



**Town of Twisp
Council Meeting
Tuesday, November 28th, 2023 - 5:30PM
Location: Twisp Civic Building**

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/444106005>

**If you would like to listen to the meeting over the phone, please use the following number: + [1 \(408\) 650-3123](tel:14086503123)
Access Code: [444-106-005](tel:444106005)**

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, November 28th, 2023 - 5:30PM**

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:

- | | |
|---|-------|
| • Public Hearing/Discussion/Action: 2024 Preliminary Budget | 3 |
| • Discussion/Action: Public Event Application – Mistletoe Madness | 4-9 |
| • Discussion/Action: 2024 Twisp Chamber LTAC Request | 10-12 |
| • Discussion/Action: 2024 Planner Contract | 13-20 |
| • Discussion/Action: Resolution #23-712 - Biosolids Dewatering and Lift Station No. 2 Project Acceptance | 21 |
| • Discussion/Action: Resolution #23-713 – 2024 Fee Schedule | 22-37 |

Consent Agenda:

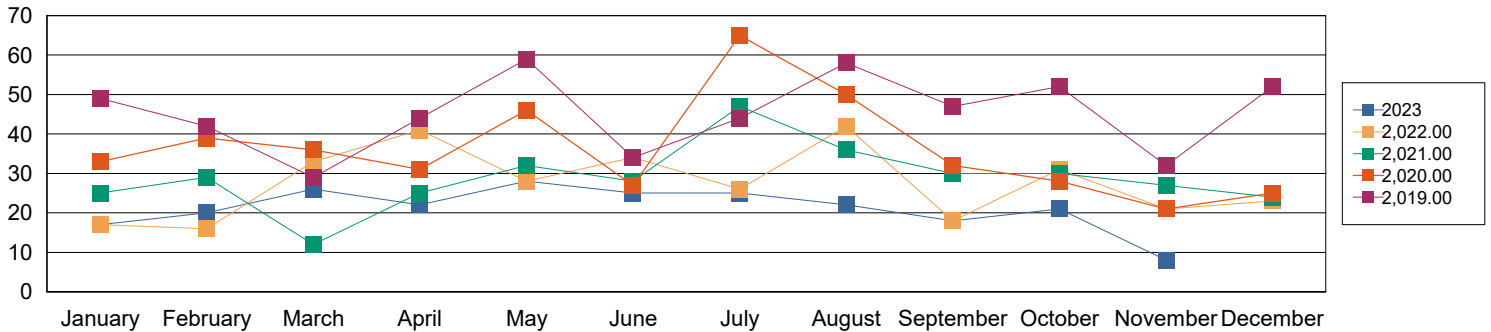
1. **Accounts Payable/Payroll**
2. **Minutes – 10/24/23**

Adjournment



Okanogan County Sheriff's Office

Twisp City - Monthly Activity Law Incidents



- Total City Incidents in last 30 days: **18**
- Thefts in last 30 days: **2**
- Burglary / Trespass in last 30 days: **1**
- Assaults / Disputes in last 30 days: **2**
- Traffic incidents in last 30 days: **1**
- Total City Incidents YTD: **270**

Traffic Stops 30day/YTD **85** /

Law Incidents - Last 30 Days OCSO

14

10/23/2023 11:43:28	CIVIL	E METHOW VALLEY HWY	TWISP	S23-07097
10/24/2023 16:48:17	THEFT OTHER	E METHOW VALLEY HWY	TWISP	S23-07132
10/24/2023 19:34:52	WARRANT ARREST	E METHOW VALLEY HWY	TWISP	S23-07135
10/24/2023 21:23:12	ASSAULT	RIVERSIDE AVE	TWISP	S23-07137
10/26/2023 09:19:00	ACCIDENT HITRUN	BURTON ST	TWISP	S23-07165
10/31/2023 09:04:05	AGENCY ASSIST	E METHOW VALLEY HWY	TWISP	S23-07266
11/04/2023 17:40:54	MAL MISCHIEF	E METHOW VALLEY HWY	TWISP	S23-07373
11/07/2023 08:55:04	MHP CONTACT	W 2ND AVE	TWISP	S23-07433
11/09/2023 15:37:18	CITIZEN ASSIST	E METHOW VALLEY HWY	TWISP	S23-07484
11/11/2023 13:39:53	DOMESTIC DISPUT	N LINCOLN ST	TWISP	S23-07531
11/14/2023 14:12:13	SUICIDAL PERSON	HARRISON ST	TWISP	S23-07583
11/14/2023 16:36:06	THEFT OTHER	E METHOW VALLEY HWY	TWISP	S23-07588
11/18/2023 13:28:50	AGENCY ASSIST	E METHOW VALLEY HWY	TWISP	S23-07680
11/18/2023 14:07:39	ANIMAL ABUSE	W 2ND AVE	TWISP	S23-07681

EMS Calls

AERO METHOW EMS 10

10/25/2023 03:32	FALL	E23-04784
10/25/2023 23:32	TRANSFER PATIEN	E23-04792
10/30/2023 12:53	BREATHING	E23-04855
11/05/2023 15:55	CHEST PAIN	E23-04966
11/07/2023 08:55	MHP CONTACT	E23-04990
11/12/2023 15:26	CHEST PAIN	E23-05078
11/14/2023 11:49	MEDICAL	E23-05102
11/15/2023 18:25	MEDICAL	E23-05128
11/17/2023 20:37	FALL	E23-05170
11/20/2023 17:41	BREATHING	E23-05234

Fire Calls

2024 Town of Twisp Preliminary Budget

001 General Fund	1,499,622
00X Investment Fund	200,000
101 Street Fund	99,300
102 Transportation Benefit District	138,000
103 Tourism 2%	118,473
310 REET Fund	159,399
400 Debt Service	279,952
401 Water Fund	883,760
404 Sewer Fund	739,675
411 Water Fund Reserve - Capital Upg	210,483
412 Sewer Fund Reserve - Capital Upg	288,129
630 Wagner Pool-Private Purpose Tru	30,000
Total	4,646,792

Town of Twisp

PO Box 278 – 118 S Glover Street **APPLICATION FOR PUBLIC EVENT** Twisp WA 98856
509-997-4081

NOTE: Applications received less than 21 days prior to an event may not be considered.

INSURANCE REQUIREMENTS: Sponsoring organization MUST provide an insurance certificate with the Town of Twisp shown as Additional Named Insured. Coverage MUST be a minimum of \$1,000,000.

Acceptance of this application by the Town Clerk's Office does NOT indicate or guarantee approval of the application or the dates requested. Each application will be reviewed by Town staff. Additional information may be requested by Town personnel for final consideration. No statement made by Town staff or elected officials shall obligate the Town in any manner.

NAME OF EVENT: Mistletoe Madness & Winter Market

NAME OF SPONSORING ORGANIZATION: Twisp Chamber of Commerce

AUTHORIZED REPRESENTATIVE FOR ORGANIZATION: Autumn Jateff PHONE 509 997 0458 NAME OF PERSON

COMPLETING THIS APPLICATION: Autumn Jateff EMAIL: northernfarmsllc@gmail.com EVENT

COORDINATOR/POINT OF CONTACT: Autumn Jateff TELEPHONE: 509 997 0458

ADDRESS: PO Box 686 ^{WA} Twisp 98856 Street City State Zip Code

DATES OF EVENT (INCLUSIVE) Saturday, 12/16 @2-6pm.

LOCATION OF EVENT: Glover Street, including TwispWorks

(If event will have multiple activities and locations, list on separate sheet)

ANTICIPATED NUMBER OF EXHIBITORS:

ANTICIPATED NUMBER OF VISITORS: TIME OPEN TO PUBLIC: 2pm Saturday

TIME OPEN TO VENDORS: 12:30pm Saturday

CLOSING TIME: 6pm public, 7pm vendors

This application form was designed for use by applicants for various types of events. Please answer all questions; you may attach additional pages if necessary.

