occupied nightly rentals:

- a. In my opinion our need for resident housing, especially workforce housing, is much greater than the need for transient accommodations. I would be interested in knowing whether there is objective evidence of a shortage of transient accommodations.
- b. Converting housing stock to business investment property undermines our ability to house our community, both by occupying potential residences and by driving up real estate prices.
- c. The direct impacts of non-owner-occupied nightly rentals can be disruptive. With no owner in residence to establish standards of behavior and monitor guest activity, even a single nightly rental can have a significant effect on a neighborhood if it's occupied by people who make a lot of noise, disregard speed limits, or are careless about trash and litter.
- d. Non-owner-occupied nightly rentals also affect neighborhood fabric. Houses standing empty, or occupied by visitors for a few days at a time, don't contribute to a neighborhood the way permanent households do. Neighborhood character is important.
- e. The question of nightly rentals also relates to the larger issue of code enforcement in Twisp—with the short-staffed police department in charge of code enforcement, how likely is it that a complaint will get a response? Does the town's leadership have the will to make that a priority?

Owner-occupied nightly rentals are quite different, and I think they should be regulated differently. I'm not opposed to allowing them in residential areas, with proper standards.

Currently, Twisp's definitions are vague and don't provide adequate guidance for property owners, neighbors, or decision makers. Note the use of the words "usually" and "generally" in the excerpts from the code below:

"Nightly rental" means tourist accommodation in guest houses, recreational homes or cabins, or part-time residential homes; see also TMC [18.10.150](#) "**Overnight** accommodation" and "**Overnight** rental."

"Overnight accommodation" means a single-family residential dwelling unit or portion thereof, other than approved hotels, motels, inns or bed and breakfasts, rented on a nightly, weekly, or other basis less than month-to-month rental. Such uses may be within a single-family home, an accessory dwelling unit, condominium, multifamily or mixed/commercial use building and **generally have an owner/occupant, on-site management or contact.**

"Overnight rental" means a single-family residential dwelling unit on an individual lot, other than approved hotels, motels, inns or bed and breakfasts, rented on a nightly, weekly, or other basis less than month-to-month rental. Such uses may be within a single-family home, an accessory dwelling unit, condominium, and multifamily or mixed use/commercial building. Such uses are **usually booked through a service or**

direct contact with owner and do not have on-site management. (Ord. 669 § 1, 2013; Ord. 632 § 1, 2011; Ord. 620 § 2(15), 2010)

We need well-thought-out regulations that provide clear definitions, including definitions that unequivocally distinguish between owner-occupied and non-owner-occupied nightly rentals, and address the impacts of both kinds, and a regulatory structure that is supported by the comp plan and meets the needs and priorities of the community.

Thank you for considering my thoughts, and for your service to our town—

Sandra Strieby

From: [Nick and Phoebe Hershenow](#)
To: [Randy Kilmer](#)
Subject: Nightly Rentals
Date: Monday, April 24, 2023 7:46:33 AM

To the Twisp Town Council,

Please extend the nightly rentals moratorium.

A fair and thoughtful policy about nightly rentals needs to be developed in context of other planning efforts, which, we all know well, are super complicated and time consuming.

The momentum we have on this issue is not negligible, so let's not default back to the non-policy we had before.

Patiently,

Your appreciative Twisp resident,

Phoebe Hershenow

210 Borchard Lane

Twisp, WA 98856

801-707-8855

From: Scott DeTro <scott.detro1@gmail.com>
Sent: Thursday, April 13, 2023 4:23 PM
To: Randy Kilmer
Cc: Soo Ing-Moody; 'Kurt Danison'
Subject: RE: Nightly Rentals

Hi Randy,

RCW 36.70A.390 and RCW 35.63.200 allow the Town to renew the moratorium for additional six month periods if a subsequent public hearing is held and findings of fact are made prior to the renewal. Therefore, the Town has the option of renewing the Ordinance adopted on Nov. 22, 2023 for an additional six months if findings of fact are adopted and a hearing is held. The renewal would be done by ordinance, and must be adopted and published prior to May 22, 2023 for it to renew the current moratorium. The only other option that I am aware of would be to adopt the new regulations, to be in effect prior to the expiration of the current moratorium.

If you have any additional questions, please let me know.

Scott

As the Town Council considers options for addressing regulation of nightly rentals as required by the present moratorium, I want to provide the following information and potential amendments to the zoning code. It is important to note that the attached report provides data on all administrative permits issued by the Town for nightly rentals since 2010. The report shows that the Town has reviewed 14 permits for nightly rentals and issued 11 permits. Of those 11, only four are presently in compliance (just two of these are advertised on AirBnB or VRBO), two are being notified that without a current business license they are out of compliance and not permitted to operate, and five properties have changed hands so the administrative permit is not valid.. with another operating without a permit (enforcement process has been initiated).

The following presents information from the zoning code with some potential amendments in "strikeout".

18.10.140 "N" definitions.

~~"Nightly rental" means tourist accommodation in guest houses, recreational homes or cabins, or part time residential homes; see also TMC 18.10.150 "Overnight accommodation" and "Overnight rental."~~

18.10.150 "O" definitions.

~~"Overnight accommodation" means a single family residential dwelling unit or portion thereof, other than approved hotels, motels, inns or bed and breakfasts, rented on a nightly, weekly, or other basis less than month to month rental. Such uses may be within a single family home, an accessory dwelling unit, condominium, multifamily or mixed/commercial use building and generally have an owner/occupant, on-site management or contact.~~

~~"Overnight rental" means a single family residential dwelling unit on an individual lot, other than approved hotels, motels, inns or bed and breakfasts, rented on a nightly, weekly, or other basis less than month to month rental. Such uses may be within a single family home, an accessory dwelling unit, condominium, and multifamily or mixed use/commercial building. Such uses are usually booked through a service or direct contact with owner and do not have on-site management. (Ord. 669 § 1, 2013; Ord. 632 § 1, 2011; Ord. 620 § 2(15), 2010)~~

18.10.190 "S" definitions.

"Short-term rental" means a single-family residential dwelling unit on an individual lot, other than approved hotels, motels, inns or bed and breakfasts, rented on a nightly, weekly, or other basis less than month-to-month rental. Such uses may be within a single-family home, an accessory dwelling unit, condominium, and multifamily or mixed use/commercial building. Such uses are usually booked through a service or direct contact with owner and do not have on-site management.

Appendix A District Use Chart

Uses of land in Twisp are regulated based on the primary or principal use of the land and/or structures occupying the land. In commercial and light industrial zones (excluding airport industrial) uses incidental, secondary, accessory or appurtenant to the primary or principal use of the land and/or structure do not have to be listed in the use chart as an allowed use in order to be allowed providing such uses do not represent a significant (greater than 30 percent) percentage or portion of use or activity and do not alter the appearance and overall use of the land and/or structure. Such uses must complete an impact assessment checklist and may be conditioned by the administrator to mitigate potential noise, dust and other impacts to adjoining properties.

Uses not listed: uses not listed in the district use chart may be allowed if they comply with the general and specific performance standards and with any special regulations that apply to the zoning district in which the use is proposed. The district use chart is not a prescriptive list of all allowed or disallowed uses, but a comprehensive list of examples.

LEGEND:

A = Allowed Use

P = Prohibited Use

AP = Allowed; Administrative Permit Required

PD = Planned Development Permit Required

CUP = Conditional Use Permit Required

BSP = Binding Site Plan

	R-1	R-2	R-3	C-1	C-2	C-3	C-R	I	AIR	PU*
Overnight accommodations	AP	AP	AP	AP	AP	AP	AP	P	P	P
Overnight Short-term rentals	AP	AP	AP	AP	AP	AP	AP	P	P	P

18.50.080 Administrative permits.

(4) Conditions of Approval. In order to mitigate anticipated impacts of a proposed use or support a finding of fact or prevent and abate public nuisances associated with any project for which an administrative permit is requested, the administrator shall have the authority to require compliance with conditions and safeguards deemed necessary to mitigate the anticipated impacts of a proposed use, based on the findings of fact (per subsection (3)(b) of this section). Such conditions may be imposed that could increase requirements in the standards, criteria, or regulations of this title or other town legislation or adopted policies. Project proponents may submit plans for proposed alternative means of mitigation impacts for review by the town. No administrative permit shall require, as a condition, the dedication of land for any purpose not reasonably related to the use of property for which the administrative

permit is requested, nor posting of a bond to guarantee installation of public improvements not reasonably related to the use of property for which the administrative permit is requested.

(a) The following conditions must be met prior to approval of an administrative permit for overnight accommodations and overnight rentals. Compliance with said conditions is required on an annual basis. Noncompliance may result in revocation of permit.

(i) Town business license.

(ii) Transient accommodation permit.

(iii) Okanogan County health district permits as appropriate for food service, if any.

(iv) Parking will be as required in underlying zone.

(v) Building inspection for health and safety issues.

(vi) 24/7 contact information for owner and/or manager.

(b) This permit shall be valid on a continuous basis as long the use does not lapse for greater than 2 years.

(c) Any lapse in payment of the business license may result in revocation of this Administrative Permit.

(d) All activities related to this proposal must occur on proposed site.

(e) Off-site signage shall not be allowed. On-site signage must conform to the following standards:

(i) signs larger than 2 sq. ft (2 square feet) shall be prohibited;

(ii) signs shall not be reflective or contain internal illumination (down-lit or up-lit signs are permissible so long as the light being cast illuminates only the sign and is shielded from directing light sky-ward or across property boundaries).

(f) All visitor vehicles must be parked within the property boundaries not on public right-of-way;

(g) Any nuisance created by this project shall be subject to the Nuisance Ordinance established by the Town of Twisp in TMC 8.05;

Twisp Nightly Rentals - Inventory and Status

	Permit Number	Received date	Approved date	Name	Address	Current Business License	Active	Inactive	Comment
1	22-02	4/7/2022	not issued	X	612 June St	?	?	?	Applicant wanting to rent a single bedroom on nightly basis
2	12-02	6/11/2012	2/14/2018	X	604 Second Ave	Y	Y	N	small cottage
3	13-01	12/10/2013		X	406 Methow Valley Highway N.	N	N	Y	Full house - new owner
4	17-01	1/5/2017	5/10/2017	X	213 Glover Street	N	N	Y	Planned to rent nightly when not in town - new owners
5	17-02	2/2/2017	5/25/2017	X	614 Methow Valley Highway N.	N	N	Y	Cabin in woods - new owners
6	19-01	2/17/2018	10/16/2019	X	101 N. Glover	?	Y	N	Apartment above 1808 BBQ
7	18-01	1/4/2018	2/8/2018	X	135 W. Twisp Ave	Y	Y	N	House on corner of Twisp and Johnson owners use as vacation home
8	19-01	2/21/2019	not issued	X	102 Methow Valley Highway N.	N	N	Y	Building code required sprinklers which resulted on applicant being dropped
9	20-01	2/6/2020	6/8/2020	X	307 Burgar St	Y	?	?	Older home
10	21-01	2/2/2021	3/23/2021	X	214 Glover St S.	N		Y	Second floor of small building - new owner
11	21-08	12/16/2021	1/31/2022	X	4 Greys Lane	N	N	Y	Newer home in Greys Lane Plat - new owner
12	-	4/5/2022	not issued	X	209 Ainsworth Lane	N	N	Y	denied due to Moratorium
13	10-03	4/9/2010	9/9/2010	X	640 Bigelow	N	N	Y	Renting unit on monthly basis
14	22-01		9//9/22	X	510 W Twisp Ave	Y	Y	N	Renting primarily to friends and family when visiting
15	N/A	N/A	N/A	X	919 E. Methow Valley Highway	N	N	N/A	Wrote enforcement letter on 3/7/23

**INTERLOCAL AGREEMENT BETWEEN THE
THE TOWN OF TWISP AND CHELAN COUNTY
FOR PLAN REVIEW SERVICES**

This Interlocal Agreement Between the Town of Twisp and Chelan County for Plan Review Services ("Agreement") is entered into by and between the Town of Twisp ("Town") and Chelan County, Washington ("County"), and sometimes referred to as a "Party" or collectively the "Parties".

RECITALS

WHEREAS, the Parties are municipalities which agree to enter into this Agreement pursuant to Chapter 39.34 RCW, the Washington Interlocal Cooperation Act; and

WHEREAS, the Town has received a Planned Development Application from Palm Investments North LLC, who proposes to divide a 16.81-acre site in the western half of the Town into 52 individual single family residential lots ranging in size from 3,630 square feet to 8,903 square feet and three open space tracts of 8,390 square feet, 116,669 square feet and 171,156 square feet ("proposed development"); and

WHEREAS, the Town desires to enlist the services of the Chelan County Fire Marshal ("Fire Marshal") to review the plans of the proposed development and provide written comments as to whether the proposed development meets existing fire code standards, including access and evacuation routes necessary for the proposed development; and

WHEREAS, the County has established and maintains a qualified Fire Marshal as an employee of the County; and

WHEREAS, the Fire Marshal for the County is available to provide such plan review services to the Town.

NOW, THEREFORE, in consideration of the foregoing recitals and covenants contained herein, the Parties agree as follows:

AGREEMENT

1. Plan Review Services. The County, through its duly appointed Fire Marshal, shall review the plans for the proposed development for the purposes of providing comments regarding conformity to applicable fire codes, accesses to the proposed development for emergency ingress and egress in the event of an evacuation because of wildfire, and such other pertinent review criteria as determined by the Fire Marshal ("plan review services").

2. Duration. This Agreement shall take effect upon approval by both Parties and publication on the Parties' websites, and shall continue and be in full force and effect until the Fire Marshal provides comments as provided herein.

3. Termination.

3.1 Either Party may terminate this Agreement by providing 10 days advanced written notice to the other Party and the effective date of such termination.

3.2 This Agreement may be terminated in its entirety at any time by mutual written agreement of the Parties.

4. Administration - No Separate Entity Created. The Town shall be responsible for the administration and management of all aspects related to the review, permitting and administration of the proposed development, except as provided herein. No separate legal entity is created hereby.

4. Consideration. Consideration for the plan review services provided herein shall be \$__100.00__ per hour, with a maximum of \$__500.00__. The County shall invoice the Town for the plan review services

provided in this Agreement, and the Town shall pay such invoices as submitted within 30 days of receipt of the same. Interest shall accrue at the rate of 8% per annum on invoices not timely paid by the Town.

5. Indemnification. The Parties shall defend, indemnify and hold each other, their officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney's fees, arising out of or resulting from the acts, errors or omissions of the other Party in performance of this Agreement, except for injuries and damages caused by the negligence of the other Party.

6. Records and Forms. The County shall keep and maintain accurate and complete records pertaining to the provisions of this Agreement. The Town shall have full access to and right to examine any of said records. All records, books, documents or other material maintained, prepared or issued within the limitation of this Agreement shall be the property of the Town and shall be the responsibility for the retention and release of the same.

7. Employment Relationship. No employment relationship is created. The Parties agree that nothing in this Agreement can be construed as creating an employment relationship between the Town and any employee, agent, representative or contractor of the County, or between the County and any employee, agent, representative or contractor of the Town. Without limiting the foregoing, the Fire Marshal shall at all times relative to this Agreement be and remain an employee of the County, and the County shall be exclusively responsible for providing all compensation, benefits, discipline and supervision with respect to the Fire Marshal except as expressly set forth in this Agreement.

8. Integrated Agreement. This Agreement constitutes the entire agreement of the Parties regarding the provision of plan review services, and

supersedes all oral or written agreements and negotiations between the Parties, which are hereby deemed void and are of no force or effect.

9. Photocopies. Photocopies of signatures approving this Agreement shall be considered the same as original signatures for all purposes.

DATED this 17th day of April, 2023.