1. Describe type of event and how this event will benefit the community. Twisp annual holiday shopping events with activities. This event encourages local shopping and small business awareness. It is a much loved event due to the opportunity to also celebrate the holiday season as a community.
2. What is expected traffic pattern for the event? Attached is the proposal of street closures. Id love to all of glover Street from Twisp ave to 5th ave ot be closed. Part is going to be craft vendors and the other part will be food vendors, with lights down to Twispworks. Firepits to be placed into the enter of the road, along with a few portapotties.
3. Describe how public safety, traffic and crowd control will be provided. How many police officers do you anticipate will be needed for traffic control and crowd control? There is no need to traffic or crowd control.

Revised: 07/07/11

4. Describe how sanitation control (garbage and restrooms) will be provided and maintained. 2 public restrooms will be at Twisp works. 2nd ave will also have public bathrooms open. 3 other ones, including 1 ada friendly will be placed accordingly. We would also love to have civic center also open for bathrooms and tours. Twon garbage cans will suffice, no extra cans needed for th event.
5. How many participants and visitor cars are anticipated and where will parking be provided? Other than Glover street from Twisp to 5th, shoppers are welcome to park in any town allotted space.
6. How have parking impacts been coordinated with the neighbors(residential and/or business)? We do not anticipate parking impacts.
7. Describe how fire lanes will be identified and kept open. There will be no impact to fire lanes.
8. Will this event require the closure of any street? We request the Glover street to be blocked off from Twisp Ave to 5th ave, starting at 12:30 on Saturday Dec 16th. Until 7pm
9. If any event activity or vendor requires electrical connections or other accommodation to operate, indicate location and how you anticipate meeting their needs. IF a vendor needs exlctirty for lights, we will pair them with a business accordingly.
10. How will the event area be cleaned during and after the event? Vendors are in charge of cleaning their own space, and volunteers will clean anything remaining.
11. When specifying location of event activity/vendor(s), do you anticipate utilizing any area not owned or managed by the Town of Twisp? Yes ^X No
If yes, the **owner/manager of subject property must complete and sign the following:** *(Please ask for additional forms if multiple properties are being used and have different owners.)*
Purpose of private property used. (Example, parking for event, lodging workers etc.)
- Name of property owner:
Authorizing authority: Title:
Address: Telephone:
Signature of authorizing authority:
- A. If the Town of Twisp approves this application for public event, will your organization grant permission for the sponsoring organization to use your property on the dates specified, for the purpose and activities described in this application? NO
- B. Are there any limitations or restrictions on use of your property? NO
- C. Do you require the Event Sponsor list you as an Additional Named Insured and provide an insurance certificate to your organization prior to the event date? NO
12. If the nature of this event requires event workers to stay overnight (such as carnival or other event workers) where and how do you anticipate providing the needed lodging? If you anticipate utilizing private property(s) for lodging or other purposes, **the owner of the subject property(s) must complete #12.**
13. Please provide any other information which you believe will assist the town in the review process.
- The horse sleigh rides will provide insurance.
 - Methow Arts will provide insurance for this event.
 - Here is a list of businesses and if they are okay with our street blocking.

○

quality lube	yes, not open saturdays
tappi	yes
post office	closed
sawtooth	closed
mick and mikkis	out of busniess
daily busniess	out of busniess
confluence	yes
merc	yes
VIP insurance	not open saturdays
1908	yes
linwood	yes
thrifty fox	yes
cinnamon twisp	didnt answer
rebel movement	yes
BI	NO
wisdom healing	yes
true north	yes
sage brush hair	not open saturdays
elle val	yes
glover street	didnt answer
methow arts	yes
ryzo	yes!

A \$500.00 refundable damage deposit must be paid to the Town of Twisp with this application, payable upon final approval of event.

Additional requirements are as follows:

- Permit/license must be posted on site of event.
 - Licensees must place solid barriers around areas that are classified as off-limits to minors. The barriers must clearly separate restricted areas and must be at least 42 inches high. “Minor Prohibited” signs, as required by WAC 314-11-060, must be posted at each entrance to restricted areas (WAC 314-02-025).
 - I.D. checks are required to prevent use or sale of beer and/or wine to a minor.
 - “Beer Gardens” with an expected occupancy of more than 100 people shall require additional security provided by the Town’s recognized law enforcement authority.
- The fee for added security to be paid to the Town of Twisp by the hosting organization will be at a rate of \$50.00 per hour for each officer.

It is unlawful to attach any notice, bill, poster, sign, wire, rod or cord to any tree or scrub within any park. All permitted signs as described above,shall be removed immediately following the completion of your event.






I, Autumn Jateff (Organization name), agree to indemnify and hold harmless the Town of Twisp, its officers, employees, elected officials and agents from and against any claims, damages or lawsuits, including any attorneys’ fees incurred by the Town, on account of any personal injury or property damage that occurred to any person or entity as a result of the Twisp Chamber (Organization name) its officers, directors, employees, agents or volunteers’ use of Town property, or property controlled by the Town, and as set forth in this Town Public Event Application.

The Town of Twisp agrees that no person shall on the grounds of race, color, national origin, or sex, be discriminated against in the programs or activities of the Town.

Signature of Authorized Representative of Organization Date ^{10/25/23}

Revised: 07/07/11



-  Extra port-a potties
-  Road closure - traffic cones
-  Fire pits - center of road
-  Bathrooms inside buildings
-  Extra garbage cans

NOTE: THIS SECTION TO BE COMPLETED BY TOWN STAFF AFTER APPLICATION IS SUBMITTED TO THE TOWN.

[illegible]

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

REVIEW AND COMMENT BY PUBLIC WORKS: The extent of street closure request needs to go to council for approval/denial. A map showing the location of vendors, restrooms, fire lane, trash cans, fire pits, etc needs to be provided. Extra trash receptacles will need to be provided and trash hauled away after event. The public restrooms on 2nd Ave will not be open as the Town does not have staff to secure them after the event.

PERMIT ACTION:

- ☐ Response to all comments and questions above have been received and attached.
- ☐ Insurance certificate received naming the Town as additionally insured.

Date of Action: _____

Approved: ☐

Disapproved: ☐

If disapproved - reasons why: _____

Twisp Chamber of Commerce 2024 Proposed Budget

	<u>2024</u>		<u>2023</u>		<u>Notes</u>
	<u>Budget</u>		<u>Budget</u>		
Income					
Cash reserves		0.0%	3,445.00	4.5%	
Government Funds					
2% Funds - County	16,500.00	15.2%	15,000.00	19.5%	Increase by \$1,500 (10%) for general cost increases
2% Funds - Town of Twisp	22,500.00	20.7%	22,500.00	29.3%	Same as in 2023
County 2% - VIC	26,102.00	24.1%	8,150.00	10.6%	Increase by \$3,750 for general costs & \$14,202 for VIC updates
Town of Twisp 2% - VIC	7,500.00	6.9%	7,500.00	9.8%	Same as in 2023
Total Government Funds	\$ 72,602.00	66.9%	\$ 53,150.00	69.3%	
Grants	15,000.00				State of WA Tourism Grant specifically for Fall Harvest Festival
Membership Dues					
Event Sponsor					
4th of July Parade	400.00	0.4%	375.00	0.5%	
Fall Harvest Festival	250.00	0.2%	225.00	0.3%	Changed to Fall Harvest Festival (encompassing the art walk)
Mistletoe Madness	400.00	0.4%	375.00	0.5%	
Spring Art Walk	250.00	0.2%	250.00	0.3%	
Total Event Sponsor	\$ 1,300.00	1.2%	\$ 1,225.00	1.6%	
Membership Dues	16,500.00	15.2%	15,750.00	20.5%	110 members anticipated (105 members in 2023)
Total Membership Dues	\$ 17,800.00	16.4%	\$ 16,975.00	22.1%	
Merchandise Sales	100.00	0.1%	175.00	0.2%	\$165 so far in 2023
Walking Map Ads	3,000.00	2.8%	3,000.00	3.9%	Are we doing this in 2024?
Total Income	\$ 108,502.00		\$ 76,745.00		
Gross Profit	\$ 108,502.00		\$ 76,745.00		
Expenses					
Administration					
Accounting/Admin Consultant	750.00	0.7%	275.00	0.4%	\$300 for QBO, \$450 for tax filing
Dues, Fees, & Licenses	200.00	0.2%	400.00	0.5%	Business licens & Secretary of State filings
Insurance	275.00	0.3%	275.00	0.4%	\$273 in both 2023 & 2022
Postage & Office Supplies	175.00	0.2%	100.00	0.1%	PO Box & random mailings
Total Administration	\$ 1,400.00	1.3%	\$ 1,050.00	1.4%	
Downtown Vitality					
Downtown Improvements	2,000.00	1.9%	2,000.00	2.6%	Leftover from 2022
Total Downtown Vitality	\$ 2,000.00	1.9%	\$ 2,000.00	2.6%	

Events						
Fall Harvest Festival	15,250.00	14.6%	2,000.00	2.6%	Grant + member sponsorships	
July 4th Parade	3,500.00	3.4%	3,000.00	3.9%	\$3,400 in 2023	
Mistletoe Madness	4,500.00	4.3%	4,600.00	6.0%	\$4,400 in 2023	
Spring Art Walk	2,000.00	1.9%	2,000.00	2.6%	\$1,500 in 2023	
Total Events	\$ 25,250.00	24.2%	\$ 11,600.00	15.1%		
Membership						
Blog/Photography Services	1,000.00	1.0%	1,000.00	1.3%	\$600 used in 2023	
Business Resource Consultant	6,000.00	5.7%	6,000.00	7.8%	TwispWorks contract	
Food / Beverage	800.00	0.8%	500.00	0.7%	Sip n Chat & Board meetings	
Marketing Consulting / Training	500.00	0.5%	500.00	0.7%		
Membership Renewal Costs	500.00	0.5%	800.00	1.0%	3% of \$16,500 for CC fees - will be less due to mailed payments	
Total Membership	\$ 8,800.00	8.4%	\$ 8,800.00	11.5%		
Outreach and Marketing						
Advertising						
Online Advertising						
Meta Ads	200.00	0.2%	200.00	0.3%	Most advertising is categorized under the specific event	
Email marketing	300.00	0.3%	770.00	1.0%		
Total Online Advertising	\$ 500.00	0.5%	\$ 970.00	1.3%	Wix software for newsletter, etc - bundled with website	
Partner Advertising						
Cascade Loop	2,800.00	2.7%	2,800.00	3.6%	Specific partnerships TBD	
Methow Arts			500.00	0.7%		
Scenic WA	1,000.00	1.0%	1,000.00	1.3%		
Methow Trails (Sunflower Relay)			800.00	1.0%		
New Partnerships	1,200.00					
Total Partner Advertising	\$ 5,000.00	4.8%	\$ 5,100.00	6.6%		
Total Advertising	\$ 5,500.00	5.3%	\$ 6,070.00	7.9%		
Cost of Goods (merch)	200.00		175.00	0.2%		
Printing & Signage						
Twisp Walking Maps	3,000.00	2.9%	3,000.00	3.9%	Are we doing this in 2024?	
Total Printing & Signage	\$ 3,000.00	2.9%	\$ 3,000.00	3.9%		
Professional services						
Marketing Services/Consult	26,400.00	25.3%	28,200.00	36.7%	Includes \$100/mo (~4.76%) raise for Juliet	
Total Professional services	\$ 26,400.00	25.3%	\$ 28,200.00	36.7%		
Website	\$ 300.00	0.3%	\$ 200.00	0.3%	Hosting & misc fees	
Total Outreach and Marketing	\$ 35,400.00	33.9%	\$ 37,645.00	49.1%		

Visitor Information Center

Rent	9,600.00	9.2%	2,300.00	3.0%	\$800 per month
Labor	4,800.00	4.6%	12,000.00	15.6%	\$400 per month
Supplies	1,200.00	1.1%	350.00	0.5%	\$100 per month
Telephone/Internet	1,800.00	1.7%	1,000.00	1.3%	\$150 per month
Improvements	\$ 14,202.00	13.6%			Does NOT include labor for updates - needs discussion
Total Visitor Information Center	\$ 31,602.00	30.3%	\$ 15,650.00	20.4%	
Total Expenses	\$ 104,452.00		\$ 76,745.00		
Net Operating Income	\$ 4,050.00		\$ -		
Net Income	\$ 4,050.00		\$ -		

AGREEMENT BETWEEN THE
TOWN OF TWISP AND
THOMAS VETTER dba ECOPLAN & DESIGN

THIS AGREEMENT made and entered into by and between the Town of Twisp, (hereinafter referred to as TOWN) and Thomas Vetter, doing business as EcoPlan & Design (hereinafter referred to as CONSULTANT) witnesses that:

WHEREAS, the Town wishes to contract with Consultant to provide professional services relating to local land use planning; and

WHEREAS, it would be beneficial to the Town to utilize Consultant as an independent contractor to accomplish the professional services set forth herein to best accomplish the objectives of local land use planning.

NOW THEREFORE, in consideration of the mutual promises, covenants, and provisions contained herein, and the mutual benefits to be derived therefrom, the parties hereto agree as follow:

1. CONSULTANT'S Services:

- A. CONSULTANT agrees to provide its professional services in accordance with generally accepted standards as defined in TMC Chapter 18.50.120 Land Use Administrator, and as expected of a city Planner . Consultant shall function as the Land Use Administrator of the Town.
- B. The CONSULTANT agrees to provide the TOWN with an average of sixteen (16) hours per week for the services as described in Attachment A. The total number of hours under this Agreement shall not exceed 832 unless agreed to in writing.
- C. The CONSULTANT will maintain office hours at Town Hall for at least twelve (12) hours per week. Remote work must be approved in advance by the Mayor.
- D. Any additional services beyond the CONSULTANT'S Services may be provided if confirmed in writing through a separate agreement.

2. TOWN Responsibilities:

- A. The TOWN agrees to designate CONSULTANT as the Land Use Administrator per TMC 18.50.010 and retains the right to immediately revoke any such designation if deemed necessary.

- B. The TOWN agrees to provide the CONSULTANT with all the information, surveys, comments, reports, The TOWN agrees to and professional recommendations requested by the CONSULTANT in order to provide its professional services. CONSULTANT may reasonably rely on the accuracy and completeness of these items.
- C. TOWN agrees to provide the items described in Article 2.B. and to render decisions in a timely manner so as not to delay the orderly and sequential progress of the CONSULTANT'S services.
- D. The TOWN will provide access to and use of TOWN owned supplies, equipment, where available for conducting TOWN business.
- E. The TOWN mayor or designee shall determine CONSULTANT's work schedule, office hours, work to be performed and the prioritization of any work, as needed.

3. Agreement Period:

The effective date of this agreement shall be January 1st, 2024. The termination of this Agreement shall be December 31, 2025.

4. Compensation and Payments:

- A. The TOWN shall reimburse the CONSULTANT for the services described in Section 1. A above at a rate of \$55/hour. The total billed to the TOWN for the term of this Agreement shall not exceed \$45,760 for said services unless otherwise agreed to in writing.
- B. The CONSULTANT shall prepare a monthly invoice requesting payment for and containing a description of basic services provided and itemize hours worked to be billed back to developers/applicants if applicable. The TOWN shall, within 30 days of receipt of such invoice, remit a check to the CONSULTANT for the amount requested on the CONSULTANT'S invoice or statement unless otherwise agreed upon by both parties.
- C. A service charge of 1.5 % per month will be charged on all amounts due more than 30 days.