COUNTY: Chelan County Board of County Commissioners



By Tiffany Gering
Tiffany Gering, Chairman

By Kevin Overbay
Kevin Overbay, Commissioner

By Shon Smith
Shon Smith, Commissioner

ATTEST:

Carlye Baity
Carlye Baity, Chelan County Clerk of the Board

TOWN: Town of Twisp

By _____
Soo Ing-Moody, Mayor

ATTEST:

Randy Kilmer, Town Clerk-Treasurer

Chapter 2.25 PLANNING COMMISSION

Sections:

2.25.010 Purpose.

2.25.020 Powers and duties.

2.25.030 Commissioners – Manner of appointment.

2.25.040 Terms, removal, filling of vacancies and compensation.

2.25.050 Meetings.

2.25.060 Organization.

2.25.010 Purpose.

The purpose of this chapter is to provide for the authority, responsibilities, membership and organization of the planning commission of the town of Twisp, Washington, so that it can effectively provide recommendations to the town council as set forth in this chapter, or under the laws of the state of Washington. (Ord. 542 § 1, 2005)

2.25.020 Powers and duties.

The planning commission of the town of Twisp shall act as an advisory body to the town council, including but not limited to the following:

- (1) Provide recommendations to the town council for review and periodic updating of the town's comprehensive plan;
- (2) Provide recommendations to the town council for the development of new land use regulations or revisions of existing land use regulations for consideration by the town council;
- (3) Provide recommendations to the town council regarding administration of land use regulations of the town;
- (4) Cause the preparation and conveyance of reports to the town council, including findings of fact and recommendations of the planning commission on any land use application or proposed regulation which requires planning commission review as provided by ordinance or Washington State law;
- (5) Such other related duties as requested by the mayor, town planner, or the town council, or as prescribed by ordinance or the laws of the state of Washington. (Ord. 688 § 1, 2015; Ord. 627 § 1, 2011; Ord. 542 § 2, 2005)

2.25.030 Commissioners – Manner of appointment.

The planning commission of the town of Twisp shall consist of five members, two of which shall be residents of the town of Twisp, all of which shall be appointed by the mayor and confirmed by the town council. If requested, the planning commission may provide recommendations to the mayor for prospective appointees to the planning commission. (Ord. 606, 2009; Ord. 542 § 3, 2005)

2.25.040 Terms, removal, filling of vacancies and compensation.

The term of office for the members appointed to such commission shall be designated as one one-year term, two two-year terms, and two three-year terms. After the initial terms have expired, subsequent appointments shall consist of a three-year term resulting in the expiration of no more than two in any given year. Vacancies occurring

other than through the expiration of terms shall be filled for the unexpired term. Commission members shall be selected without respect to political affiliations and they shall serve without compensation.

Whenever a commission member is absent for three consecutive regular meetings of the commission or an aggregate of five regular or special meetings of the commission within a calendar year, unless permission is granted by a majority of the commission, the person's right to the position shall be automatically terminated. Members may be removed by the mayor with the approval of the town council for inefficiency, neglect of duty or malfeasance in office.

Upon the resignation or removal of any member, a successor shall be appointed by the mayor and confirmed by the council for the unexpired term. (Ord. 732 § 1, 2018; Ord. 688 § 1, 2015; Ord. 542 § 4, 2005)

2.25.050 Meetings.

The planning commission shall hold a general meeting once a month and other meetings will be held as deemed necessary to conduct the business of the planning commission. The planning commission shall adopt bylaws for the transaction of business and shall keep a written record of its meetings, resolutions, transactions, findings and determinations, which records shall be a public record. (Ord. 688 § 1, 2015; Ord. 542 § 5, 2005; Ord. 490 § 1, 1999)

2.25.060 Organization.

The planning commission shall elect a chairman and vice chairman from its members at their first meeting of the year and the chairman shall preside at the meetings of the board. Meeting agendas shall be determined based on council direction. The mayor shall designate a member of the paid staff of the town to serve as secretary. All meetings shall be subject to the Open Public Meetings Act (Chapter [42.30](#) RCW). (Ord. 768 § 1, 2021; Ord. 739 § 1, 2018; Ord. 542 § 6, 1996)

[Mobile Version](#)

RESOLUTION #24-705

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF TWISP,
APPROVING THE SIX YEAR CAPITAL FACILITIES PLAN FOR
2024 THROUGH 2029**

WHEREAS, a Capital Facilities Plan is essential in planning for capital expenditures and for the construction of public facilities; and

WHEREAS, a Capital Facilities Plan aids the Town in developing the needed financing for capital expenditures and the construction of public facilities in the application for grants and loans from state and federal programs; and

WHEREAS, the Town Council of the Town of Twisp, Washington, being the legislative body of said Town, did hold a public hearing on the review of the 2024 through 2029 Capital Facilities Plan on May 9th, 2023; and

WHEREAS, all comments regarding the 2024 through 2029 Capital Facilities Plan as prepared by the Town of Twisp, Washington, for capital expenditures and construction of public facilities within its jurisdictional boundaries were considered.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Twisp, Washington, that the revised and extended Six Year Capital Facilities Plan for the ensuing six calendar years, 2024 through 2029, is hereby adopted.

Passed by the Town Council of the Town of Twisp, Washington, this 9th day of May, 2023.

APPROVED:

Soo Ing-Moody, Mayor

ATTEST:

Clerk/Treasurer Randy Kilmer

CAPITAL FACILITIES PLAN AIRPORT 20243

Town of Twisp Resolution #~~22-698~~

Project	Estimated Cost	20234	20245	20256	20267	20278	20289-20389	Proposed Funding Source	Priority Ranking
Crack seal, weed control, seal, and restripe runway and north taxiway	\$130,000 \$40,000	X						WSDOT/ LOCAL	1
Runway Rehabilitation – Design	\$80,000		X	X				WSDOT/ LOCAL	2
Runway Rehabilitation – Phase I Construction	\$600,000			X	X			WSDOT/ LOCAL	3
Runway Rehabilitation – Phase II Construction	\$600,000				X	X		WSDOT/ LOCAL	4
Construct helicopter pad	\$60,000				X	X		WSDOT/ LOCAL	5
Fencing around entire airport property	\$120,000					X	X	WSDOT/ LOCAL	6
Design Welcome center, vehicle access & parking, landscaping	\$45,000						X	WSDOT/ LOCAL/CARB	7
Construct Welcome center, vehicle access, parking, landscape, and restrooms	\$550,000						X	WSDOT/ LOCAL/CARB	8
Pave transient pad	\$120,000						X	LOCAL/CARB	9
North taxiway - Design	\$70,000						X	WSDOT/ LOCAL	10
North taxiway - Construction	\$600,000						X	WSDOT/ LOCAL	11

CAPITAL FACILITIES PLAN AIRPORT 20243

Town of Twisp Resolution #22-698

Update ALP, planning	\$80,000						X	WSDOT/ LOCAL	12
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DRAFT

CAPITAL FACILITIES PLAN POOL 2024³

Town of Twisp Resolution #~~22-698~~

Project	Estimated Cost	<u>2023</u> <u>2024</u>	<u>2024</u> <u>2025</u>	<u>2025</u> <u>2026</u>	<u>2026</u> <u>2027</u>	<u>2027</u> <u>2028</u>	<u>2028</u> <u>2029-</u> <u>2038</u> <u>2039</u>	Proposed Funding Source	Priority Ranking
Rescue hook and pole	\$650	X						FOP	1
Planning and Design of new aquatics center	\$180,000		X					RCO	2
Replace Front Entry Doors	\$2,000		X					Local	3
Security Cameras at Pool Entrances	1000		X					FOP	4
Cracks on Pool Deck	\$750		X					Local	5
Construction of new aquatics center	\$7,500,000				X			RCO/Local	6

CAPITAL FACILITIES PLAN PUBLIC WORKS 202~~42~~⁴³

Town of Twisp Resolution #~~22-698~~

Project	Estimated Cost	202 34 ⁴³	202 45 ⁴⁵	202 56 ⁵⁶	202 67 ⁶⁷	202 78 ⁷⁸	202 89 ⁸⁹ - 203 89 ⁸⁹	Proposed Funding Source	Priority Ranking
SR20 west sidewalk bank stabilization from bus garage to Carlton Rd	\$15,000	X						TBD	1
3 Rd Ave Corridor	\$350,000		X					Complete Streets/CDBG	2
Downtown gateway arches	\$275,000		X					Complete Streets/CDBG	3
Way finding signage	\$120,000			X				Complete Streets	4
Install 4 eV charge stations downtown.	\$100,000			X				Complete Streets/CDBG	5
Twisp Ave Corridor	\$175,000			X				Complete Streets/CDBG	6
SR20 Landscaping	\$290,000				X			Complete Streets	7

CAPITAL FACILITIES PLAN SEWER SYSTEM 20243

Town of Twisp Resolution #22-698

Project	Estimated Cost	2023 4	2024 5	2025 6	2026 7	2027 8	2028 9 -2038 9	Proposed Funding Source	Priority Ranking
Sewer mainline rehabilitation, priority 1&2 defects	\$1,700,000	X						USDA/CDBG	1
WWTP improvement Design	\$849,000	X						CWSRF/DOE	2
WWTF improvements/ phase1	\$6,5 12,000,000		X	X				DOE/ CDBG	3 1
<u>Install generator at Lift Station 3</u>	<u>\$50,000</u>	<u>X</u>						<u>ARPA/Local</u>	<u>2</u>
WWTF improvements/phase2	\$6,000,000			X	X			DOE/CDBG	4
Sewer mainline rehabilitation, priority 3 defects	\$384,400					X		CWSRF/DOE	5
<u>WWTP effluent outfall replacement</u>	<u>\$550,000</u>				<u>X</u>			<u>DOE/PWB</u>	<u>3</u>
Sewer main extension to Airport rd and Cascade Loop rd	\$2,500,000						X	CWSRF/DOE/ RCO	6 4
Sewer main extension to Anderson rd	\$850,000						X	Local/CWSRF	7 5

CAPITAL FACILITIES PLAN TRANSPORTATION 202~~22~~⁴³

Town of Twisp Resolution #~~22-698~~

Project	Estimated Cost	202 4 ⁴	202 5 ⁴	202 6 ⁵	202 7 ⁶	202 8 ⁷	202 9 ⁸ - 203 8 ² 039	Proposed Funding Source	Priority Ranking
*SR20 Curb/sidewalk/bike path-Twisp R bridge to N C/L. 2025' (.39mi).	\$1,900,000	X						WSDOT PBP/ RTP ^{TIB}	1
** SR20 Curb/sidewalk/bike path-Methow River to Blue Star Coffee. 1500'	\$1,683,772	X						WSDOT PBP	
**Pavement preservation Glover St. from SR20 to Twisp Ave, plus arterial connectors to SR20 from Glover St. Crack seal, seal coat and stripe	\$30,000	X						TIB	2
**5th Ave from Glover to Lincoln-264' (.05mi). Overlay. PCR-63	\$51,921	X						TIB/TBD	3
**5th Ave from Lincoln to Methow-264' (.05mi). Overlay. PCR-56	\$51,921	X						TIB/TBD	3
**5th Ave from Methow to Canyon-264' (.05mi). Overlay. PCR-56	\$51,921	X						TIB/TBD	3

TAP=Transportation Alternative Program TIP=Transportation Improvement Program TIB=Transportation Improvement Board
RCO= Recreation and Conservation Office STBG=Surface Transportation Block Grant PBP=Pedestrian Bicycle Program

***Funded**

****Funding Application Submitted**

CAPITAL FACILITIES PLAN TRANSPORTATION 202~~4~~³

Town of Twisp Resolution #~~22-698~~

Project	Estimated Cost	202 4 ³	202 5 ⁴	202 6 ⁵	202 7 ⁶	202 8 ⁷	202 9 ⁸ - 203 8 ² 03 9 ¹	Proposed Funding Source	Priority Ranking
**5th Ave from Canyon to Alder- 317' (.06mi). Overlay. PCR-56	\$62,344	X						TIB/TBD	3
**5th Ave from Alder to Bridge- 264' (.05mi). Overlay. PCR-72	\$51,921	X						TIB/TBD	3
**Lincoln St. from 5th to 4th- 317' (.06mi). Overlay. PCR-59	\$51,354	X						TIB/TBD	3
**Lincoln St. from 4th to 3rd- 317' (.06mi). Overlay. PCR-59	\$51,354	X						TIB/TBD	3
**4th Ave from Glover to Lincoln- 264' (.05mi). Overlay. PCR-56	\$44,049	X						TIB/TBD	3
4 th St. from Lincoln to E end- 106' (.02mi). 2 coat chip seal. PCR- not rated/gravel	\$2650	X						TBD	<u>24</u>
Alder St. from 5 th to N end- 422' (.08mi). Grind/2 coat chip seal.	\$10,600	X						TBD	<u>24</u>
Alder St. from 5 th to SR20- 844' (.16mi). Grind/chip seal. PCR-60	\$21,100	X						TBD	<u>24</u>
Bridge St. from 5 th to N end- 528' (.10mi). Grind/2 coat chip seal. PCR-52	\$13,200	X						TBD	<u>24</u>

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***Funded**

****Funding Application Submitted**

CAPITAL FACILITIES PLAN TRANSPORTATION 202~~22~~⁴³

Town of Twisp Resolution #~~22-698~~

Project	Estimated Cost	202 4 ⁴	202 5 ⁴	202 6 ⁵	202 7 ⁶	202 8 ⁷	202 9 ⁸ - 203 8 ² 039	Proposed Funding Source	Priority Ranking
Bridge St. from 5 th to S end- 686' (.13mi). Grind/2 coat chip seal. PCR-52	\$17,150	X						TBD	<u>24</u>
Methow St. from 5 th to N end- 158' (.03mi). Grind/2 coat chip seal. PCR-34	\$3,950	X						TBD	<u>24</u>
Webb Ln. from 5th to SR20- 845' (.16mi). Grind/2 coat chip seal. PCR-53	\$21,125	X						TBD	<u>24</u>
**SR20 sidewalk/bike path, Methow River to Blue Star Coffee. 1525'	\$1,683,772		X					WSDOT PBP	<u>35</u>
Twisp Ave. from SR20 to Glover- 264'-200' (.05mi). Overlay. PCR-59	\$129,000 <u>\$173,187</u>		X					TIB/TBD	<u>64</u>
Move SR20 crossing at Twisp Ave from south of intersection to north	\$7,500		X					TIB/TBD	<u>64</u>
<u>Glover Street from SR20 to Twisp Ave-1420'. Overlay.</u>	<u>\$1,159,024</u>		<u>X</u>					<u>TIB/TBD</u>	<u>4</u>
<u>Glover Street Sidewalk replacement from post office to Twisp Ave both sides of street and ADA curb ramps where needed.</u>	<u>\$314,985</u>		<u>X</u>					<u>TIB/TBD/ Complete Streets</u>	<u>4</u>

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***Funded**

****Funding Application Submitted**

CAPITAL FACILITIES PLAN TRANSPORTATION 202~~4~~³

Town of Twisp Resolution #~~22-698~~

Project	Estimated Cost	202 4 ⁴	202 5 ⁴	202 6 ⁵	202 7 ⁶	202 8 ⁷	202 9 ⁸ - 203 8 ² 03 9 ⁹	Proposed Funding Source	Priority Ranking
Pave Twisp Ave parking lot	\$34,000		X					TBD	74
SR20/Glover St intersection improvement engineering and design	\$172,000 <u>\$25,000</u>			XX				STBG/Commerce <u>WSDOT/RTPO</u>	85
Methow St. from 6 th to N end- 211' (.04mi). 2 coat chip seal. PCR- not rated/gravel	\$5,300			X				TBD	96
6 th Ave from Methow to Canyon- 264' (.05mi). 2 coat chip seal. PCR- not rated/gravel	\$8,800			X				TBD	96
Alley from SR20 to Johnson-313' (.06mi). 2 coat chip seal. PCR- not rated/gravel.	\$10,500			X				TBD	96
Johnson St. from 3rd to 2nd 264' (.05mi). 2 coat chip seal. PCR- not rated/gravel.	\$8,800			X				TBD	9
Ewell St. from Riverside to WWTP- 475' (.09mi). 2 coat chip seal. PCR- unrated/gravel	\$14,000			X				TBD	96
<u>Evergreen Loop from Riverside- 800' 2 coat chip seal. PCR- unrated/gravel</u>	<u>\$26,000</u>			<u>X</u>				<u>TBD</u>	<u>6</u>

TAP=Transportation Alternative Program TIP=Transportation Improvement Program TIB=Transportation Improvement Board

RCO= Recreation and Conservation Office STBG=Surface Transportation Block Grant PBP=Pedestrian Bicycle Program

***Funded**

****Funding Application Submitted**

CAPITAL FACILITIES PLAN TRANSPORTATION 202~~4~~³

Town of Twisp Resolution #~~22-698~~

Project	Estimated Cost	202 4 ⁴	202 5 ⁴	202 6 ⁵	202 7 ⁶	202 8 ⁷	202 9 ⁸ - 203 8 ² 03 9 ⁹	Proposed Funding Source	Priority Ranking
<u>SR20/Glover St intersection improvement construction and property acquisition</u>	<u>\$4,500,000</u>				<u>X</u>			<u>WSDOT/RTPO</u>	<u>7</u>
Twisp Airport access rd. from Airport RD to Airport- 1214' (.23mi). Grind/2 coat chip seal. PCR-50	\$31,000				X			TBD	10 ⁸
Twisp Carlton rd. from SR20 to S City limit-845' (.16mi). 2 coat chip seal. PCR-not rated	\$28,000				X			TIB/TBD	11 ⁹
SR20/Glover St intersection improvement construction	\$1,715,000					X		STBG/Commerce /RTPO	12
SR20 Curbing/sidewalk- Canyon to Glover and Glover to 5th. 850' (.16mi).	\$600,000					X		WSDOT PBP	13 ¹⁰
Anderson Rd. from Peters to end- 975' (.18mi). 2 coat chip seal. Not rated	\$32,000					X		TBD	14 ¹¹
Peters Rd. from Bugar to Anderson-230' (.04mi). 2 coat chip seal. Not rated	\$7,600					X		TBD	14 ¹¹

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RCO= Recreation and Conservation Office STBG=Surface Transportation Block Grant PBP=Pedestrian Bicycle Program

*Funded

**Funding Application Submitted

CAPITAL FACILITIES PLAN WATER SYSTEM 2024

Town of Twisp Resolution #22-698

Project	Estimated Cost	2023 2024	2024 2025	2025 2026	2026 2027	2027 2028	20282029- 20382039	Proposed Funding Source	Priority Ranking
Connect Well 4 to well house	\$50,000	X						Local	1
Install generator and VFD to Well 4	\$38,000 52,000	<u>X</u>	X					Local	<u>12</u>
<u>Water main and service replacement on Glover Street and Twisp Ave</u>	<u>\$1,167,600</u>	<u>X</u>						<u>DOH/PWB</u>	<u>2</u>
Replace access hatches to reservoir #1 and #2	\$20,000		X					Local	3
Water system plan update	\$90 120,000		X					CDBG/DWSRF	<u>43</u>
Decommission Well #1	\$20,000			X				Local	5
Water main extension from SR20 to Cascade Loop	\$550 350,000				X			USDA	6
Replace water main 5 th Ave	\$300,000				X			USDA	7
Repair Support and Paint River Crossing Water Main	\$160,000					X		Local	8
Water main extension from Cascade Loop to Airport	\$1,300,000					X		USDA/RCO CDBG	9
8" Loop – Riverside Avenue	\$480,000						X	USDA	10
8" Loop West 2 nd Ave & Borchard Lane	\$680,000						X	USDA	11
8" Loop – Twisp/Carlton Rd.	\$170,000						X	USDA	12

CAPITAL FACILITIES PLAN WATER SYSTEM 2024

Town of Twisp Resolution #~~22-698~~

Lookout Point Booster Station Upsize	\$40,000						X	Capital Reserve	13
Lookout Point Pressure Zone Water Main	\$550,000						X	USDA	14

CAPITAL FACILITIES PLAN WATER SYSTEM 20243

Town of Twisp Resolution #~~22-698~~

ORDINANCE #798

AN ORDINANCE OF THE TOWN OF TWISP, WASHINGTON, DECLARING AN INTENT TO ANNEX THE TOWN OF TWISP TO OKANOGAN COUNTY FIRE PROTECTION DISTRICT NO. 6 AND INITIATING SUCH ANNEXATION.

WHEREAS, the growth within the Town of Twisp ("Town") and Okanogan County Fire Protection District No. 6 ("District") has created a greater demand for fire protection, fire suppression and basic life support services; and

WHEREAS, the fire protection, fire suppression and basic life support services are frequent services that are necessary for the public health and safety; and

WHEREAS, the Town Council has considered the Town's abilities and options for rendering adequate fire protection, fire suppression and basic life support services for the Town; and

WHEREAS, the Town currently contracts with the District for fire protection, fire suppression and basic life support services; and

WHEREAS, the Town and District have pursued a mutually beneficial annexation of the lands within the jurisdiction of Twisp into the District; and

WHEREAS, the Town and District have reached agreement for annexation pursuant to the terms and conditions of the "Interlocal Agreement for Annexation of the Town of Twisp to Okanogan County Fire Protection District No. 6" dated April 11, 2023; and

WHEREAS, the Town Council has determined that it is in the best interest of the Town to join the District to enhance efficiency and effectiveness in providing fire protection, fire suppression and basic life support services; and

WHEREAS, RCW 52.04.061 requires that the annexation process be initiated by the passage of an ordinance by the Town stating an intent to join the District and finding that the public interest will be served thereby; and

WHEREAS, the Town of Twisp has a population of less than 300,000 citizens; and

WHEREAS, the Town Council desires to place before the voters of the Town and the District the issue of whether to annex the Town into the District.

NOW, THEREFORE, be it ordained by the Town Council of the Town of Twisp, Washington, as follows:

SECTION 1. ADOPTION OF FINDINGS OF FACT. The foregoing recitals shall be and are hereby adopted as the Findings of Fact of the Town Council in support of this Ordinance as required by RCW 52.04.061.

SECTION 2. DECLARATION OF INTENT. The Town Council hereby declares its intent to be annexed into the Okanogan County Fire Protection District No. 6.

SECTION 3. PUBLIC INTEREST. The Town Council does hereby find that the public interest will be served by the Town being annexed into the District.

SECTION 4. CONCURRENCE BY DISTRICT BOARD. If the Board of Fire Commissioners of the District shall concur in the proposed annexation of the Town, notification shall be transmitted to the Okanogan County Commissioners as specified in RCW 52.04.061 and the District shall request an election be held at the next available election date in order for the voters of the Town and District to decide whether or not the Town should be annexed into the District.

SECTION 5. EFFECTIVE DATE. This Ordinance shall become effective from and after its passage by the Town Council, approval by the Mayor and publication of the Ordinance, or a summary thereof, as required by law.

Passed by the Town Council of the Town of Twisp, Washington, at its regular meeting on the 25th day of April, 2023.

APPROVED:

Soo Ing-Moody, Mayor

ATTEST:

APPROVED AS TO FORM:

Randy Kilmer, Town Clerk-Treasurer

W. Scott DeTro, Town Attorney

GROUND LEASE AGREEMENT

THIS GROUND LEASE AGREEMENT, hereinafter “**Lease**,” is made and entered into this 1st day of June, 2022, by and between the **Town of Twisp**, a municipal corporation of the state of Washington, hereinafter referred to as “**Lessor**,” and **Okanogan County Transit Authority (TranGo)**, a municipal corporation, with its principal place of business at 303 2nd Ave S. Suite A, Okanogan, Washington 98840, hereinafter referred to as “**Lessee**.”

WITNESSETH:

In consideration of the mutual promises and covenants as set forth below, the parties hereby agree as follows:

1. The Lessor hereby leases to Lessee the real property situated in the Town of Twisp, Okanogan County, Washington, and described as follows:

A portion of parcel #3322170415 of the Town of Twisp located between Wagner Street and Marble Street.

The above-referenced description shall be hereinafter referred to as the “**Premises**.” Lessee warrants that they have examined the Premises, and that they are accepted in their present condition and state of repair.

2. **Term of Lease**. The term of this Lease shall be for a period of **two (2) years** commencing on this 1st day of July, 2023. Provided, that the Lessor may terminate this Lease at any time that the Premises are required by the Lessor for a municipal purpose upon the giving of 30 days’ notice to Lessee in writing. The Lessee may terminate the lease if the purpose should no longer be needed by the Lessee upon giving 30 days’ notice to the Lessor in writing.

3. **Rent**. Lessee shall pay to Lessor during the term hereof the sum of **\$250.00 per month** payable in advance on or before the 10th day of each month of the term herein.

4. **Permitted Use**. Lessee shall use Premises for the limited purpose of parking TranGo buses used for the area’s transportation and the Lessee shall not use the Premises for any purpose in violation of any federal, state, county or town statute of ordinance, or of any regulation, order or directive of the government agency as such statutes, ordinances, regulations, orders or directives now exist or may hereinafter provide concerning the use and safety of the Premises. The Lessee shall not, during the term

hereof, maintain, commit, or permit the maintenance or commission of any nuisance on the Premises.

5. **Construction or Alterations.** The Lessee shall not construct any permanent or other improvements on said Premises, and shall not alter the Premises, including the alteration of any grade or location of existing roadbeds, without the prior written consent of the Lessor.

6. **Maintenance and Repair.** The Lessee, at its own expense, shall maintain the Premises in good repair and at least in as good of condition as that in which it was delivered, allowing for ordinary wear and tear.

7. **Assigning and Subletting.** The Premises shall not be sublet for any purpose without the prior written consent of Lessor.

8. **Casualty Insurance and Indemnity.** Lessor shall not be liable for any injury to or death of any person, or for any loss or damage to any property occurring in or about the Premises. Lessee shall, at all times prior to the termination of this Lease and to the delivery to Lessor of possession of the Premises, indemnify Lessor against all liability, loss, cost, damage, or expense sustained by Lessee, including attorney's fees and other expense of litigation arising prior to termination of the lease term and delivery to Lessor of possession of the Premises:

A. On account of or through the use of the Premises, or any party thereof, by Lessee or by any person for a purpose inconsistent with the provisions of this Lease.

B. Arising out of, or directly or indirectly due to the failure of Lessee in any respect promptly and faithfully to satisfy their obligations under this Lease.

C. Arising out of, or directly or indirectly due to the accident or other occurrence causing injury to any person or persons or property resulting from the use of the Premises, or any part thereof.

D. For which the Premises or any part thereof, or the Lessor as owner thereof, may hereinafter without fault by Lessor become liable for any liability, loss, cost, damage, or expense that may arise under any statute, ordinance of regulation.

Lessee also shall, at all times prior to termination of the lease term and delivery to Lessor of possession of the Premises, indemnify Lessor against all Liens and charges

of any and every nature that may, at any time, be established against the Premises, as a consequence, direct or indirect, of any act or omission of Lessee, or as a consequence, direct or indirect, of the existence of Lessee's interest under this Lease.

Lessee shall also, at its own expense, maintain liability insurance on the Premises naming the Lessor as an additional insured thereon, with minimum limits of liability in the amount of \$1,000,000 single limit and shall provide proof of said insurance to the Lessor.

9. **Assumption of Risk.** Lessee hereby assumes all risk for any loss or damage to its equipment, property or inventory on the Premises, and hereby assumes all risk of any injury or the death of any person employed by it or working on the Premises on its behalf, and hereby assumes liability for all property damage and injury or death of persons or animals upon the Premises.

10. **Liens and Encumbrances.** Lessee shall keep the Premises free and clear of any liens and encumbrances.

11. **Default.** Time is of the essence of this Agreement, and in the event that Lessee shall violate or breach or fail to keep or perform any covenant, agreement, term or condition of this Lease, and if such default or violation shall continue, or shall not be remedied within 30 days after notice in writing thereof given by the Lessor to Lessee specifying the matter claimed to be in default, Lessor, at its option, may immediately declare Lessee's rights under this Lease terminated and re-enter the Premises. If any suit or other collection action shall be instituted by either party to this Agreement to enforce the provisions of the Lease, the prevailing party, in addition to all costs, shall be entitled to recover reasonable attorney's fees.

12. **Venue and Jurisdiction.** Venue and jurisdiction of any cause of action caused for breach of this Agreement shall be in Okanogan County, Washington.

13. **Notices.** All notices hereunder shall be mailed , certified mail, to the following respective addresses, or other address as either party may designate:

LESSOR: Town of Twisp
 PO Box 278
 Twisp, WA 98856

LESSEE: Okanogan County Transit Authority (TranGo)
 PO Box 507
 Okanogan WA 98840

14. **Surrender of Premises.** At the expiration of the lease term, the Lessee shall quit and surrender the Premises in as good a state and condition as it was at the commencement of this Lease.

IN WITNESS WHEREOF, the parties have executed this lease the day and year first above written.

LESSOR:

TOWN OF TWISP

By: _____
Soo Ing-Moody, Mayor

ATTEST:

By: _____
Randy Kilmer, Town Clerk

LESSEE:

OKANOGAN COUNTY TRANSIT AUTHORITY (TRANGO)

By: _____
Brent Timm, CEO/General Manager

STATE OF WASHINGTON)

ss:

County of Okanogan)

I certify that I know or have satisfactory evidence that Soo Ing-Moody and Randy Kilmer are the persons who appeared before me, and said persons acknowledged that they signed this instrument, on oath stated that they were authorized to execute the instrument and acknowledged it as the Mayor and Town Clerk respectively of the Town of Twisp to be free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated: _____

_____ (printed name)

Notary Public in and for the State of Washington,
residing in Twisp
My appointment expires: _____

STATE OF WASHINGTON)

ss:

County of Okanogan)

I certify that I know or have satisfactory evidence that Brent Timm is the person who appeared before me, and said person acknowledged that they signed this instrument, on oath stated that they were authorized to execute the instrument and acknowledged it as the CEO/ General Manager respectively of the Okanogan County Transit Authority (TranGo) to be free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated: _____

_____ (printed name)

Notary Public in and for the State of Washington,
residing in _____

My appointment expires: _____

WARRANT/CHECK REGISTER

Town Of Twisp

Time: 08:40:58 Date: 04/21/2023

04/12/2023 To: 04/25/2023

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
807	04/18/2023	Claims	1	EFT	Ok Co Electric Cooperative Inc	84.35	March/April Bill
818	04/25/2023	Claims	1	EFT	ST of WA Dept. Revenue	4,853.37	March W/S Tax
821	04/25/2023	Claims	1	EFT	US Dept. of Ag. Rural Develop	683.00	
779	04/12/2023	Claims	1	37778	Quality Lube Corporation	4,424.00	
822	04/25/2023	Claims	1	37779	Aero Methow Rescue Service	420.00	
823	04/25/2023	Claims	1	37780	Architects West, Inc	230.85	
824	04/25/2023	Claims	1	37781	Beckwith Consulting Group	700.00	
825	04/25/2023	Claims	1	37782	Department Of Retirement Systems	25.00	
826	04/25/2023	Claims	1	37783	David Ebenger	550.00	
827	04/25/2023	Claims	1	37784	IamGIS Group, LLC	5,250.00	
828	04/25/2023	Claims	1	37785	Soo Ing-Moody	63.00	
829	04/25/2023	Claims	1	37786	Okanogan County Building Dept.	960.00	
830	04/25/2023	Claims	1	37787	Okanogan County Treasurer	10,659.92	
831	04/25/2023	Claims	1	37788	Owen Equipment Company	288.39	
832	04/25/2023	Claims	1	37789	Oxarc	57.76	
833	04/25/2023	Claims	1	37790	PUD No 1 of Okanogan County	6,975.83	
834	04/25/2023	Claims	1	37791	Pacific Appraisal Associates, PLLC	4,700.00	
835	04/25/2023	Claims	1	37792	Planet Turf	2,848.23	
836	04/25/2023	Claims	1	37793	Quality Lube Corporation	576.87	
837	04/25/2023	Claims	1	37794	Quill	97.31	
838	04/25/2023	Claims	1	37795	Shady Creek Gardens	560.43	
839	04/25/2023	Claims	1	37796	Signs By Tomorrow Bellingham	357.26	
840	04/25/2023	Claims	1	37797	T-O Engineers, Inc	52,676.70	
841	04/25/2023	Claims	1	37798	Tacoma Screw Products, Inc.	260.19	
842	04/25/2023	Claims	1	37799	USA BlueBook	1,110.59	
843	04/25/2023	Claims	1	37800	Varela & Associates, Inc	5,928.58	
844	04/25/2023	Claims	1	37801	Weinstein Beverage Corp	389.84	
845	04/25/2023	Claims	1	37802	Wilson Engineering	5,047.00	
846	04/25/2023	Claims	1	37803	Woodland Resource Services Inc	3,929.50	
847	04/25/2023	Claims	1	37804	Xerox Corp	234.53	
001 General Fund						22,529.60	
101 Street Fund						3,378.24	
224 Debt Service - General Fund						683.00	
309 Civic Building/EOC						230.85	
401 Water Fund						19,511.49	
404 Sewer Fund						10,004.04	
406 CWSRF - WWTP Facility Plan						52,676.70	
407 Collection System Improvements						5,928.58	
						<hr/>	
						114,942.50	Claims:
						114,942.50	114,942.50

WARRANT/CHECK REGISTER

Town Of Twisp

Time: 08:40:58 Date: 04/21/2023

04/12/2023 To: 04/25/2023

Page: 2

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
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CERTIFICATION: I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described and that the claim is a due and unpaid obligation against the Town of Twisp and that I am authorized to authenticate and certify to said claim.