5. Evaluation and Monitoring:

- A. The CONSULTANT shall prepare a monthly report indicating the type of services rendered, the amount of time provided, a summary of time spent to date, percent of total hours and average hours provided per week during the preceding month and for the contract period to date.

- B. The CONSULTANT shall cooperate with and freely participate in any monitoring or evaluation activities conducted by the TOWN that are pertinent to the intent of this Agreement.
- C. The TOWN or the State Auditor or any of their representatives shall have full access to and the right to examine during normal business hours and as often as the TOWN or the State Auditor may deem necessary, all of the CONSULTANT'S records with respect to all matters covered in this Agreement. Such representative shall be permitted to audit, examine, and make excerpts or transcripts from such records and to make audits of all contracts, invoices, materials, payrolls, and records of matters covered by this Agreement. Such rights last for three years from the date final payment is made hereunder.

6. Equal Opportunity Employment:

- A. The CONSULTANT agrees that it will not discriminate against any employee or applicant for employment of Consultant because of race, religion, color, sex, age, or national origin.

7. Modifications:

- A. The CONSULTANT and the TOWN may, from time to time, request changes in the Services to be performed by the CONSULTANT. Any such changes that are mutually agreed upon by the TOWN and the CONSULTANT shall be incorporated herein by written amendment to this Agreement. It is mutually agreed and understood that no alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto, and that any oral understanding or agreements not incorporated herein, unless made in writing and signed by the parties hereto, shall not be binding.

8. Assignability:

- A. The CONSULTANT shall not assign nor transfer any interest in this Agreement without the prior written consent and approval of the TOWN.

9. Status of CONSULTANT:

- A. The CONSULTANT is an independent contractor operating for its own account, licensed to do business in the State of Washington, and is in no way and to no extent an employee of the TOWN. The CONSULTANT shall have the sole judgement of the means,

mode or manner of the actual performance of this Agreement. The CONSULTANT, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing this Agreement.

10. Records, Documents, and Reports:

- A. The CONSULTANT shall maintain books, records, documents, and other evidence and accounting procedures and practices which sufficiently and properly reflect all hourly charges and direct costs of any nature expended in the performance of this Agreement. These records shall be subject at all reasonable times to inspection, review, or audit by TOWN personnel and other personnel duly authorized by the TOWN or the Office of the State Auditor. The CONSULTANT will retain all books, records, documents, and other material relevant to this Agreement for three years after expiration and the Office of the State Auditor, or any person duly authorized by the TOWN shall have full access to and the right to examine any of said materials during said period. In the event that CONSULTANT'S records are subject to a public records disclosure request received by the Town, CONSULTANT shall cooperate with Town and provide such records to the Town in a timely manner. In such event, CONSULTANT shall be compensated at their regular hourly rate in the assembling and providing such records to the Town.

11. Indemnity Agreement:

- A. The CONSULTANT shall hold the TOWN harmless from, and shall indemnify the TOWN against, any and all claims, demands, actions or liabilities caused by or occurring by reason of any negligent act or omission of the CONSULTANT, its agents, employees or sub-consultants, arising out of or in connection with the performance of this Agreement.
- B. The CONSULTANT shall be required to indemnify the TOWN in those cases where damages have been caused by the concurrent negligence of the TOWN and the CONSULTANT, its agents, employees or sub-consultants. In those cases, the liability of the CONSULTANT for indemnifications shall be limited to that portion of the damages caused by the negligence of the CONSULTANT, its agents, employees or sub-consultants.
- C. The CONSULTANT has no duty to indemnify the TOWN where damages were caused by the sole negligence of the TOWN.

12. Special Provisions:

- A. This Agreement is the entire and integrated agreement between the TOWN and CONSULTANT and supersedes all prior negotiations, statements, or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the TOWN and CONSULTANT.
- B. Notwithstanding any other term in this Agreement, CONSULTANT shall not control or be responsible for another party's means, methods, techniques, schedules, sequences or procedures, or for construction safety or any other related programs.
- C. The parties agree that in the event a civil action is instituted by either party to enforce any of these terms and conditions of this Agreement, or to obtain damages or other redress for any breach hereof, the prevailing party shall be entitled to recover from the other party, in addition to its other remedies, its reasonable attorney's fees and costs in such suit or action and upon any appeal therefrom.
- D. The CONSULTANT shall provide evidence of comprehensive general liability insurance which includes but is not limited to, operations of the CONSULTANT, commercial general liability, and blanket limited contractual liability with limits of not less than:
 - a. Comprehensive General Liability- Bodily Injury and/or Property Damage: \$1,000,000.00 each occurrence
 - b. Automobile Liability - Bodily Injury and/or Property Damage: \$300,000.00 each occurrence

The TOWN shall be named as an additional insured as respects to this Agreement. In conjunction therewith, the CONSULTANT shall furnish a certificate of such insurance to the TOWN at the time of execution of this agreement.

- c. Professional Liability Professional Errors & Omissions \$1,000,000.00 each occurrence

The CONSULTANT shall furnish a certificate of such insurance to the TOWN at the time of execution of this Agreement.

13. Agreement Termination:

- A. Either party may terminate this Agreement by providing written notice of such termination, specifying the effective date thereof at least thirty (30) days prior to such date. In such event the TOWN shall pay the CONSULTANT all amounts due for all work previously authorized and performed prior to the date of termination. In the event of termination, the CONSULTANT agrees to cooperate reasonably with any consultant

thereafter retained by the TOWN in making available information developed as the result of work previously performed by the CONSULTANT. If no notice of termination is given, relationships and obligations created by this Agreement, unless otherwise expressly provided, shall be terminated upon expiration of the Agreement Period provided in paragraph 3. Such termination shall relieve both parties of all obligations under this Agreement subsequent to the effective date of such termination.

14. Breach or Default:

- A. In the event the TOWN alleges breach of this Agreement by CONSULTANT, TOWN shall give CONSULTANT ten (10) days written notice to cure any alleged breach prior to termination of this Agreement. If CONSULTANT fails to remedy the breach within ten (10) days after receipt of said notice, TOWN may terminate this Agreement immediately.

15. Ownership of Documents:

- A. All original reports and drawings prepared by the CONSULTANT, as provided under this Agreement, shall become the sole property of the TOWN upon payment to the CONSULTANT the fee as set forth in this Agreement.
- B. CONSULTANT reserves the right to include representations of the work performed under this Agreement in its promotional and professional materials.

16. Governing Law and Venue:

- A. This Agreement shall be construed and enforced in accordance with, and the validity and performance hereof shall be governed by, the laws of the State of Washington. Venue of any suit between the parties arising out of this Agreement shall be the Superior Court of Okanogan County, Washington.

17. Severability:

- A. In the event any term or condition of this Agreement or application thereof to any person or circumstances is held invalid, such invalidity shall not affect other terms, conditions, or applications of this Agreement which can be given effect without the invalid term, condition, or application. To this end, the terms and conditions of this Agreement are declared severable.

18. Administration:

- A. CONSULTANT'S representative shall be Thomas Vetter.

Address for Notices: _____

B. TOWN'S representative shall be the Mayor for the Town of Twisp.

Address for Notices: PO Box 278, Twisp WA, 98856

IN WITNESS WHEREOF, the TOWN and CONSULTANT have executed this Agreement as of the date and year written below.