Clerk/Treasurer _____ **Date:** _____

Council Signatures:

Hans Smith _____

Mark Easton _____

Alan Caswell _____

Aaron Studen _____

Katrina Auburn _____

WARRANT/CHECK REGISTER

Town Of Twisp

Time: 08:40:47 Date: 04/21/2023

04/12/2023 To: 04/25/2023

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
780	04/15/2023	Payroll	1	EFT		850.00	
781	04/15/2023	Payroll	1	EFT		1,300.00	
782	04/15/2023	Payroll	1	EFT		1,300.00	
783	04/15/2023	Payroll	1	EFT		1,400.00	
784	04/15/2023	Payroll	1	EFT		1,300.00	
785	04/15/2023	Payroll	1	EFT		1,560.00	
786	04/15/2023	Payroll	1	EFT		750.00	
787	04/15/2023	Payroll	1	EFT		1,350.00	
788	04/14/2023	Payroll	1	0	Internal Revenue Service	1,368.47	941 Deposit Draw April
001 General Fund						11,178.47	
						11,178.47	Payroll: 11,178.47

CERTIFICATION: I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described and that the claim is a due and unpaid obligation against the Town of Twisp and that I am authorized to authenticate and certify to said claim.

Clerk/Treasurer _____ **Date:** _____

Council Signatures:

Hans Smith _____

Mark Easton _____

Alan Caswell _____

Aaron Studen _____

Katrina Auburn _____

Town of Twisp

Council Minutes – 01/24/23

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

Council Members present: Aaron Studen
 Alan Caswell
 Katrin Auburn
 Hans Smith
 Mark Easton

Council Member absent:

Pledge of Allegiance

Council Member Caswell led the Pledge of Allegiance.

Request for Additions or Deletions to the Agenda

None

Public Comment Period: Up to Three Minutes

Ellen Agaard commented the following (verbally and in writing):

In the coming year you will be considering proposals for several developments and annexations. As a future homeowner and resident of the Town of Twisp, I want to share three ideas that I hope will inform your decisions.

1. Concerning zoning for density:

Residential zoning in the Town of Twisp is codified by lot size. While the town code allows planned developments to modify lot sizes in order to include and preserve chunks of open space, the stated goal of R1, R2, and R3 zoning is to “promote the use, value and enjoyment of property, sleep, and repose, and the quality of the environment in all residential zoning districts.” (Ord. 620 § 5(1), 2010).

Lot size plays an important role in the character of a neighborhood; larger lots also provide environmental benefit, such as handling and filtering stormwater and snowmelt “on site.” Sometimes the land set aside for open space in a planned development cannot provide these environmental benefits (such as when the open space includes steep hillsides), and sometimes the trade-off for larger chunks of open space significantly changes the intended character of a neighborhood (such as when R1 zoning effectively becomes R2 or R3, due to reduction of lot size and inclusion of duplexes).

When deciding whether to approve planned developments that significantly alter the lot sizes and setbacks required by current zoning, Twisp’s planning commission and council need to consider the original goals of that zoning designation, whether the land set aside for open space truly contributes to those goals, and the dangers of creating a precedent for exceptions to lot size requirements.

2. Considering housing affordability:

More housing does not necessarily equal more affordable housing. Housing affordability depends on many complex and interdependent factors, and this is particularly true in the Methow Valley, where the cost of construction is high.

Some of the ways in which new housing costs can be reduced include the use of partial or complete off-site manufacturing, having a single developer build dwellings on multiple lots (savings in scale and timing of work), and public or private/non-profit subsidies for affordable housing, such as those provided through the housing trust and the county.

Reduced lot size has a relatively minor impact on housing cost for the individual homeowner. It is certainly cheaper for a developer to provide infrastructure (grading, roads, main water and sewer and electrical lines) that serves more lots, but those savings do not significantly decrease the eventual cost of a single home.

When deciding whether to approve a development or annexation, Twisp's planning commission and council need to thoroughly vet claims of affordability based solely on density, reduced lot size, or increased numbers of houses.

3. Concerning prioritization of developments and annexations:

Twisp has limited water and sewer capacity, as well as limited capacity to plow roads, store snow, and maintain streets, sidewalks, trails, and parks. There may not be adequate town services for all of the development and annexations being proposed. Please weigh the overall benefits of proposed developments carefully, in comparison with one another, and prioritize those that provide the greatest benefit, including housing affordability, so that those limited town resources serve the greatest good.

Thank you for taking the time to read and consider my comments, and, as always, for the good governance and opportunity to participate in it.

Isabelle Spohn, Twisp resident, commented:

I became concerned about local air quality while living in Mazama in the 1970s. Most winter mornings when I drove into town, I saw blue sky - but there was a thick layer of woodsmoke hugging the ground over Winthrop. When the EIS addressing the huge Early Winters ski resort was released, there was no mention of increased woodsmoke. After public comments, the regional forester required that a supplemental EIS address pollution from woodstoves and fireplaces at the resort, and I wound up on that committee. Many drafts of a new air quality ordinance followed; but once the resort failed, officials' concerns over winter air quality disappeared. I'm concerned about significant development proposed for Twisp under the banner of much-needed housing. My concern is that Twisp is unprepared with any policy to mitigate damage to our air shed with increasing use of firewood. At least one of these development proposals states that the proponent is depending upon the Twisp Town Code for adequate mitigations - of which there seem to be none! I looked in the town code under: Health and Safety Vehicles and traffic Building and construction Environment And Land use regulationsbut didn't find much. Am I missing something? Frequent winter inversions in high mountain valleys trap smoke close to the ground during the coldest days of the year. Some of you are aware that woodsmoke contains carcinogenic compounds such as Benzo-A -Pyrene in addition to particulate matter we now experience nearly year-round from wood smoke. Consequently, other recreation-based western resort towns have developed policies to protect their air rather than eventually shutting down all burning during inversions. They consider needs of low-income residents and families who have traditionally used wood heat through the decades. Here are some examples: *A date of registration for fireplaces and woodstoves. *Wood cook stoves exempt for

the life of the owner if used for cooking and in place before registration dates. *Fireplaces in only lobbies, restaurants, etc. and none allowed in new home construction after a certain date. *Rules for storage of fuel for fireplaces and wood stoves to minimize burning wet wood. * One wood stove per structure. * Fireplace inserts required after a certain date. *Cap-and-trade policies relieving established wood users. It's time we confronted some of the realities surrounding the rapid construction now proposed for our town. Protection of clean air is one of those. Education is good, citizen action needed, and air purifiers wonderful - but, as with Climate action, policy is essential. At this point, I've seen no proponents or groups supporting such needed policy. Twisp could be a leader of such efforts - or at least protect its own residents.

Mayor's Report

Mayor Ing-Moody reported that there is a lot of work happening at the Town and staff are busy, as is shared in our usual department head meetings. Additionally, staff have been busy preparing for the upcoming council retreat where many things will be discussed.

Staff Reports

Clerk's Office: Clerk, Kilmer reminded that dog licenses are due no later than January 31, and that after that there will be a late fee added.

Public Works: Director Denham reported that Public Works has a lot going on and shared that he found out today from the Transportation Improvement Board (TIB) that The Town had not been successful with a crack seal project grant application, but that he did have a conference call today with TIB in which they are willing to include Twisp in Winthrop's successful crack seal project grant application. Director Denham talked to Winthrop's Public Works director who stated that he is very interested in this proposal whether it is self-performed or from the small works roster. Denham shared that if this works that would be great news as TIB will have funded two projects this year. Snow removal is still the majority of the work that is being done by the department at this time, but they are finally catching up with other tasks. Public Works is working with police to take care of blind and trouble spots which will be started in the first part of next week. Vehicles on the street continue to be problem all over town. Director Denham reported that they are getting worse not better, even with the widening of streets as snow is being cleared. He said that they are trying their best to keep right of ways and alleys clear, but people aren't making the effort to park off the street. People are parking their cars on the street instead of in their own parking spots off street as snow accumulates, which is causing a major safety issue as crews are out with loaders and plows in the early hours trying to plow.

Interim Chief Sheehan reported that anything we have going on externally mirrors Public Works. The issues we are running into are the same. The Police Department is going to start giving written notices this week and then moving on to towing if cars continue to park in right of ways and on the street as it is a major hazard. Officer Purtell finished the FTO academy last week and is now certified as a field training officer. The Police Department now has a police clerk which is very helpful. There are also a lot of internal housekeeping and compliance issues which are now being taken care of.

Mayor Ing-Moody reiterated public works and police concerns, stating that it is never a desirable position to have a lot of snow to manage all at once and asked for community cooperation. She expressed that with the mountains of snow needing to be moved by staff, as more snow continues to fall, she asks that citizens be aware, patient, and do their part in remedying the problem of snow accumulation, slick roads, and poor access. She noted that with new snow coming down combined with the fluctuating temperatures resulting in thawing and freezing, the snow this year has posed some new challenges to snow removal operations.

The biggest issue we are facing is that instead of removing piles of snow from personal property citizens are parking on the street which causes Public Works to be unable to clear the streets properly, which in turn causes complaints and safety concerns. She asked the public to please do their part. Mayor Ing-Moody stated that regarding notices and warnings being placed on vehicles, they will be placed on all vehicles that are parking where they are not supposed to. The intention is not to ticket but to bring awareness to how important this really is. Parking in unauthorized areas can cause someone to get hurt because they cannot use the road or walkway properly. It is code that snow removal be done by any means on private property by the property owner. The Town will keep doing what they can to keep roads cleared and safe and asks property owners to do the same.

Interim chief Sheehan stated that if there are people in town who are relying on street parking and don't have anywhere else to go, to contact local contractors and others that can plow a parking spot for residents to park their car. It would help Public Works do their job better as well as make the roads safer for everyone.

Commission/Committee/Board Reports

Council Member Caswell reported that he attended the Planning Commission meeting. There was not a quorum, so it was a round table. They were mostly wondering where the Town Council is on the sign code and if they have had time to review the draft. They were also wondering when the public hearing will be. The moratorium for nightly rentals cannot be renewed. They have been speaking with towns such as Leavenworth and Langley to see how they handle nightly rentals.

Council Member Easton asked if Planner Danison said what options there were when the moratorium runs out.

Council Member Caswell responded that he did not but that a plan of action is needed.

Mayor Ing-Moody stated that there an extension of six months to the moratorium as has been authorized by Town Council. We shared that the town is awaiting a draft housing action plan to be completed, which may provide some guidance. The current extension goes into May so it may be a tight time frame.

Council Member Smith asked if staff would be looking at the code.

Mayor Ing-Moody responded that it is the intention that the Mayoral Twisp Economic Revitalization Committee (TERC) review the sign code, as it comprises of business owners that have interest in the Town, which could help with thoughts and comments to assist and inform the Council further regarding impacts on the implementation of the code.

Council Member Smith reported the he attended the Twisp Airport Advisory Board (TAAB) meeting. There was a small agenda but long discussion. They reviewed crack sealing for 2023 which is semi dependent on TIB funding, they are still working on a plan for this year. Hanger lease rates were discussed and the TAAB would like to bring a presentation before Council at a future meeting.

Council Member Easton reported that he attended the Chamber of Commerce retreat last week. It was a very productive meeting. They decided to put term limits on the board of three consecutive two-year terms. Board members that have already done this have a set term limit. The Chamber also talked about the roles of marketing and event coordinators and possibly separating them. They are planning on having more events going forward. Council Member Easton stated that it was a good meeting and feels they have matured and are moving into a new phase.

Council Member Studen reported that there was not a Parks and Rec meeting due to lack of quorum. He did attend the Friends of the Pool meeting and reported that they have contracted with a local non-profit consultant to develop a capital campaign for a new pool. The meeting last week had thirty to forty people in attendance and the discussion is available by email. They talked about things like infrastructure,

location, and funding sources. Friends of the Pool is wanting to hire an Executive Director. There is a job posting out now. They are also looking for office space. Friends of the Pool is also looking into the possibility of a public facilities district which is funded by other means which could include a 2% sales tax increase.

Mayor Ing-Moody attended the Methow Watershed Council (MWC) meeting where they did elections for the open positions, as well as for Chair and Vice-Chair. She was happy to say that a new Chair has been appointed, which is Jean Bodeau. Mayor Ing-Moody will stay on as Vice- Chair. Council typically conducts interviews of newly elected officials; they will be invited to the next Council Meeting.

OLD/NEW BUSINESS

Presentation: Clean Air Methow Art Installation- Liz Walker

Liz Walker presented a slide show before the Council for the art exhibit called “The Fifth Season” asking that it be set up in the Civic Building; moving it for a more permanent installation from the Winthrop library.

Council Member Easton stated that he is assuming the audio portion would not be part of it. He also asked if the cost of installation would be on the Town or Clean air Methow.

Liz responded that there will be printed cards that would be put on the wall next to the portraits; the audio is also available online. She stated that Clean Air Methow currently does not have the funding for installation.

Council Member Smith stated that they would need to work with Public Works to ensure proper installation.

Council Member Easton made a motion to approve the art installation, Council Member Auburn seconded. The motion passed unanimously.

Discussion/Action: Mike Maples/RedTail Development LLC Annexation Request – Parcel 3322170256

Planner Danison introduced the letter requesting annexation referred to as Mill Hill, the hill above mill property. Maples is requesting an annexation of two acres and a property line adjustment. The letter is basically for a yes or no from Council. They plan on working on the boundary line adjustment to add to the Town.

Council Member Smith had observations on the letter. He asked if the BLA would change ownership to Lloyd, Planner Danison responded that yes it would. Council Member Smith stated that looking at this annexation request, it is different from another one that has been brought forward as that one has a planned development on it. He would like to have a committee discussion and bring that forward to Mike Maples so that he can understand what the Town is asking.

Planner Danison stated that he will get a meeting set up with Mr. Maples.

Action: Planning Commission Appointment Position #4- John Battle

John Battle stated that he has served on the commission for six years and has been Chair for last four. He feels that he understands the role that the commission plays in Town. He has missed very few meetings and knows that Twisp has many upcoming challenges and would like to continue serving.

Council Member Easton asked, since we have an annexation with Orchard Hills property and Blackbirds, do you feel at this point we would be better served with a full-time Town Planner or part time? Mr. Battle stated that there is an awful lot of work to be done in planning and that Kurt cannot be replaced. We have a good team and would like to think that we can work through it. He stated that he knows budgets are limited and having a full-time planner would be a big step. He suggested we work with what we have for the time being.

Council Member Smith made a motion to appoint John Battle. Council Member Studen seconded. The motion passed unanimously.

Action: Planning Commission Appointment Position #2- Jasmine Minbashian

Jasmine Minbashian stated that she has learned a lot over the past year and feels like she has gotten a better grasp of how it all works and sees the important work ahead. She is really excited to dig into that. She stated she has a real desire to look at all the plans together and how it impacts the Town and said that the work gets her excited as it entails creativity and problem solving.

Council Member Caswell made a motion to appoint Jasmine Minbashian, Council Member Auburn seconded. The motion passed unanimously.

Action: Twisp Airport Advisory Board (TAAB) Appointment Position #1- Derek Van Marter

Van Marter stated that he is excited to continue working with the Town as a member of TAAB.

Council Member Smith made a motion to appoint Derek Van Marter. Council Member Easton seconded. The motion passed unanimously.

Action: Twisp Airport Advisory Board Appointment (TAAB) Position #2- Dan Kuperberg

Council Member Smith made a motion to appoint Dan Kuperberg. Council Member Auburn seconded. The motion passed unanimously.

Action: Parks & Recreation Commission Appointment Position #3- Sandy Liman

Sandy Liman stated that there is lots going on that he is excited to be a part of it all.

Council member Auburn made a motion to appoint Sandy Liman. Council Member Studen seconded. The motion passed unanimously.

Action: Parks & Recreation Commission Appointment Position #4- Andrew Brandstetter

Andrew Brandstetter stated that he has a personal interest in skate park and would like to continue to be on the commission. He is excited about everything happening.

Council Member Auburn made a motion to appoint Andrew Brandstetter. Council Member Studen seconded. The motion passed unanimously.

Consent Agenda

- Accounts Payable/Payroll

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 24th day of January, 2023.

Accounts Payable	Checks #37577-37610	\$280,864.96	01/24/23
Payroll	EFT Trans #50-59	\$12,232.38	01/24/23

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

Adjournment

There being no further business to come before the Council, Mayor Ing-Moody adjourned the meeting at 6:48 pm.

APPROVED:

Mayor Soo Ing-Moody

ATTEST:

Clerk/Treasurer Randy Kilmer

Town of Twisp

Special Meeting - Retreat

Council Minutes – 02/10/2023

Mayor Ing-Moody called the special meeting/retreat to order on Friday, February 10th, 2023 at 12:08 p.m.

The Pledge of Allegiance was led by Council Member Studen.

Retreat Theme: “Focus on Sustainability”

Council Members present: Aaron Studen
Mark Easton
Hans Smith
Alan Caswell
Katrina Auburn

Department Heads present: Randy Kilmer, Clerk/Treasurer
Ty Sheehan, Chief of Police
Kurt Danison, Town Planner
Andrew Denham, Public Works Director
Dan Higbee, Building Official - Remote

Consent Agenda

Council Member Smith motioned to approve the consent agenda with a minor change in the 8-23-22 minutes to reflect the correct funding requested by the Methow Salmon Recovery Foundation. Council Member Easton seconded the motion, and it passed unanimously.

Mayor’s Introduction

Mayor Ing-Moody welcomed everyone and expressed how happy she was to be meeting with the Council at the retreat again. Due to Covid, there hasn’t been a Council Retreat since 2019. She noted that retreats are always a valuable time in which town staff and decision makers come together to discuss their vision and the challenges and opportunities the town may face in planning for a viable future. She stated that a retreat is an opportunity for the group to understand how we have arrived at where we are, what has been accomplished, and what is scheduled for the next year and beyond. The Mayor expressed her thanks and appreciation to staff for their diligent efforts during these difficult past few years during the pandemic, moving, amidst staffing shortages. She recognized that none of the staff or council are immune to outside forces, and that none of the challenges facing the Town have been simple solved by quick fixes. She looks forward to a productive council retreat and thanks all for their attendance and participation.

Department Head Reports

Each Department Head was asked to prepare a report to present at the retreat to inform Council Members of the state of each of their departments, including future objectives.

Planning Department – Planner Kurt Danison

Planner Danison provided the following report to the council.

Planning Department

Goals and Workplan – 2023 to 2028

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.

In 2022 and thus far in 2023 the Town's planning team has accomplished the following:

- Reviewed Business License Applications
- Reviewed Building Permits
- Numerous informal and formal pre-application meetings for potential plats/PDs, CUP's, Variances, Shoreline, Floodplain, BLA,s and Administrative Permits with potential applicants
- Numerous phone calls responding to questions related to zoning and other codes and how they affect specific properties
- Prepared reports and letters about specific land use issues/questions
- Meetings and discussion regarding TwispWorks and impacts on neighbors
- Learned more details about building code items that impact certain aspects of our land use codes
- Worked with new Deputy Clerk on processes and procedures for land use permitting
- Processed Short Plats:
 - Processed 2 preliminary PD's (Orchard Hills and Twisp Townhomes) in 2022
 - No final approvals for long plats/PDs in 2022
 - Processed Boundary Line Adjustments: 1 to date in 2023

- Processed 0 Shoreline Exemptions
- Issued Administrative Permits
- Processed 0 floodplain/shoreline/critical areas permits
- Reviewed Impact Assessment checklists
- Attended Department Head Meetings
- Attended Planning Commission Meetings
- Attended Economic Development District Meetings
- Attended Economic Alliance Meetings
- Completed DRAFT update of Sign Code 2022

For the remainder of 2023 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 level and potential sources of funding to address or implement in Twisp
- Respond to questions, concerns and comments in a timely manner
- Assist in preparation of grant/loan applications and related materials as requested
- Process land use permits in a timely manner
- Follow through on Planned Developments and other development projects
- Complete update of Sign Code
- Initiate update of Land Use Element and preparation of Housing Element for Comprehensive Plan

- Review business licenses and building permits

Short Term Planning Goals (2023-2024):

- Attend Department Head Meetings
- Continue providing advice and assistance to the Public Works on projects
- Complete work on updates to Comprehensive Plan
- Initiate work on updating of Zoning Code to reflect updated Comprehensive Plan
- Continue to coordinate with Building Official, Public Works Director and Deputy Clerk on review, approval and any follow up on building permits, business licenses and administrative permits
- Identify and implement improvements to permit applications and review processes
- Follow up on pending applications for BLA's, Administrative Permits and PD's.
- Participate as a board member on the Economic Alliance and North Central Economic Development District (representing Tonasket and other consortium communities – cost split 6 ways)

Medium Term Planning Goals (2024-2025):

- Refine and continue short term goals
- Train appropriate staff on planning process and procedures
- Update development regulations as needed

Long Term Planning Goals (2025-2028)

- Refine and continue short and medium-term goals

Building Department – Dan Higbee

Dan Higbee joined the meeting remotely and gave a verbal report to the council. Twenty-one building permits were issued in 2022, and thirty were issued in 2021. These permits vary in type, including: solar panels, garages, carports, remodels, new residential construction, and town capital projects. Dan would like to note that due to upcoming staffing concerns at the county, the Town of Twisp might start looking at options for a building official outside of

contracting with the County. Larry Surface, a current county employee who's planning to retire, may be interested in contracting with the Town in the future.

Clerk's Department – Clerk/Treasurer Randy Kilmer

Clerk Kilmer provided the following report to the council.

The Twisp Clerk's Office staff works hard to stay in compliance and to avoid any liability issues or judgements against the Town and to support other departments to facilitate and collaborate for the overall good of the town in a professional manner.

Finances – How are we doing?

We ended 2022 with \$585,466.11 in reserves in the General Fund, this includes \$240,000, approximately a two-month cushion for maintenance and operations. Additional reserves comprise of: \$8,196 Fire Hall Loan, \$157,212 ARPA Funds, \$289 Tree Board, \$35,114 Pool, \$1,877 Drug Investigation, \$1,639 Arts, and \$69,228 Unreserved ending balance.

In 2023, per the adopted budget, we will draw the unreserved balance down to \$12,000 to help cover increased expenses in the General Fund but will retain the two-month operating reserve.

The Town ended 2022 with Water O&M Reserves of \$305,856, Water Capital Project Reserves of \$127,420, Sewer Reserves O&M Reserves of \$182,150, and Sewer Capital Project Reserves of \$239,034.85

For 2022 with the support of the Finance Committee, the Street and Transportation Benefit District (TBD) funds were separated for more transparent accounting and reporting. This split helped us to discover a more accurate state of affairs for our Street fund. In 2022 the Street fund ended \$30,719 in the red, and TBD ended \$1,590 in the red. Increased expenditures in snow removal and equipment maintenance accounted for the losses in the streets funds in 2022. The 2023 budget aims to address this deficit by updating public works' employee wage splits, and reduced spending. The budget should cut the deficit for the street fund to \$9,000 in the red by the end of 2023, and projected to ultimately back into the black by 2024. The TBD will be back in the black early in 2023 and ultimately end the year with \$40,000 in reserves. Director Denham will discuss strategies for more effective use of the Streets and TBD funds which could potentially address the Streets fund deficit.

Audit – The Town of Twisp was audited in 2021 for the period of 2018-2019. The results of the audit were successful with no findings. Given that this audit period encompassed three Clerk/Treasurer's work, including my own as a rookie to the position, this was a fantastic outcome. As in the previous audit, the Town did receive a Management Letter in regards to cash receipting practices at the pool. These recommendations were implemented in the 2022 pool season and the expectation is that the matter will be a non-issue in the next audit. Due to staffing issues at the State Auditor's office, the Town's next audit for the period of 2020-2022

will take place in the fall of 2023. I anticipate no issues as reporting and processes have only become stronger for that period.

Council, Commissions and Boards – Deputy Clerk Davis currently supports the following groups: Town Council, Planning Commission, Parks and Recreation Commission, Airport Advisory Board, Tree Board, Civil Service Commission, the Board of Adjustments and TERC. She attends each of their meetings to take minutes and make sure correct Open Public Meeting Act procedures are followed. Communication between council and the boards has become even more of a priority as each board is busier than ever with large projects. Staff aims to keep the lines of communication open and assist with keeping projects progressing as much as possible.

Staffing –

As of late 2022 the Clerk's office is now fully staffed. This consists of myself as the full-time Clerk/Treasurer (CT), Heather Davis as the full-time Deputy Clerk (DC), and Kelli Chase as the part-time Admin Assistant (AA).

Late in 2021 per council approval, the Admin assistant position increased from 20 to 32 hours per week. This has been fantastic for departmental coverage and allows the DC and myself to focus on larger projects without constant interruption during Town Hall's open hours.

In the summer of 2022 both the DC and AA positions were vacant, leaving just me. We took this time to restructure the organizational chart of the department, again placing the CT as supervisor to the DC and AA positions. This change has been very helpful in creating workflows with open lines of communication. Although it was very difficult and not sustainable for the long term, covering all three positions by myself gave me the opportunity to learn each of the jobs in a way that will help me to manage them better moving forward. New staff are learning quickly and becoming valued members of staff across our organization. I've received many comments from the community about how well they're doing and how helpful and friendly the front office is compared to previous years. I'm looking forward to continuing their training and building an even more efficient department to support Town functions.

Grant Administration-

Significant progress has been made in this area, as I've spent years working to tidy up old grants and project funds. As a part of the 2021 end of year budget amendment, the Council approved the closeout of multiple old projects that were still on the books. Cleaning these reports up has given staff and management an extremely clearer picture of town funds and project statuses. No longer will capital project funds sit unattended with questions as to their status or if funds have been fully reimbursed.

In my time here I've implemented new processes to track spending, reimbursement, and reporting on capital projects, working closely with the Mayor and Director Denham to ensure all of this happens in a timely matter so decisions can be made with the best information available. Even more of my time will be spent with grant administration as the new admin staff continues to learn their roles and become less reliant on me for support.

Support of other departments:

- ✓ Public Works - Field/manage citizen complaints and emergencies, water/sewer billing and payments; support projects with grant management, agreements etc., support administrative work.
- ✓ Building/Planning – set appointments, take messages and payments, work on front-line questions, public notices etc.
- ✓ Police Department – Provide coverage, fielding questions, contact officers (in the absence of the police clerk).
- ✓ Airport – Field calls, send and collect hangar lease fees, grant administration.

Status of Last Retreat's Goals:

- ✓ Try to provide a level of record keeping that will complement the grants/projects we have going and those that are coming up.

Achieved: Each capital project has a spreadsheet constantly maintained for agreements, due dates, expenditures, reimbursement, and reporting.

- ✓ Cross train staff and re-distribute workload.

In Progress: With new staff comprising 2/3rds of the department, it has been a perfect time to redistribute responsibilities with the guidance of the Mayor to align with efficiency and natural talents of the staff we currently have.

- ✓ I would like to look at options to make the Administrative Assistant's position more attractive to long-term talent.

Achieved: The AA position was increased to 80% of full-time, including benefits. I expect current staff will remain in the position for quite a while, but in the case it needs to be filled again it is a significantly more attractive of a position.

- ✓ Sustain the level of professionalism and customer service that we currently give our citizens.

Achieved: By my observations, positive communication with the public has increased significantly. This is due to the friendly and helpful attitude of staff members, as well as implementing new processes and technology to effectively reach and communicate with the public. We strive for a level of professionalism beyond expectations in our small rural setting.

- ✓ Develop a long-term vision for adaptive change and progress within the department, and a "team spirit" that prides itself on measurable success.

Achieved: Morale in the Admin office has never been higher. The right mix of staff and leadership has turned the environment from a toxic and pessimistic mood into a warm, friendly,

funny, and helpful place. Staff enjoy the work they do here for the community and feel part of a supportive team where they have opportunities to grow and achieve.

- ✓ Research viable options for transitioning agenda, minute, and meeting docs to a digital format.

Achieved: Covid forced our hand here with digitizing many things we used to do by hand. Increased efficiencies in sharing information and a reduction of paper being used have been significant. Staff and Council have adapted well to new forms of communication and processes.

Goals:

- ✓ Continue to cross train staff to fill gaps in case of turnover/extended absences
- ✓ Focus on record keeping and organization
- ✓ Clean Audits
- ✓ Implement process across town staff for required trainings and record keeping of trainings
- ✓ Increase use of technology to aid efficiencies and communication both internal and external
- ✓ Provide advanced financial reporting to decision makers beyond current expectations for long term planning
- ✓ Implement improvements to Town purchasing policies and procedures

Police Department – Interim Police Chief Ty Sheehan

Officer Sheehan presented a verbal summary loosely based on his written submission (below).