TOWN OF TWISP

CONSULTANT

BY _____
Soo Ing-Moody, Mayor
Town of Twisp

BY _____
Thomas Vetter, Owner/Principal Planner
EcoPlan & Design

Date: _____

Date: _____

ATTACHMENT "A"
STATEMENT OF SERVICES

The CONSULTANT's duties and responsibilities are as follows:

1. Perform the duties of Land Use Administrator for the Town.
2. Respond to permit requests associated with construction, renovation, acquisition or alteration of property, including via email, written correspondence, and in-person meetings in a timely manner.
3. Work with Town staff, and elected officials as necessary to ensure effective and efficient delivery of planning services.
4. Attend and participate in inter-departmental meetings as directed.
5. Identify and as directed, assist in the preparation of grants, loans, other resources, and programs available to the Town;
6. Prepare reports or documentation, when needed, in support of Town projects, programs, and priorities.
5. Coordinate with other communities and organizations, as directed or as necessary in the best interest of the Town.
6. Implement local land use ordinances, to include processing, review and acting upon current land use applications; review and facilitate long-term land use planning.
7. Provide technical and administrative assistance to the planning commission and Town to assist in the update and implementation of Town plans and ordinances.
8. Other duties as assigned are mutually agreed upon by the CONSULTANT and the Mayor or designee.
9. Preparation and maintenance of geographic information system data and map layers for community and surrounding urban growth area.

RESOLUTION #23-712

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF
TWISP APPROVING THE 2022-2023 BIOSOLIDS DEWATERING
AND LIFT STATION NO. 2 PROJECT AS COMPLETE.**

WHEREAS, at the recommendation of the Town of Twisp's contracted engineers Varela Engineering and Management, the Town Council considers the 2022-2023 Biosolids Dewatering and Lift Station No. 2 Project funded by USDA RD complete; and

WHEREAS, the Town Council of the Town of Twisp desires to proceed with the closure of the project and release of retainage.

NOW THEREFORE, be it resolved that the Town Council of the Town of Twisp accepts the 2022-2023 Biosolids Dewatering and Lift Station No. 2 as recommended by Varela Engineering and Management.

PASSED AND APPROVED by the City Council of the Town of Twisp, at a regularly scheduled meeting this 28th day of November 2023.

APPROVED:

Mayor

ATTEST:

Clerk-Treasurer

RESOLUTION #23-713

A RESOLUTION of the Town of Twisp, Washington, superseding all previous fee schedule resolutions and revising the Fee Schedule for various fees for the Town of Twisp.

WHEREAS, the Town of Twisp has various fees that need to be set at a level that will allow the continuing operation of the Town and services provided; and

WHEREAS, the Town needs to review the fees from time to time and make adjustments to the fee schedule;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Twisp:

The Fee Schedule is attached as Town of Twisp Fee Schedule and is herein approved for 2024 and subsequent years unless changed by an action of the Council.

PASSED BY THE TOWN COUNCIL this 28th day of November 2023.

APPROVED:

Soo Ing-Moody, Mayor

ATTEST:

Randy Kilmer, Clerk-Treasurer

Town of Twisp – Fee Schedule – 2024

11/28/23 – Resolution #23-713

Table of Contents

Administration Fees.....	Page 2
Public Records Request Fees.....	Page 2
Animal Fees.....	Page 3
Business License Fees.....	Page 3
Land Use Fees.....	Pages 3-4
Park Fees.....	Page 4
Police Department Fees.....	Page 5
Pool Fees.....	Pages 5-6
Pool Rental Fees.....	Page 6
Town Council Chamber Fees.....	Page 6
Water Rates.....	Page 6
Sewer Rates.....	Page 6-7
Sign Fees.....	Page 7
Building Permit Fees.....	Pages 8-12
2002 Building Standards: Building Valuation Data.....	Page 13
2003 Uniform Plumbing Code: Plumbing Permit Fees.....	Page 14
1997 Uniform Mechanical Code: Mechanical Permit Fees.....	Page 15

Town of Twisp – Fee Schedule – 2024

11/28/23 – Resolution #23-713

ADMINISTRATION FEE	
City Map – 24 X 36	\$ 20.00
City Map – 36 X 48	\$ 30.00
NSF Returned Check Fee	\$ 35.00
Land Use Documents – each	\$ 15.00
1. Zoning Ordinance	
2. Comprehensive Plan	
3. Shoreline Master Plan	
4. Subdivision Ordinance	
In addition to above fees, actual mailing costs will be added	

PUBLIC RECORDS REQUEST FEES	
The charge for photocopies or printed copies of electronic public records is fifteen cents (.15) per page. When public records are mailed to a requestor, a charge for postage or delivery, and the cost of the envelope or container used may be added	\$ 0.15
The charge for public records scanned into electronic format or for the use of Twisp’s equipment to scan the records is ten cents (.10) per page.	\$ 0.10
The charge for each four electronic files or attachments uploaded to email, cloud-based data storage service, or other means of electronic delivery is five cents (.05).	\$ 0.05
The charge for the transmission of public records in an electronic format or for the use of Twisp’s equipment to send the records electronically is ten cents (.10) per gigabyte.	\$0.10
When digital storage media or device is provided by Twisp, the actual cost of such shall be charged to the requester.	Actual Cost
No fee is charged for inspection of a public record or for locating a record.	\$ -
If the total charges for a request are under \$1.00, the fees will be waived in their entirety. This provision may be used no more than five times per year per requestor of public records.	\$ -
Payment of charges is required prior to release of the records unless other arrangements have been made pursuant to RCW 45.56.120	\$ -
The charges in this section may be combined to the extent that more than one type of charge applies to copies produced in response to a particular request	\$ -
Twisp may require a deposit of up to ten percent (10%) of the estimated cost of copying records prior to copying any records for a requestor.	Actual Cost

Town of Twisp – Fee Schedule – 2024

11/28/23 – Resolution #23-713

ANIMAL FEES	
Neutered Males	\$ 10.00
Spayed Females	\$ 10.00
All Other Dogs	\$ 20.00
Violations (See Twisp municipal Code)	

BUSINESS LICENSE FEES	
Home Occupation/Home Industry (No Proration)	\$ 25.00
Business License	\$ 75.00
Proration – November 1-30 - \$50	\$ 50.00
Proration – December 1-31 - \$25	\$ 25.00
Temporary Business License (No Proration)	
1 week (7 days)	\$ 15.00
1 month (30 days)	\$ 25.00
31 days and over	\$ 75.00
Late Fees: 1-30 days	\$ 10.00
30+ days	\$ 25.00

LAND USE FEES – (Plus Actual Cost for all Professional Services required for review – All Fees are Non-Refundable regardless)	
Boundary Line Adjustment	\$ 150.00
Pre-application fee for Short Plats (optional pre-app process)	\$ 75.00
Pre-application fee for Long Plats & PD (required)	\$ 150.00
(covers the costs of a pre-application conference with staff & results in a letter from Town documenting requirements for project as proposed)	
Short Plat** (where a fee is per lot, count the total number of lots in the final plat)	\$ 600.00 plus \$100.00 per lot
Floodplain Development Hazard (incl. SEPA, but not Shoreline fee)	\$ 320.00
Fill & Grade Permit	\$100.00
Large Lot Segregation Process Fee	\$ 100.00
Large Lot Segregation Completed Application Fee	\$ 100.00
Parcel Consolidation	\$ 75.00
Street Petition to Vacate a Right-of-Way/Easement	\$ 125.00
Subdivision Ordinance Qualified Exemption	\$ 150.00
Access Permits	\$ 150.00
Annexation Petition	\$ 200.00
Conditional Use Permit – Application Fee (Includes SEPA)	\$ 525.00
**Note: where a fee is per lot, count the total number of lots in the final plat)	
LAND USE FEES - continued	
Preliminary Binding Site Plan (includes SEPA)	\$ 500.00
Subdivision Ordinance Deviation	\$ 325.00

Town of Twisp – Fee Schedule – 2024

11/28/23 – Resolution #23-713

Preliminary Approval of Long Plat (includes SEPA)(where a fee is per lot, count total # of lots in the final plat)	\$ 600.00 plus \$100.00 per lot
Preliminary Approval of Planned Development (includes SEPA)	\$ 600.00 plus \$100.00 per lot
Variance (zoning) (includes SEPA)	\$ 400.00
Final Procession Fee for Planned Development	\$ 250.00
Final Processing Fee for Long Plat	\$ 250.00
Final processing Fee for Binding Site Plan	\$ 250.00
Floodplan Development Variance (includes SEPA)	\$ 525.00
Zoning Code or Map Amendment – Application (includes SEPA)	\$ 650.00
Comprehensive Plan Text or Map Amendment –Application Fee (includes SEPA)	\$ 650.00
Plat or PD Vacation & Alteration (includes SEPA)	\$ 525.00
Administrative Permit	\$ 175.00
Recreational Vehicle – short-term permit (>2wks. To 90 days)	\$ 25.00
Recreational Vehicle – Extended temporary residence (up to 2 yrs.)	\$120 plus \$30 for ea. Sanitary inspect
<u>Miscellaneous</u>	
Miscellaneous Other Administration Services	\$ 70/hr. MIN
<u>Shoreline Master Program</u>	
Shoreline Substantial Development Permit (includes SEPA)	\$ 500.00
Shoreline Conditional Use Permit (includes SEPA)	\$ 750.00
Shoreline Variance Permit (includes SEPA)	\$ 750.00
Shoreline Statement of Exemption	\$ 150.00
<u>Appeal</u>	
Filing Fee	\$ 100.00

PARK FEES		
Park Reservation Fee		
Band Shell Side		\$ 25.00
Webb Shelter/River Side	*Non-profit community organizations that can provide documentation of non-profit status will be afforded an exemption of the park and office reservations fees, with exception of the Wagner Memorial Pool	\$ 25.00
Commons Park		\$ 25.00
Basketball Court		\$ 25.00
Damage Deposit – 1-199 people (Refundable)		\$ 50.00
Damage Deposit – 200+ people (Refundable)		\$ 100.00

POLICE DEPARTMENT FEES	
Fingerprinting – Per Card	\$ 20.00 25.00
Police Report duplications (Paper Copy)	\$ 25.00

Town of Twisp – Fee Schedule – 2024

11/28/23 – Resolution #23-713

(DVD/CD Pre-payment Required)	\$ 15.00
(Electronic)	\$ 10.00
Accident Reports (Police Traffic Collision Report)	\$ 10.00
Found property handling fee (items with a value of \$25)	\$ 10.00
In addition to above fees, actual advertising costs will be added	
Ex Parte Paper service (per attempt to deliver - Plus round mileage for out-of-town services at the IRS Mileage Rate)	\$ 25.00 <u>40.00</u>

POOL FEES	
<u>Daily Fees (all include sales tax)</u>	
Lap Swim	\$ 5.00
(Non-swimmer) Deck Fee	\$ 4.00
Water Aerobics	\$ 5.00
Adult Open Swim	\$ 5.00
Kids (7-17) Open Swim	\$ 3.00
Kids (0-6) up to 2 free 2/ Paid Adult	\$ 0.00
<u>Season Passes & Programs</u>	
Lap Swim w/Pass	\$ 20.00
Water Aerobics w/Pass	\$ 20.00
Family Pass	\$ 185.00
Adult Pass	\$ 115.00
Child Pass (7-17)	\$ 70.00
Swim Lesson – Group Session	\$ 45.00
Swim Lesson – Private per session	\$ 22.50
Seniors 65 and over receive 20% discount on all fees	
In keeping with the goals of the Wagner donors who built the pool, scholarships will be given to eligible low-income people who request them using Okanogan County income level information. Fee will be a minimum cast as follows:	
Family Pass	\$ 100.00
Child Pass	\$ 37.50
Adult Pass	\$ 62.00
Senior Pass	\$ 50.00
Lessons – Minimum	\$0.00
<u>Swim Team Fees:</u>	
Number on Team	
<40 members	\$ 70.00
40-49 members	\$ 65.00
50-59 members	\$ 60.00
60-69 members	\$ 55.00
POOL RATES -continued	
70+ members	\$ 50.00
If the swim team family comes subsequently to purchase a family pass, they'll pay the family pass rate less the cost of the child's pass that swim team has collected.	

Town of Twisp – Fee Schedule – 2024

11/28/23 – Resolution #23-713

POOL RENTAL FEES	
Pool Rental Fee: per hour	\$ 50.00
Lifeguard Fee: per hour/per lifeguard (two lifeguards minimum up to 50)	\$ 15.00
<u>Pool Damage Deposit</u>	
Refundable damage deposit is required of all reservations	\$ 50.00
*Parties in excess of 200 will be required to pay additional deposit	\$ 100.00

TOWN COUNCIL CHAMBER FEES	
Council Chambers (per day)	\$ 50.00
*Non-profit community organizations that can provide documentation of non-profit status will be afforded an exemption of the park and office reservation fees, with exception of the Wagner Memorial Pool	

WATER RATES	
Monthly Base Rate – 0 – 800 cf – (May, June, July, August and September 1,200 cf)	\$ 62.87 66.33
Outside town limits	\$ 72.72 76.72
Water overage fee - 801 – 1,200 cf, \$1.65 per 100 cf	\$ 1.65
Water overage fee – 1,201 – 3,000 cf, \$1.92 per 100 cf	\$ 1.92
Water overage fee – over 3,000 cf, \$2.18 per 100 cf	\$ 2.18
Laundromats additional per machine fee	\$ 1.00
Private well holders per month fee for fire flow	\$ 7.00
Water Assessment – Commercial Multi-Unit	\$ 3.00
Hydrant Meter Fee	\$ 50.00
\$4.36 per 100 cf	\$ 4.36
Water turn-on fee	\$ 10.00
Water turn-off fee	\$ 10.00
After hour fee (If your water is disconnected due to delinquency or repairs or if your water needs to be reconnected due to delinquency or repairs, there will be an afterhours fee for staff to perform that duty. Before 7:00 am and after 3:00 pm Monday-Friday, and all day weekends and holidays)	\$ 50.00
Delinquency Turn-on fee	\$ 30.00
System development fees	\$ 2,500.00

SEWER RATES	
Class I – monthly base rate	\$ 63.13 66.61
Class II – monthly base rate	\$ 63.13 66.61
Class III – monthly base rate	\$ 107.12 113.01

Town of Twisp – Fee Schedule – 2024

11/28/23 – Resolution #23-713

Class IV – monthly base rate	\$ 142.79 <u>150.64</u>
Class V – monthly base rate	As fixed upon individual user application based on inside water use projections
Class VI – monthly base rate	\$ 195.61 <u>206.37</u>
Class VII – multi user subclasses:	
Class A – per bathroom	\$ 27.86 <u>29.39</u>
Class B – per residence per month, occupied or not	\$ 63.13 <u>66.61</u>
Class C –multi use public or commercial buildings	\$ 27.86 <u>29.39</u>
Late Fee – past due 30 days – per statement	\$ 10.00
System Development Fees	\$ 2,500.00
Side Sewer Permit	\$ 25.00

SIGN FEES	
Sign Application/Permit	\$75.00
Sign Application/Permit – 2 nd Sign	\$35.00
Sign Permit – Variance	\$50.00

BUILDING PERMIT FEES		
Manufactured Home Permit	Flat Fee	Single Wide - \$200.00 Double Wide - \$250.00 Triple Wide - \$300.00
Yurt	Flat Fee	\$ 250.00
*Modular Home Permit	Flat Fee	Per Story - \$ 250.00
*Move Permit	Flat Fee	\$ 50.00
*Move/Modular Permit requires a Basement/Foundation Permit		
Swimming Pool	Flat Fee	\$ 120.00
Wood Stove Permit	Flat Fee	\$ 120.00
Remodel/Repair – Major	50% of Average square foot cost	
Remodel/Repair – Minor	25% of Average square foot cost	
Title elimination without inspection		\$ 10.00
Title elimination with inspection		\$ 130.00
Special Inspection Fee		\$ 120.00
Building Permit – Square footage of work x work Evaluation then see Building Permit Fee Schedule (see pg)		
Mechanical Permit – 97 UMC (see pg)		
Plumbing Permit – 03 UPC (see pg)		