2022- Present Summary

Operations:

- Finished TPD full Lexipol Policy Manual
 - Three Lexipol Updates (Legislative, 2 major, one minor)
 - AWC/RMSA? May reimburse ½ cost Lexipol yearly subscription fee for 2023
 - 2023 is the 2nd or 3rd? year of paying Lexipol subscription without implementation
- Completed move into new building (Office, Evidence, Armory, Storage)

- BAC Room moved back to TPD, outside Agency access
- Completed Evidence Room Audit
 - One current case left to finish
 - Adjudicated Case property dispositions (in process)
 - When completed will clear out more than 50% of Evidence Items
 - Will recover minor amount for Equipment Budget from sale of evidence/seized items
- Substantial Legislative Changes (last year and ongoing)
 - Some changes rolled out in 2021, were rolled back in 2022
 - Pursuit, Use of Force, De-escalation,, Detention, Juveniles
 - Has caused significant confusion and uncertainty in LE
 - Substantial amount of mandated compliance training
 - No real change in day-to-day operations for TPD (already operated similar to what mandated/legislative changes have been rolled out)
 - Climate for LE similar to last two+ years (locally supportive, very negative outside immediate area)
- Good working relationship with WMO
- Good working relationship with Admin and individual OCSO Deputies, but overall OCSO has serious morale/staffing issues, probably not capable of providing any real assistance in the immediate future
- Continuing challenges with Jail/Booking and Prosecutor
 - Prosecutor now re-staffed, 4-5 month period not taking cases
 - Jail booking restrictions ongoing
 - Not helpful to morale or overall LE climate
- Call Volume/Type is still off from prior typical years – Post Covid “New Normal”?
 - Overall Volume down 40%? from prior typical years

- Increase in mental health/ITA calls
- Increase in civil issues
- Call Volume numbers disguised/low – due to Dispatch Fee on all logged incidents

Personnel:

- Vicki retired – Vacant Clerk position for 4+ months
- Theresa hired as Clerk (Police and Court) – good fit for Agency
 - Large amount of training for Clerk position
 - Large amount of time at Omak/Brewster with their Clerks, training mostly completed now
 - Bulk of any remaining training mostly online classes
- Paul – left TPD 12/31/22, elected Sheriff
- TPD joined Teamsters Union Local 860 (Officer and Clerk positions)

Equipment:

- Finished transition to Tan Uniforms (including Vests)
 - Went to Tans for Summers few years back, now Winters match
 - Timed it with Body Armor replacement to save on cost
- Portable Radio Update
 - County moving to new system (eventually)
 - Overcame radio issues with new antenna vs. new radio (\$5K saving)
 - Will need all new equipment when County makes full changeover
 - Communications Tax may offset equipment cost
- New Patrol Vehicle (Tahoe)
- Duty Weapons Update
 - Went to G19 Duty Pistol several years ago

- In process of adding Weapon Lights/Optics (have most parts)

TPD 2023 Council Retreat – 2023 Expectations

Operations:

- Substantial number of “Housekeeping” issues discovered and working on
 - Details as authorized by Mayor
 - Will take a substantial amount of time/effort
- Currently operating with one vacant position until Chief position is filled
 - Slow time of year/low call volume/significant gaps in coverage
 - Expect a short term increase in OT
 - Reserve Officers will be used sparingly as needed
 - Coordinating with WMO for gaps in coverage
 - OCSO not capable or providing much assistance at this point
- Continuing Jail Issues (as prior)
 - Prosecutor is re-staffed
- Possible WASPC Grant (\$10K/compliance training) – in process
- Prescription Drug Drop Box Program (Inmar / Drug Take Back)
 - DEA training completed by Clerk
 - New Drop Box ordered (Lobby install, similar to Voter Drop Box)
 - Inmar supplies all supplies/shipping/advertising/etc
- Teamsters Contract Negotiations coming up (May/June?)
- TPD has been assigned a Town Hall Key Fob/Key Inventory
 - Need all Council Member Key/Fob info

Personnel:

- Town has advertised for Chief position

- Theresa has a week long Evidence Room Management class in March
- Career Level First Level Supervisor Certification for Sheehan (Jan 2023)
 - 21 CPL Class (3 weeks/3 months) meets mandated CJTC training requirements for Chief (Jan/Feb/March)
 - Joined WASPC
- Purtell Certified FTO (Field Training Officer) Jan 2023
 - Update TPD FTO Manual

Equipment:

- New Laptops (later in the year, old ones wearing out)
- Old Town Hall Cameras to be repurposed elsewhere on Town property
- New Tahoe is at Soap Lake having equipment installed
 - All equipment ordered/shipped (some supply chain issues)
- Reserve Tahoe (old 801) needs minor repairs (scheduled)
 - \$1100 estimate, then will be a Spare/Reserve Vehicle
- Return Authorization for the Humvee
 - Never used, in the way for Public Works, does not run
 - Will have to return to Ft. Lewis, will be a tow/expense
- Duty Weapons Update (Ongoing)
 - Few/Some components/parts still needed (minor)

Considerations Affecting the Viability of Small LE Agencies (and TPD Specifically)

- Challenges to Hiring/Retention are expected to continue
- Much smaller pool of potential candidates nationwide (no one want to work in LE)
- Large agencies not uncommon to offer \$10K-\$50K signing bonus
- Large Agencies offering Retention Bonuses to keep personnel

- Housing and cost of living may compound local issues
- Six plus month delay for Academy dates for new hires
- CJTC no longer offering Small Agency Waiver, no more “cutting in line”
- CJTC no longer offering free tuition for small Agencies (\$5K+ additional expense)
- OCSO current example (3 new hires, all 6 months+ out to Academy, plus 5 months at Academy, even after hired 12+ months before they are on their own on patrol, easily \$100K spent before a single day of independent work)
- Hiring for any vacant position is likely to take a long time, and be very expensive
- TPD is unlikely to retain any of it’s current staff past May/June 2023, TPD will likely have all Sworn positions vacant as well as a vacant Clerk position
- Town is likely on a fairly short time-line before they are forced to a Contract type option

Public Works Department –Public Works Director Andrew Denham

Public Works Mission Statement: Provide quality Public Works operation and maintenance in a compliant, proactive and proficient manner

I’m pleased to report that because of the commitment by you, the Town Council and Mayor, Twisp is poised for significant commercial, industrial, and residential growth. Extensive infrastructure improvements to the Town’s sewer, water, and transportation systems along with economic revitalization elements have been completed over the past several years. While there is more hard work ahead to complete some of these critical improvements, we can be confident that the timeliness of these improvements are creating exciting opportunities for Twisp.

All of this work has been accomplished while keeping the Utility rates at an average rate when compared to Okanogan County and surrounding area. There has been much effort in balancing project funding, prioritizing, timing, and planning of these improvements to find a sweet spot for Twisp. I am thankful for your leadership and vision, but also for your support to see it through.

I have included some of the highlighted projects by year below for review and discussion of what we’ve recently accomplished, what we’re up to now, and what some of the priorities are in the near future.

2021

Sports Complex construction

Twisp Ave Water, Sewer and street improvements

SR20/Canyon St crossing improvements and bus stop

Town wide water meter replacement

Well 2 VFD installation

Town wide remote SCADA system installation

Reservoir cleaning

Construction of Civic Building

2022

Biosolids equipment upgrade at WWTP

Lift Station 2 upgrade

Lift Station 3 upgrade

Street improvements, May, June, Marie, Harrison, Bigelow, Lookout Mtn Rd, Lookout Mtn Pl.

Civic Building construction completion

3rd Ave/Glover St intersection improvements

Cascade Dr overlay

Drilling of new well 5

Twisp playground improvements

2023

GIS mapping and asset management

Sewer collection system improvements

WWTP drain well upgrade

WWTP construction phase 1

Well 3 VFD installation

Street overlay project on 5th Ave, Lincoln St, 4th Ave

Twisp Ave parking lot improvements

SR20 sidewalk bank stabilization from bus garage to Carlton Rd

Complete well 5 construction and commission

Crack seal all streets and new striping

Crack seal airport runway and north taxiway

Repair Twisp trail by river

Raise valve boxes and manholes

Replace reservoir access hatches

2-5 year goals;

Update the Town's water system plan

Construct phase 2 of WWTP improvements

Construct sidewalk bikepath on north end of SR20

Construct sidewalk bikepath from Bluestar to Wagner St

Reconstruct and chip seal surface treatment on Alder St, Bridge St, Webb Ln, Methow St, 4th Ave, Twisp airport access Rd

Train and certify all operators to level 2 in wastewater and water.

Continue chip seal surface treatment maintenance to most streets Town wide

Construct phase two of the Sports Complex

Construct round-a-bout at Glover and SR20

Construct wetland east of SR20 north of Twisp River

Resurface airport runway

Extend water and sewer to sports complex / airport

Replace band shell at Twisp Park

Replace the pool

Construct 3rd Ave corridor and Twisp Ave corridor

Staff to A team level. The most important aspect of the Director's job is developing a properly trained efficient team. Infrastructure is tremendously important, but without trained staff, the wheels come off the bus very quickly.

The Public Works team is fully staffed with quality individuals that truly want to provide a high level of service to the public, which I am very grateful for. We do, however, have several years to invest in their training. The team currently does not have a certified operator in wastewater or water, which are both required by Washington State to be level 2 in both. Training and certification preparation is one of the highest priorities for the department now that we are fully staffed.

Other discussion items for team development;

- CDL training and licensing.
- Certification preparation classes.
- Commitment to annual COLA at first of the year.
- Family health insurance.

Council feedback and questions

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 6:45 pm.

APPROVED:

Mayor Soo Ing-Moody

ATTEST:

Clerk/Treasurer Randy Kilmer

Town of Twisp

Special Meeting - Retreat

Council Minutes – 02/11/23

Mayor Ing-Moody called the retreat to order on Saturday, February 11th at 9:26 AM

The Pledge of Allegiance was led by Council Member Easton.

Retreat Theme: “Focus on Sustainability”

Council Members present: Aaron Studen
Katrina Auburn - Remote
Hans Smith
Alan Caswell
Mark Easton

Department Heads present: Randy Kilmer, Clerk/Treasurer

Changes, Additions, Deletions to Agenda

N/A

Opening Remarks – Mayor Ing-Moody

Yesterday, you heard about the state of our departments, the progress made, the challenges we’ve faced along the way. Today, we’ll take the knowledge we have at our disposal and apply it to creating opportunities that will benefit our community into the future.

In the last 13 years, we have come a long way - and I am proud of our overall accomplishments. Together, we have worked to confront and address the issues most prevalent, and in priority, as was needed and feasible at the time. I’m happy to report that overall, the administration of the town is stronger than ever. By working together, our progress has led to our ability to not only withstand the last few years of uncertainty, but to emerge out of it even stronger, with improved systems, new facilities, and the evolution of competent and professional staff.

As the administration has grown, noticeable is the fact that the town is growing also. We are witnessing new homes go up every year, and now new neighborhoods are about to be developed. Some businesses are growing as well, with expansions being made, and new businesses setting up shop in town. For many, growth is an opportunity, and yet for some in our community it may be seen as undesirable. Regardless of one’s view, one thing we know for sure is that growth is inevitable, lest a less desirable fate befall us.

However, HOW we grow is not inevitable since growth can take many forms. Together, we have the ability to craft the way; the vision will be dependent on our work here today. Like a good garden, it will need our attention if it is to be abundant and bear the fruit we wish to see for the future. We should be

intentional about what and where we want growth to be; we need to prepare the area to ensure that what we grow has the best possibility to flourish.

Today we will talk about a variety of topics needing our attention. Our focus will be to consider what is needed to ensure a healthy ecosystem is in place, capable of supporting desirable growth and we may need to prune what is necessary to make way for the sustainable delivery of vital services.

The goal for the day will be to:

1. Line out priorities for the next year and beyond;
2. Consider how we could improve communication with the Public;
3. Work towards policies and planning this next year in support of the future and growth of Twisp, in the near- and long-term.

Agenda items discussed:

Housing

The Town Council discussed the following housing topics:

- Future of the Planner Position
- Defining “Affordability”
- Planned Developments
- Annexations
- Overnight Rentals
- Ingress/Egress
- Design Standards
- Climate Change
- Staffing capacity/resources
- Town walkability
- Wildfire Planning

Economic Development

The Town Council discussed the following economic development topics:

- TERC priorities
- Tourism
- Creative District
- TwispWorks and other partners

Amenities & Services

General Administration of Town Services

- Staff Salaries and Benefits
- Continuity of Quality Leadership

Police

- Staffing and salaries
- Budget
- Sustainability

Airport

- Hangar Lease Updates
- Communication and Partnership with Pilots
- Identifying Revenue Sources
- Responsible Fiscal Management
- Safety and viability

Pool

- Aging Pool and Equipment
- Staffing Issues
- Sustainability
- Long Term Plan / Recreation District Formation

Parks

- Park and Recreation Plan
- Sports Complex
- Trails
- Maves Park
- Methow Street Footpath
- Burton/Riverside River Access
- Skatepark

Wastewater Treatment Plant

- Funding Status
- Rate Impacts
- Annexation Impacts

There being no further business to come before the Council the meeting was adjourned at 6:18 pm.

APPROVED:

Mayor Soo Ing-Moody

ATTEST:

Clerk/Treasurer Randy Kilmer

Town of Twisp

Council Minutes – 02/28/23

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

Council Members present: Aaron Studen
 Alan Caswell - Remote
 Katrin Auburn
 Hans Smith
 Mark Easton

Council Member absent:

Pledge of Allegiance

Council Member Studen led the Pledge of Allegiance.

Request for Additions or Deletions to the Agenda

N/A

Public Comment:

Mr. Edson, identified himself as Director of MVID provided Council with a printout of the following questions, and asked that they be considered before a decision is made on the Auvil Fruit – Trust Water Rights Temporary Lease Agreement.

1. What water is proposed to being leased – what is the water right number?
2. Is this a seasonal irrigation water right or a year-round municipal water right?
 - a. If it is a municipal water right, can it be leased as a seasonal irrigation water right?
3. How did the Town determine the lease amount (i.e. dollar figure)?
4. Did the Town consider first leasing the water to local entities? If not, why not?
5. Has the Town had communications with Ecology or the Water Conservancy Board?
 - a. If so, what were those communications about?
 - b. Consider filing public records request with Ecology, Water Conservancy Board, and/or Town
6. Why does Twisp think it can issue a “Term Permit” authorizing the use of the leased water by April 30, 2023?
7. What happens if the Lessee doesn’t use all of the Leased Water – will that cause the Town of Twisp to relinquish that portion of the water right?
 - a. If so, is that risk worth \$23,750?
8. Who else does Aspect represent in this deal? Given that Aspect represents so many other local interest in related water right transactions, how do they handle conflicts of interest on each of the transactions? What is their policy on conflict of interest, recusals, information sharing within Aspect?

Mr. Roger Rowatt introduced himself as president of the Chewuch Canal Company and noted that he is involved with MVID and is present to get information on the proposed water rights lease.

Mayor's Report

Mayor Ing-Moody reported that the recent Council Retreat was a great success and very productive. She thanked Council members for their dedication and diligence in serving the Town's citizens.

Staff Reports

Public Works Director, Andrew Denham, reported that two of his operators are away for training associated with their Wastewater certifications, specifically an exam review class. Value engineering on the WWTP expansion will soon commence as the 60% plans have been sent out to various state and consultants for review and comment. Meetings will be held with the Department of Ecology to continue discussions on funding packages, with the Town's efforts focused on minimizing impacts to Twisp ratepayers and to maximize grant funding.

Commission/Committee/Board Reports

Council Member Easton reported on the USDA housing solutions webinar which provided Towns resources to encourage appropriate housing.

Council Member Caswell reported on the Tree Board meeting. Arbor day is scheduled for April 15th, and the Tree Board will continue to look for options for removing some of the older trees.

Council Member Studen encouraged Twisp residents to participate in the TranGo survey, looking to identify and address gaps in their service schedule.

OLD/NEW BUSINESS

Discussion/Action: MWC Appointees Interview – George Schneider, Lorah Super

Mayor Ing-Moody gave an overview of the process. The candidates have already been appointed by the Methow Watershed Council (MWC), and are present at the Town council meeting to be ratified by the members of the initiating governments.

George Schneider introduced himself as a resident of the Methow Valley in the Balky Hill area. His background includes work with water for the City of Seattle as a water resource manager. Upon moving to the Methow Valley, he got involved in the MWC volunteering as a mediator, which sparked his interest in serving on the MWC.

Council Member Easton asked Schneider what he believes is the most important item facing the MWC. George responded that he believes water banking is the largest item facing the MWC at this time. The MWC will be heavily involved with a facilitation, outreach, and education of water resources for the Methow Valley.

Council Member Smith asked Schneider his opinion on the relevance of the Methow Watershed Plan. He responded that he is not very familiar with the plan but being that it is 20 years old it may be out of date in some ways and contain aspirations that may never have come to fruition. He would like to see an update to represent modern priorities.

Council Member Smith asked if Schneider feels that he represents any specific entities in his role on the MWC. Schneider responded that he represents the Middle Methow Reach, and no specific entity's interests.

Council Member Smith asked Schneider for his position regarding water for the Towns in the Methow Valley. Schneider responded that MWC represents interests for Towns, agricultural use, and instream flow. He does not feel aligned to any one of these interests more than any other.

The Council thanked Schneider for his time and responses.

Lorah Super introduced herself as a resident of the Methow Valley since 2001. She is employed as the program director for the Methow Valley Citizen's Council (MVCC). She also works with the Okanogan Conservation District, who are engaged with the development of water banking in the Methow.

Council Member Easton asked her what she believes are the two biggest priorities/issues for the MWC. Super responded that first would be relevancy, and the MWC's ability to accomplish real goals. She is optimistic for the future of the MWC which prompted her to run for the position. She feels the second priority would be issues regarding subdivision and bringing matters to public attention.

Council Member Auburn questioned if Super's employment and work with these other groups would allow her to participate without conflict. Super responded that her involvement with these groups is relevant to her appointment, and that it wouldn't make sense to ask for her opinion divorced from her affiliations.