Town of Twisp – Fee Schedule – 2024

11/28/23 – Resolution #23-713

<u>Single Family Dwelling</u>	<u>Average</u>	<u>Good</u>
Type V wood frame	\$ 60.00/sq ft	\$ 81.75/sq ft
Type V masonry	\$ 73.40/sq ft	\$ 94.00/sq ft
Second floor	\$ 40.00/sq ft	\$ 53.50/sq ft
*Basement	\$ 40.00/sq ft	\$ 51.85/sq ft
Uncovered deck	\$ 10.00/sq ft	
Covered deck	\$ 12.00/sq ft	
Garage (masonry)	Unheated \$ 23.75/sq ft	Heated \$ 26.25/sq ft
*Foundation walls only	\$ 15.00/sq ft	
<u>Other Non-Commercial Work</u>	<u>Unheated</u>	<u>Heated</u>
**Stick Frame *(Garage, Shop, Storage)	\$ 21.50/sq ft	\$ 24.00/sq ft
Pole building with walls	\$ 14.00/sq ft	\$ 16.50/sq ft
Pole building roof only (Carports)	\$ 10.50/sq ft	
Mechanical & Plumbing Permits are included in permit fees for all Non-commercial work		
<u>Commercial Work</u>		
See attached Building Valuation data sheet for closest type and nature of project		
<p>***Renewals – The Town of Twisp Building Department will allow a permit to stay active for 18 months after issuance. If the project cannot be finished in 18 months the applicant must apply in writing for a six-month extension for a fee of \$100, if the project is still not complete within that six-month extension the applicant must renew the permit by applying in writing for a one-year extension and ½ the original permit fee will be due, after those initial extensions have expired the permit will expire and a new permit will be required. This will give the applicant three years to complete the project. If the project cannot be completed within three years, a new completed permit application and fees must be submitted. Expired permits that have had all inspections completed up to the FINAL inspection may request a Final Inspection for \$100.00 Special Inspection Fee <u>per</u> inspection conducted.</p>		
<p>****Agricultural and Out building fees – Signed construction bids may be submitted to be used for project valuation on agricultural and out buildings only.</p>		
<p>Investigation fee – An investigation fee, in addition to the permit fee shall be collected whether or not a permit is then subsequently issued for structures under construction of constructed without a valid permit and manufactured homes installed without a valid installation permit. The investigation fee shall be up to equal the amount of the building permit fee, but in no case less than \$100.00.</p>		
<p>Refund Policy – 107.6 UBC – The building official may authorize refunding of any fee paid hereunder which was erroneously paid or collected.</p> <p>The building official may authorize refunding of not more than <u>80%</u> of the permit fee paid when no work has been done under a permit issued in accordance with this code.</p> <p>The building official may authorize refunding of not more than 80% of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan reviewing is done.</p>		
<u>Plan Check Fees</u>		
Single Family swelling work		45% of permit fee
Other non-commercial work		45% of permit fee
Commercial work		65% of permit fee
Table 1-A – Building Permit Fees		

Town of Twisp – Fee Schedule – 2024

11/28/23 – Resolution #23-713

Total Valuation	Fee						
\$1.00 - \$500.00	\$24.70						
\$501.00 - \$2,000.00	\$24.70 for the first \$50.00 Plus \$3.20 for each additional \$100.00 or fraction thereof, to and including \$2,000.00						
\$2,001.00 - \$25,000.00	\$72.70 for the first \$2,000.00 Plus \$14.70 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00						
\$25,001.00 - \$50,000.00	\$410.80 for the first \$25,000.00 Plus \$10.60 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00						
\$50,001 - \$100,000.00	\$676.00 for the first \$50,000.00 Plus \$7.35 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00						
\$100,001.00 - \$500,000.00	\$1,043.00 for the first \$100,000.00 Plus \$5.90 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00						
\$500,001.00 to \$1,000,000.00	\$3,395.00 for the first \$500,000.00 Plus \$5.00 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00						
\$1,000,001.00 and up	\$5890.00 for the first \$1,000,000.00 Plus \$3.30 for each additional \$1,000.00 or fraction thereof						
Other Inspections and Fees:							
1. Inspections outside of normal business hours (min. two-hour charge	\$120.00/HR ₁						
2. Reinspection fees assessed under provisions of section 108.8	\$120.00/HR ₁						
3. Inspections for which no fee is specifically indicated (min, one-half hour)	\$120.00/HR ₁						
4. Additional plan review required by changes, additions or revisions to plans	\$120.00/HR ₁						
5. For use of outside consultants for plan checking and inspections, or both.	Actual cost ₂						
1Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employee involved.							
2Actual costs include administrative and overhead costs							
Town of Twisp Building Department PLAN CHECK AND BUILDING PERMIT FEE							
Valuation	Plan Check	Building Permit		Valuation	Plan Check		Building Permit
2,001 - 3,000	39.33	87.40		42,001 - 43,000	270.72		601.60
3,001 - 4,000	45.94	102.10		43,001 - 44,000	275.49		612.20
4,001 - 5,000	52.56	116.80		44,001 - 45,000	280.26		622.80
5,000 - 6,000	59.18	131.50		45,001 - 46,000	285.03		633.40
6,001 - 7,000	65.79	146.20		46,001 - 47,000	289.80		644.00
7,001 - 8,000	72.40	160.90		47,001 - 48,000	294.57		654.60
8,001 - 9,000	79.02	175.60		48,001 - 49,000	299.34		665.20
9,001 - 10,000	82.63	190.30		49,001 - 50,000	304.11		675.80
10,000 - 11,000	92.25	205.00		50,001 - 51,000	307.50		683.35
11,001 - 12,000	98.86	219.70		51,001 - 52,000	310.81		690.70
12,001 - 13,000	105.48	234.40		52,001 - 53,000	314.12		698.05
13,001 - 14,000	112.09	249.10		53,001 - 54,000	317.43		705.40
14,001 - 15,000	118.71	263.80		54,001 - 55,000	320.73		712.75

Town of Twisp – Fee Schedule – 2024

11/28/23 – Resolution #23-713

15,001 - 16,000	125.32	278.50	55,001 - 56,000	324.04	720.10
16,001 - 17,000	131.94	293.20	56,001 - 57,000	327.35	727.45
17,001 - 18,000	138.55	307.90	57,001 - 58,000	330.66	734.80
18,001 - 19,000	145.17	322.60	58,001 - 59,000	333.96	742.15
19,001 - 20,000	151.78	337.30	59,001 - 60,000	337.27	749.50
20,001 - 21,000	158.40	352.00	60,001 - 61,000	340.58	756.85
21,001 - 22,000	165.01	366.70	61,001 - 62,000	343.89	764.20
22,001 - 23,000	171.63	381.40	62,001 - 63,000	347.19	771.55
23,001 - 24,000	178.24	396.10	63,001 - 64,000	350.50	778.90
24,001 - 25,000	184.86	410.80	64,001 - 65,000	353.81	786.25
25,001 - 26,000	189.63	421.40	65,001 - 66,000	357.12	793.60
26,001 - 27,000	194.40	432.00	66,001 - 67,000	360.42	800.95
27,001 - 28,000	199.17	442.60	67,001 - 68,000	363.73	808.30
28,001 - 29,000	203.94	453.20	68,001 - 69,000	367.04	815.65
29,001 - 30,000	208.71	463.80	69,001 - 70,000	370.35	823.00
30,001 - 31,000	213.48	474.40	70,001 - 71,000	373.65	830.35
31,001 - 32,000	218.25	485.00	71,001 - 72,000	376.96	837.70
32,001 - 33,000	223.02	495.60	72,001 - 73,000	380.27	845.05
33,001 - 34,000	227.79	506.20	73,001 - 74,000	383.59	852.40
34,001 - 35,000	232.56	516.80	74,001 - 75,000	386.88	859.75
35,001 - 36,000	237.33	527.40	75,001 - 76,000	390.19	867.10
36,001 - 37,000	242.10	538.00	76,001 - 77,000	393.50	874.45
37,001 - 38,000	246.87	548.60	77,001 - 78,000	396.81	881.80
38,001 - 39,000	251.64	559.20	78,001 - 79,000	400.11	889.15
39,001 - 40,000	256.41	569.80	79,001 - 80,000	403.42	896.50
40,001 - 41,000	261.18	580.40	80,001 - 81,000	406.73	903.85
41,001 - 42,000	265.95	591.00	81,001 - 82,000	410.04	911.20