Council Member Smith asked Super her opinion on the relevancy of the Methow Watershed Plan. She responded that it is on her to-do list to look at. She believes it still may be relevant to weigh policy against, but is likely out of date in some areas and should be brought up to date with modern priorities.

Council Member Smith asked her how she feels she will represent as it relates to her other affiliated agencies/organizations' interests as a member of the MWC. She responded that she will always be clear which "hat she is wearing", and be transparent. She does not believe any other agencies she's engaged with have motives or interests contrary to the MWC's interests.

Council Member Easton made a motion to ratify George Schneider and Lorah Super's appointments to the Methow Watershed Council. Council Member Auburn seconded the motion. Council Member Smith abstained from voting, and Council Member Caswell was disconnected from the meeting during the vote. The motion was passed by a majority vote.

Discussion/Action: Milltown Pre-Annexation Agreement

Mayor Ing-Moody recapped the negotiations that have taken place between the Town and the Milltown group, resulting in the Pre-Annexation Agreement as presented, outlining the following:

1. The Town has conducted a final review of the pre-annexation agreement for consistency with negotiations.
2. Per RCW 35.13.125, the Milltown group has provided a letter entitled “ Petition For Annexation to the City of Twisp, Washington” dated December 10, 2021, which can be considered “notice” under RCW 35.13.125
3. The Town Council is then to determine if the Town is going to accept the proposed annexation, and whether the Town will require the simultaneous adoption of the comprehensive plan and assumption of existing indebtedness for the area to be annexed. These determinations must be recorded in the Council meeting minutes.
 - a. Will the Town Council accept the proposed annexation. By accepting, the Council is not committing to annexing the area, but rather that the annexation will go forward.
 - b. Whether there will be the simultaneous adoption of the Comprehensive Plan. (This is an agreed provision of the Agreement as presented).
 - c. Whether the Town will require the assumption of indebtedness for the area to be annexed. (This is also an agreed provision of the Agreement as presented.)
 - d. Approve the Agreement and authorize the Mayor to sign the Agreement on behalf of the Town. As per the Agreement, executing it does not require the Town to annex the property, but rather sets the terms of the Annexation, which become enforceable upon completion of the annexation.
4. Once the above steps in paragraph 3 are completed, the Konrads are to prepare a Petition for annexation that meets the requirements of RCW 35.13.130.
 - a. It must contain the fact that the Council is requiring the simultaneous adoption of the Comprehensive Plan and assumption of indebtedness for the area to be annexed, and reference the Council meeting date of adoption of these requirements. It must also comply with the rules for Petitions in RCW 35.21.005.
5. Once the Petition is completed and filed with the Town of Twisp, the Town will transmit the document to the Okanogan County Assessor’s Office for a determination of sufficiency under RCW 35.21.005.
6. The Council then must set a date for a public hearing, and provide notice of the hearing by publishing notice in one issue of the Town’s official newspaper and posting the notice in 3 public places within the property sought to be annexed.
7. The Konrads are responsible for the expenses of publication and posting. The notice must specify the time and place of the hearing and invite interested parties to appear and testify regarding the Petition.
8. After the hearing, the Council will decide if they are going to approve the annexation. If approved, it must be done by ordinance.
9. Once it is adopted, the ordinance is recorded. The Agreement becomes effective and enforceable, and will be recorded at the same time as the ordinance. The Milltown group is responsible for the recording costs.

Council Member Smith made a motion to approve the Milltown Pre-Annexation Agreement as presented with the requirement to adopt the Comprehensive plan, assume the debt for the area to be annexed, and authorize the Mayor to execute the agreement. Council Member Easton seconded the motion. Council Member Caswell abstained from voting. The motion was passed by a majority vote.

Discussion/Action: Aspect Consulting Agreement

Mayor Ing-Moody introduced the agreement, stating that with the proposed growth and the water rights lease request to be presented later in the agenda, the Town finds it pertinent to contract Aspect Consulting for a review and update on its water inventory.

Council Member Smith made a motion to approve the Aspect Consulting Agreement as presented. Council Member Studen seconded the motion. The motion passed unanimously.

Discussion/Action: Auvil Fruit – Trust Water Rights Temporary Lease Agreement

Dan Haller of Aspect Consulting introduced himself, stating that Aspect Consulting works with many government and private agencies in the area regarding water and water-related transactions. He stated they work to provide facts and mediation and not push the interests or agendas of a specific group. As a consultant for Auvil Fruit, who have a short term need for water rights lease, he identified Twisp as a potential vendor. In his review of the Town's water rights and inventory, it has been determined that the Town does have adequate water rights to entertain the lease agreement with adequate water remaining for projected growth. He shared that this is a lease and not sale of water and that the water would remain instream and be of benefit for purposes beneficial for the Methow Valley. Council discussed multiple factors related to the lease agreement but ultimately opted to make no decision directing the Finance Committee to further review the proposal and make a recommendation.

Discussion/Action: Okanogan County ARPA Funds Agreement

Council Member Studen made a motion to approve the ARPA funds agreement as presented. Council Member Smith seconded. The motion passed unanimously.

Discussion/Action: Okanogan County Letter of Support

Council Member Smith made a motion to approve the Letter of Support with a change to a spelling mistake. Council Member Easton seconded. The motion passed unanimously.

Discussion/Action: Dept. of Ecology – Air Monitoring Agreement

Council Member Easton made a motion to approve the agreement as presented. Council Member Smith seconded. The motion passed unanimously.

Discussion/Action: T-O Engineers – Task Order – TIB Overlay Design

Council Member Smith made a motion to approve the task order as presented. Council Member Caswell seconded. The motion passed unanimously.

Discussion/Action: Resolution #23-702 – Personnel Policy Revision

Council Member Smith made a motion to approve Resolution #23-702 as presented. Council Member Easton seconded. The motion passed unanimously.

Consent Agenda

- Accounts Payable/Payroll

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 28th day of February 2023.

Accounts Payable	Checks #37633-37679 EFTs #365,391,392	\$317,158.35	02/28/23
Payroll	EFT Trans #322-330	\$11,178.47	02/28/23

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

Adjournment

There being no further business to come before the Council, Mayor Ing-Moody adjourned the meeting at 7:18 pm.

APPROVED:

Mayor Soo Ing-Moody

ATTEST:

Clerk/Treasurer Randy Kilmer

Town of Twisp

Council Minutes – 03/14/23

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

Council Members present: Aaron Studen
 Alan Caswell - Remote
 Katrin Auburn
 Hans Smith
 Mark Easton

Council Member absent:

Pledge of Allegiance

Council Member Studen led the Pledge of Allegiance.

Request for Additions or Deletions to the Agenda

N/A

Public Comment Period:

In Person Comments:

Maggie Coon voiced her opposition to the proposed water rights least. She noted that the Methow Valley had rallied around the Climate Action Plan, including support from the Town of Twisp. She believes the calculations for growth are not reliable and that dangers from wildfire and drought should play into decision making. She feels this sets a bad precedent for water use in the Methow Valley.

Lorah Super commented as Program Director for the Methow Valley Citizen's Council. She believes that approving the water lease agreement would be out of step with previous action and policy set by the Town, relating to the Crown Columbia water sale.

Dwight Filer commented that Auvil Fruit Company is owned by an international private equity firm. He believes leasing water to them would make the "already wealthy, wealthier". He questioned if "we" really want to do business with people like that.

Isabelle Spohn commented that she agrees with the previous comments and would like more input/engagement from the town on the Housing Action Plan. She recommends the town allocate more resources to the planning department.

Mark Edson spoke as Director of Methow Valley Irrigation District, and read the same questions he posed at the previous meeting:

1. What water is proposed to being leased – what is the water right number?
2. Is this a seasonal irrigation water right or a year-round municipal water right?
 - a. If it is a municipal water right, can it be leased as a seasonal irrigation water right?

3. How did the Town determine the lease amount (i.e. dollar figure)?
4. Did the Town consider first leasing the water to local entities? If not, why not?
5. Has the Town had communications with Ecology or the Water Conservancy Board?
 - a. If so, what were those communications about?
 - b. Consider filing public records request with Ecology, Water Conservancy Board, and/or Town.
6. Why does Twisp think it can issue a "Term Permit" authorizing the use of the leased water by April 30, 2023?
7. What happens if the Lessee doesn't use all of the Leased Water – will that cause the Town of Twisp to relinquish that portion of the water right?
 - a. If so, is that risk worth \$23,750?
8. Who else does Aspect represent in this deal? Given that Aspect represents so many other local interest in related water right transactions, how do they handle conflicts of interest on each of the transactions? What is their policy on conflict of interest, recusals, information sharing within Aspect?

Miles Milliken thanked the council for the opportunity to comment. He said his questions/comments were all addressed by previous commentors.

Written Comments Submitted in advance of the meeting:

Marc Daudon: My name is Marc Daudon and I worked as a lead consultant on the Methow Climate Action Plan. I live up the Twisp River.

I am writing with some questions and concerns about the water rights leasing agreement with Auvil Fruit Co.

- Has the Town of Twisp, and its consultant, Aspect Consulting, considered the impact of changing water availability due to climate change on its water supply and the projected surplus?

How does Aspect Consulting analysis take into account increasing variability in water supply, especially summer in-stream flows? What if our region undergoes a significant long-term drought during the lease period? Will there be enough water for growth and for the lease agreement as well as for fish?

o Given that we expect water availability to change and the impacts of climate change to be significant on the Methow (with summer in-stream flows declining dramatically), is there benefit to keeping Twisp's surplus water in the valley and using it for needs closer to home?

- Is the orchard that will be using the water a new orchard or is the water expected to be used at an existing orchard? If an existing one, what is the current source of water? What other options does Auvil have?

- Is there an implicit expectation that the lease will be extended after 2029?

- Practically speaking, how can the Town ensure that Auvil Fruit uses the water consistent with the highest and best conservation and efficiency standards? Section 2.10 of the contract is quite vague with no specific standards or benchmarks identified.

Sustaining a vibrant agricultural sector along with a healthy ecosystem are key goals of the Climate Action Plan which I along with many others support. As the Town considers the proposed lease, I urge Council Members to carefully consider the questions above and make sure that this agreement is indeed in the best interest of the Town, The Methow

Valley, as well as the Auvil Fruit Co.

Respectfully submitted,

Marc Daudon

Marc D Daudon

President

The Caspian Group

206.915.6127

marc@thecaspiangroup.com

Nancy McKinney Milsteadt:

Clerk Treasurer,

Please place my comments in the minutes of the 3/14/23 Town Council meeting regarding the consideration of the Town of Twisp water rights lease to Auvil Fruit Company.

"I am very concerned that the Town of Twisp is considering a water lease to Auvil Fruit Company without more time to fully understand how it will impact all of the water users in this water shed. In addition, I am led to believe that the consultant from Aspect, for the Town of Twisp, is also a consultant for the end users of this potential lease. This looks like a serious conflict of interest. Please take your time and get an opinion from an expert that is not benefiting from a potential water lease."

Best,

Nancy McKinney Milsteadt

48 Wolf Creek Road

Winthrop, WA 98862

Melanie Rowland:

To Mayor Soo Ing-Moody and the Twisp town Council:

My husband and I live 4 miles south of Twisp on the Twisp-Carlton Road. We strongly oppose transferring the town's "surplus" water downstream, out of the Methow Valley. We believe that water scarcity in the Methow will only increase, with major droughts from climate change and population growth. Development in the Methow is increasing, and we, like many others, would like to keep open space and agriculture in the Valley in the future. Residential development should take place within towns or their growth areas, so it is critical that Twisp (and Winthrop) retain enough water to supply growth.

Thank you for the opportunity to comment.

Melanie Rowland & Randy Brook

10 Waxwing Lane

Twisp

Nicholas Littman:

I am concerned about the precedent that will be set throughout the Methow Valley by leasing town water outside the basin. How could this water instead be used within the basin by leasing it to a water bank or to other users in the Valley? Instead of leasing it out, could it be kept in the river as valuable in-stream flow? As the impacts of climate change ramp up and streamflows decrease, we need to keep as much water as we can in our river. Thank you for considering these questions in your decision-making process.

Thank you,

Nick Littman, 13 Mountainside Way, Winthrop, WA, 98862

Jade Wolff:

Hello,

I think it's a terrible idea to lease water from the town of Twisp out of the basin. The needs of the many outweigh the needs of the few. Period. Why can't this orchard on the Columbia get water from the mighty Columbia? Why would they seek to draw from our finite resource? If this was to happen I worry about the precedent it would set.

Please protect the people and the water of the Methow.

Thank You,

Jade Wolff

Concerned Citizen

Molly Filer:

Hello,

My name is Molly Filer, I'm a resident of Twisp (534 W 2nd Ave) and writing to oppose Auvil Fruit's request to lease water from the town.

Leasing water outside of our watershed is the last thing we should be doing as a town in the face of long-term drought and climate instability. This would set a problematic precedent and I respectfully ask that you oppose this request.

Sincerely,

Molly Filer

David Lukas:

Dear Town Council,

I ask that you hold off on making a decision about leasing city water to a downstream apple orchard. All of us in the Valley need water for our livelihoods and the implications of opening the floodgates on out-of-basin leasing need to be carefully considered before starting down this road. Please don't move ahead on this decision!

David Lukas

Methow Natural History Institute

Winthrop

Mary Yglesia:

Dear council members,

I feel strongly that we should not allow out of basin water transfers from the Methow. Our water is a precious resource on which our lives and livelihoods depend. Setting this precedent is incredibly dangerous and I ask that the Council reject this proposal entirely.

Thank you.

Mary Yglesia

PO Box 748

Methow, WA. 98834

206-605-6686

Drew Katz:

Dear Town of Twisp,

I won't be able to make the town meeting today but would like to express my concern over the proposal for Auvil to lease water rights from the town of Twisp. Even if we do have adequate or even a surplus of water for the town, I am concerned about setting a precedent of leasing town water out of our basin

and whether this water could instead be used in a local water bank or leased to other users in the Valley. We also would like the Council to consider how climate change will shift water availability in the Methow River as winter snowpack and summer stream flows decrease. Time, energy, and money would be better spent on the town of Twisp working with the public, conservation district, watershed policy council, and other agencies to determine how we can keep more water in our watershed for the future of our towns and agriculturalists and wildlife as opposed to just selling it to other users for a buck. There has been much speculation for our water from out of basin buyers, and if we decide to put our water up for sale without first doing our due diligence and securing our own water future, we will be inviting unwanted interest and pressure on our previous water resources.

Thank you,
Drew Katz
Resident - Methow Valley

Thomas Jones:

To Twisp Town Council:

I strongly oppose the Town of Twisp leasing water rights from the Twisp Water System to Auvil. My opposition is based on streamflow forecasts in the Methow Valley Climate Action Plan. In that Plan, Dr. Amy Snover, Director of the University of Washington Climate Impacts Group, and part-time Methow Valley resident, summarized the expected climate change impacts in the Methow Valley as follows: "Lower low flows during the summer; July average streamflow 48% less in 2040s, 65% less in 2080s." See chart on page 29 of the Plan. The Town of Twisp needs to conserve our valley's water and reject Auvil's request.

Respectfully,
Thomas M. Jones,
19615 State Route 20, Twisp, WA 98856.
Tel. (206) 618-9312

Mayor's Report

Mayor Ing-Moody did not provide any updates.

Staff Reports

Public Works:

Director Denham noted that the Collection System Improvements project will open for bids starting March 15. The Wastewater Treatment Plant designs are progressing and 90% plans are expected mid-April. Numerous comments from engineers around the state have assisted with value engineering the plans. Public works staff are doing equipment maintenance and will be working on street sweeping and catch basin cleaning. Transportation Improvement Board (TIB) overlay and crack seal projects are upcoming. There will be a Town wood chipping event with dates to be announced later this spring.

Commission/Committee/Board Reports

Council Member Auburn reported that TAAB is still doing research to make a recommendation on the hangar lease rate and will present it to Council later this year.

Council Member Studen reported that he and Town Staff had met with Friends of the Pool to discuss challenges and opportunities for operating the Wagner pool in 2023. It has been determined that the Town is not able to run the pool as in previous years but is open to entertaining a concessionaire agreement with Friends of the Pool.

Council Member Smith reported that Public Safety Committee met to discuss next steps in filling the vacant Police Chief position. Clerk Kilmer has been tasked with looking at what other law enforcement agencies in the area are offering, and to search for other methods of recruitment.

He also reported on the Finance Committee, noting that they discussed the proposed water rights lease and will report more on that later in the meeting.

OLD/NEW BUSINESS

Discussion/Action: RedTail Annexation

Mayor Ing-Moody gave some background on the request and noted that the Finance Committee had met with Mike Maples to get a better understanding of the request and the intent. Finance Committee had requested confirmation that Mr. Maples is authorized to speak and negotiate on behalf of Lloyd Holdco. Mr. Maples provided a letter signed by the directors of Lloyd Holdco, authorizing him to do so. The request before the council is a letter, asking if they will consider a boundary line adjustment and subsequent annexation of the adjusted property with the intent of putting a piece of same elevation land into town limits and separate from a large piece of land owned by RedTail and in discussions for sale with the Methow Conservancy. There is currently permission allowed to access the RedTail property through the Lloyd Holdco property with no easements. Per Lloyd Holdco, depending on who the RedTail property is sold to, the proper easements for access will be put into place.

The Council did not voice any opposition to entertaining the BLA and annexation requests. Subsequent meetings with RedTail and the Methow Conservancy will be held and reported back on.

Discussion/Action: Auvil Fruit – Trust Water Rights Temporary Lease Agreement

Mayor Ing-Moody reported that since the last meeting she had spoken with Dan Haller of Aspect Consulting who relayed to her that Auvil Fruit may have other negotiations in process to lease water rights with another party. She noted that given the concern of the council and the many comments from the community, it makes sense for the Twisp Council to consider the concept of water rights leasing, especially given the likelihood that other proposals may come to the Town in the future.

Council Member Smith reported that the Finance Committee had explored the agreement as well as the larger concept of leasing water rights. In any scenario, it would be important to determine the value to the Town and how the funds from such an agreement would be used to benefit rate payers in Twisp.

Council Member Easton stated his opposition to the lease on the table and would also like to further discuss scenarios that may come up in the future surrounding water and water rights.

Council Member Auburn stated her appreciation for all the comments from the community and voiced her concerns about the price that has been offered for the water and would like to explore what the going rate could be for future proposals.

Council Member Studen took issue with the philosophy of leasing water to a downstream international corporation when there may be entities in the valley who could benefit from such a partnership with the Town.

Council Member Caswell voiced his agreement with Council Members Studen and Easton, noting that if such a lease was to be entered into, he'd like to see it a higher price and to a local entity, if possible.

Mayor Ing-Moody summarized from the discussion that the Town is not willing to entertain the proposal from Auvil Fruit any further, but encouraged the continuation of discussions on the Town's water rights given that there are likely to be more proposals in the future. She also noted that the Methow Valley community also should take note as she believes these conversations will continue with increased frequency as water becomes a greater issue, and as the water bank is formed since they will be entertaining not only leasing but permanent sales of water rights downstream as well.

Discussion/Action: Ordinance #797 – TMC 16.10 - Floodplain Management Amendments

Clerk Kilmer reported that the Council had seen this draft ordinance a few months ago, where they approved the draft to be sent to Commerce for review. The review period is over and no comments were given, so the ordinance is ready for adoption.

Council Member Smith made a motion to approve Ordinance #797 – TMC 16.10 - Floodplain Management Amendments as presented. Council Member Caswell seconded the motion. The motion passed unanimously.

Consent Agenda

- Accounts Payable/Payroll
- Minutes – 10/25/22, 11/08/22, 11/22/22, 01/11/23

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 March 2023.

Accounts Payable	Checks #37682-37706	\$54,882.92	03/14/23
Payroll	EFT Trans N/A	N/A	N/A

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

Adjournment

There being no further business to come before the Council, Mayor Ing-Moody adjourned the meeting at 7:20 pm.

APPROVED:

Mayor Soo Ing-Moody

ATTEST:

Clerk/Treasurer Randy Kilmer

Town of Twisp

Council Minutes – 03/28/23

Mayor Pro Tem Smith called the meeting to order at 5:31 pm.

Council Members present: Aaron Studen
 Alan Caswell - Remote
 Katrina Auburn
 Hans Smith
 Mark Easton

Council Member absent: Mayor Ing-Moody

Pledge of Allegiance

Council Member Studen led the Pledge of Allegiance.

Request for Additions or Deletions to the Agenda

Council Member Studen requested to add the Friends of the Pool Letter to the agenda.

Public Comment Period: Up to Three Minutes

Virtual Comments:

Isabelle Spohn-

Isabelle thanked the council for their decision against leasing water rights. She commented on addressing overnight rentals, adding additional members to the Planning Commission, doing a community survey and if that will include owners and tenants, traffic and speeding, affordable housing, rising taxes, rising costs, planned developments, and wildfire. She urged the Council to be active on all these problems, mainly future developments being made in Town. She stated that the Town needs to add more hours for our planner with all the work happening right now. Isabelle also stated that the Town does not have Firewise rated benefits and that Twisp has no Firewise communities within the town border. She would like the Town to rejoin the Conservation District and become Firewise rated again.

In Person Comments:

Susan Spear-

Mrs. Spear commented that as a community there is a concern about fire danger. Her and her husband have been caught in many fires over the years and they worry about it. With the amount of development going on everything needs to be very thought out. She stated that adding houses and no egress is not acceptable. She is aware the Town is working hard but believes four hours a week is not enough time for our planner. Mrs. Spear stated a full-time planner is essential.

Mark Edson-

Mr. Edson questioned the public comment length of time, asking to increase it to up to four minutes instead of three. He presented a study he did concerning the water rights. According to his study the Town would have made \$28,500 a year from leasing the water rights and after counting how many water users the Town has it came out to only \$.015 per user. He read an article about Seattle and their planning, stating that they banned selling ammunition and in result are now losing revenue. He stated that the end result is not always what the plan was at the beginning. Mr. Edson also stated that the idea of selling water rights was not thought up overnight and would like to know where the idea came from.

Leone Edson-

Mrs. Edson commented on the Planning commission member applications. She stated that she has concerns for both applicants. Her concerns for Mr. Matsui's application are, despite his good qualities, whether he has a feel for our area yet. She stated that Mr. Matsui wants to refine the Town Code to balance recreation, culture, and housing, while Mrs. Edson believes that the priority is housing and business. Her concern for both applicants is that they both live on the hill near the proposed Orchard Hills PD. Because of this she believes they will have to recuse themselves from the Orchard Hills PD topic. Mrs. Edson also stated that next year for council retreat the Council should have it here at Town Hall instead of Sun Mountain Lodge.

Staff Report:

Public Works - Director Denham reported that in two weeks' time the Department of Ecology was able to raise their grant amount from \$5 Million to \$12 Million for funding the new Wastewater Treatment Plant which is rated to take us into the next twenty years. Director Denham also stated that the town was successful is gaining TIB funding to help with crack sealing throughout town. The work will be self-performed, but TIB will be paying for it all including materials, equipment, and labor. The work will start in Winthrop as this was a group funding effort, then move to the town of Twisp. The work is expected to start mid-May to mid-June. He asked everyone to watch out for town workers doing the crack sealing on town streets. Director Denham also stated that bids open Thursday March 20th for the Wastewater Collection System improvements project. Subsequent funding for the project will be through the USDA.

Committee/Commission/Board Reports:

Council Member Auburn- reported on the Chamber meeting. They are looking for a new marketing director. OK Co Economic Alliance was present and they have many things to offer local businesses such as loans and grants. The Chamber has decided to take on the Spring Art Walk this year

Council Member Studen- reported that the Housing action plan is on its way to completion and the committee met with Beckwith Consultants last week to go over data they have collected so far. The next step is to have the Town Council review it before approval. There is a special Council Meeting Monday April 10th to present the collected data to the Council, and to discuss the project timeline. The full plan won't be finished until May or June. Before the full plan is done there will be a workshop and a community survey. Once those things are complete there will be a public meeting where comments can be taken.

Presentation by Jim Flott- Urban Forestry & Tree Board Report:

Jim Flott gave a presentation on Urban Forest Planting Plan. Tree Board Chair Dwight Filer was present to introduce Mr. Flott and to help answer questions.

After the presentation Council Member Auburn asked where the DNR grant money went for the Urban Forest Planting Plan. Mr. Flott stated it went towards inventory, data collection, and production of the plan.

Council Member Easton asked if the recommended planting sites are on public or private property, how many trees we can plant and maintain, what role Public Works has, and are there any grants in the foreseeable future. Mr. Flott stated that all planting sites are on public property. He said that we can plant and maintain seven this year then after do four or five a year. Mr. Flott and Mr. Filer have come up with a strategic planting plan. They do worry about root invasion into sewer lines so Director Denham will be the final decider on where trees get planted. For the grant there is one in the works that will pay to remove and replace bad trees.

Council Member Studen asked if the trees that are in front of houses and yards, do the owners of those properties have any say on where they go and if so is there anyone working with them. Mr. Flott answered that it is critical to work with the adjacent property owners, and if they do not want a tree planted then a tree should not get planted. He state that to be successful in urban forestry you always want to work with the adjacent landowners even if it is in a public right-of-way.

Council Member Caswell stated that in the presentation Mr. Flott stated that trees can reduce crime and asked how that is possible, he also asked how the 2004 plan compares to now. Mr. Flott stated that research was done in other parts of the country in urban, run down neighborhoods. Once they started rebuilding and planting trees the crime rate dropped. Comparing the 2004 plan to now, there are older mature trees now that haven't had a lot of care which could be why there has been some loss of trees. The younger trees are in good shape though.

Discussion/Action: Planning Commissioner Interview/Appointment (Position #3 – IN TOWN) – Arthur Tasker, Tim Matsui

Arthur Tasker-

Mr. Tasker introduced himself stating he lives in Twisp, and has worked for the DNR for thirty-four years. Before that he worked for the Forest Service and would love to use that experience to help the Town with planning into the future. He stated that it is important to him to help the Town when there is an opportunity.

Council Member Studen- What do you think are the most important issues the PC needs to address in the near future and what changes can be made?

Mr. Tasker answered that the current rapid growth potential and PD effects on the Town as a whole. Some changes should include the Town Code as it looks as though the Code is not strong or broad enough to cover the kind of growth being proposed and that would be a place that the PC can provide recommendations to the council.

Council Member Easton- How do you plan to stay informed about current issues related to land use and development in Twisp and what steps will you take to educate yourself? How do you plan to balance the needs of property owners and developers with the broader community members?

Mr. Tasker answered that he plans to go to all council meetings as a start, reading news, connections in other places, and see what resources are needed to stay current on all the issues. He can

also learn from members that are on the board. It is important to have development but it should be well planned and forecasted into the future.

Council Member Auburn- What are your goals for the PC? How will you handle whether there is a conflict of interest pertaining to the Orchard Hills PD? Did you ever help with drafting or creating ordinances?

Mr. Tasker answered his goals are make it function as well as possible and consider as many things as possible before making a recommendation on anything. As he lives on Isabella Lane, he feels it could be improper to vote on the Orchard Hills PD, but if legal opinion is that he does not have to recuse himself, then he would vote. He also stated that he has worked in varying degrees with ordinances and regulations. He has written regulations for WAC and was the key person to coordinate working with attorneys for the State of Washington.

Mayor Pro Tem Smith- Can you comment on your understanding of the PC meeting schedule and availability to regularly attend? What are your thoughts on the relevance of the current Comprehensive Plan?

Mr. Tasker answered that there is one PC meeting a month and two council meetings a month. He understands that he can call or do video conferencing. Being retired he feels there should not be any schedule conflicts at all. As for the comprehensive plan, he does not know much right now other than it should be guiding decisions and if it is not that it will need to be corrected. You have to have a plan to work from or else it's a case by case basis.

Council Member Caswell- Do we need a full-time planner? Do you think that Twisp is prepared for the growth that is happening and planned to happen?

Mr. Tasker answered that we need more hours than we have right now. Maybe not full time but, there are things that should have been looked at more closely, and you need more time to get those things done. From what he has seen Twisp is not well prepared for the growth.

Tim Matsui-

Mr. Matsui introduced himself stating that he moved to Town before the Covid-19 pandemic and built a new house in town. He wants to focus on the density in Town.

Council Member Easton- How do you plan to stay informed about current issues related to land use and development in Twisp and what steps will you take to educate yourself? How do you plan to balance the needs of property owners and developers with the broader community members?

Mr. Matsui answered that planning is not his background but journalism is, so he asks a lot of questions to get informed. Looking at backgrounds and how they affect people getting housing will direct us in the best direction as well as listening to the people and what they want. Equity is very impactful as well. He stated that the codes we have to abide by are the framework, if we are going to change them it needs to come from the community with as many voices as possible.

Council Member Auburn- What are your goals for the PC? How will you handle the conflict of interest pertaining to the Orchard Hills PD? Did you ever help with ordinances?

Mr. Matsui answered he wants to do something that helps the community. There are many opposing viewpoints that need to be looked at. What are we going to do with all of the new people coming into the valley and how can we appreciate what that looks like over the next decade. This is my attempt to be involved in the community in more than an observational way to ensure greater equity. For the conflict of interest he stated that he does not have an official stance on it, but as a citizen it is fair to be able to talk about it. He said he does not have experience with ordinances but he would do a lot of homework if appointed.

Council Member Caswell- Do we need a full-time planner? Do you think that Twisp is prepared for the growth that is happening and planned to happen?

Mr. Matsui answered that it might be good to have full time planner but is unsure of the financial aspect of it. Twisp is not ready for the forecasted growth and neither are the codes.

Mayor Pro Tem Smith- Can you expand on your understanding of the meeting schedule? What are your thoughts on the relevance of the Comprehensive Plan?

Mr. Matsui answered that he would not have any issues attending the meetings. He would have a lot of homework to do if appointed, lots of reading and tapping into knowledge and talking to people being affected by decisions being made. He doesn't feel like there is clear guidance for the Town as a whole and there too much vagueness in the codes.

Council Member Caswell moved to nominate Art Tasker; Council Member Studen seconded. Council Member Auburn and Easton opposed. Mayor Pro Tem Smith broke the tie voting for Art Tasker.

All Council Members voiced their appreciation for the applications from both candidates and stated that both would be great additions to the Planning Commision.

Friends of the Pool letter:

Jen Ramsey presented a letter submitted to the council for a plan on opening and operating the pool this summer. Based on FOP research the idea of FOB doing a concessionaire agreement for the coming season was unlikely. FOP wanted to see if there was a way FOP could do the hiring and help with pool management, but have the town do payroll and handle expenses. Mayor Pro Tem Smith asked for clarification whether the employees hired will be town employees. Jen answered that FOP would take on the responsibility of hiring staff and is just wanting the administrative aspects such as payroll to be through town. Clerk Kilmer asked if FOP has any ideas on the financials/funds available for employees. Jen responded that Kevin Coleman is the financial person but from what she knows they will use the revenue from the pool and any shortfall would come directly from FOP as they are anticipating raising enough funds.

Council Member Auburn asked what exactly the Town would be responsible for. Clerk Kilmer answered that FOP would do everything that the Town has done before.

Council Member Easton asked if Director Denham has looked at the letter and does he have an opinion on this. Clerk Kilmer stated that he was not sure on Director Denham's opinion.

The Council decided to schedule a meeting with FOP and PW along with the Mayor before making a final decision on how or if the pool would operate in 2023.

Consent Agenda

- Accounts Payable/Payroll
- Minutes –

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 28th day of March 2023.

Accounts Payable	Checks #37708-37741	\$77,812.30	03/28/23
Payroll	EFT Trans 549-557	\$11,178.47	03/28/23
Accounts Payable	EFT Trans 598-599	\$4,437.10	03/28/23

Council Member Studen 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 Pro Tem Smith adjourned the meeting at 7:53 pm.

APPROVED:

Mayor Pro Tem Hans Smith

ATTEST:

Clerk/Treasurer Randy Kilmer