Valuation	Plan Check	Building Permit	Valuation	Plan Check	Building Permit
82,001 - 83,000	413.34	918.55	122,001 - 123,000	530.41	1,178.70
83,001 - 84,000	416.65	925.90	123,001 - 124,000	533.07	1,184.60
84,001 - 85,000	419.96	933.25	124,001 - 125,000	535.72	1,190.50
85,001 - 86,000	423.27	940.60	125,001 - 126,000	538.38	1,196.40
86,001 - 87,000	426.57	947.95	126,001 - 127,000	541.03	1,202.30
87,001 - 88,000	429.88	955.30	127,001 - 128,000	543.69	1,208.20
88,001 - 89,000	433.19	962.65	128,001 - 129,000	546.34	1,214.10
89,001 - 90,000	436.50	970.00	129,001 - 130,000	549.00	1,220.00
90,001 - 91,000	439.80	977.35	130,001 - 131,000	551.65	1,225.90
91,001 - 92,000	443.11	984.70	131,001 - 132,000	554.31	1,231.80
92,001 - 93,000	446.42	992.05	132,001 - 133,000	556.96	1,237.70
93,001 - 94,000	449.73	999.40	133,001 - 134,000	559.62	1,243.60
94,001 - 95,000	456.03	1,006.75	134,001 - 135,000	562.27	1,249.50
95,001 - 96,000	456.34	1,014.10	135,001 - 136,000	564.93	1,255.40

Town of Twisp – Fee Schedule – 2024

11/28/23 – Resolution #23-713

96,001 - 97,000	459.65	1,021.45	136,001 - 137,000	567.58	1,261.30
97,001 - 98,000	462.96	1,028.80	137,001 - 138,000	570.24	1,267.20
98,001 - 99,000	466.26	1,036.15	138,001 - 139,000	572.89	1,273.10
99,001 - 100,000	469.35	1,043.00	139,001 - 140,000	575.55	1,279.00
100,001 - 101,000	472.00	1,048.90	140,001 - 141,000	578.20	1,284.90
101,001 - 102,000	474.66	1,054.80	141,001 - 142,000	580.86	1,290.80
102,001 - 103,000	477.31	1,060.70	142,001 - 143,000	583.51	1,296.70
103,001 - 104,000	479.97	1,066.60	143,001 - 144,000	586.17	1,302.60
104,001 - 105,000	482.62	1,072.50	144,001 - 145,000	588.82	1,308.50
105,001 - 106,000	485.28	1,078.40	145,001 - 146,000	591.48	1,314.40
106,001 - 107,000	487.93	1,084.30	146,001 - 147,000	594.13	1,320.30
107,001 - 108,000	490.59	1,090.20	147,001 - 148,000	596.79	1,326.20
108,001 - 109,000	493.24	1,096.10	148,001 - 149,000	599.44	1,332.01
109,001 - 110,000	495.90	1,102.00	149,001 - 150,000	602.10	1,338.00
110,001 - 111,000	498.55	1,107.90	150,001 - 151,000	604.75	1,343.90
111,001 - 112,000	501.21	1,113.80	151,001 - 152,000	607.41	1,349.80
112,001 - 113,000	503.86	1,119.70	152,001 - 153,000	610.06	1,355.70
113,001 - 114,000	506.52	1,125.60	153,001 - 154,000	612.72	1,361.60
114,001 - 115,000	509.17	1,131.50	154,001 - 155,000	615.37	1,367.50
115,001 - 116,000	511.83	1,137.40	155,001 - 156,000	618.03	1,373.40
116,001 - 117,000	514.48	1,143.30	156,001 - 157,000	620.68	1,379.30
117,001 - 118,000	517.14	1,149.20	157,001 - 158,000	623.34	1,385.20
118,001 - 119,000	519.79	1,155.10	158,001 - 159,000	625.99	1,391.10
119,001 - 120,000	522.45	1,161.00	159,001 - 160,000	628.65	1,397.00
120,001 - 121,000	525.10	1,166.90	160,001 - 161,000	631.30	1,402.90
121,001 - 122,000	527.76	1,172.80	161,001 - 162,000	633.96	1,408.80

Valuation	Plan Check	Building Permit	Valuation	Plan Check	Building Permit
162,001 - 163,000	636.61	1,414.70	184,001 - 185,000	695.02	1,544.50
163,001 - 164,000	639.27	1,420.60	185,001 - 186,000	697.68	1,550.40
164,001 - 165,000	641.92	1,426.50	186,001 - 187,000	700.33	1,556.30
165,001 - 166,000	644.58	1,432.40	187,001 - 188,000	702.99	1,562.20
166,001 - 167,000	647.23	1,438.30	188,001 - 189,000	705.64	1,568.10
167,001 - 168,000	649.89	1,444.20	189,001 - 190,000	708.30	1,574.00
168,001 - 169,000	652.54	1,450.10	190,001 - 191,000	710.95	1,579.90
169,001 - 170,000	655.20	1,456.00	191,001 - 192,000	713.61	1,585.80
170,001 - 171,000	657.85	1,461.90	192,001 - 193,000	716.26	1,591.70
171,001 - 172,000	660.51	1,467.80	193,001 - 194,000	718.92	1,597.60
172,001 - 173,000	663.16	1,473.70	194,001 - 195,000	721.57	1,603.50
173,001 - 174,000	665.82	1,479.60	195,001 - 196,000	724.23	1,609.40

Town of Twisp – Fee Schedule – 2024

11/28/23 – Resolution #23-713

174,001 - 175,000	668.47	1,485.50	196,001 - 197,000	726.88	1,615.30
175,001 - 176,000	671.13	1,491.40	197,001 - 198,000	729.54	1,621.20
176,000 - 177,000	673.78	1,497.30	198,001 - 199,000	732.19	1,627.10
177,001 - 178,000	676.44	1,503.20	199,001 - 200,000	734.85	1,633.00
178,001 - 179,000	679.09	1,509.10	200,001 - 201,000	737.50	1,638.90
179,001 - 180,000	681.75	1,515.00	201,001 - 202,000	740.16	1,644.80
180,001 - 181,000	684.40	1,520.90	201,001 - 203,000	742.81	1,650.70
181,001 - 182,000	687.06	1,526.80	203,001 - 204,000	745.47	1,656.60
182,001 - 183,000	689.71	1,532.70	204,001 - 205,000	748.12	1,662.50
183,001 - 184,000	692.37	1,538.60	205,001 - 206,000	750.78	1,668.40
			ECT	ECT	ECT

BUILDING VALUATION DATA

At the request of numerous building officials, *Building Standards™* offers the following building valuation data representing **average costs** for most buildings. Because residential buildings are the most common for many cities, two general classes are considered for these, one for "average" construction and the other for "good." Adjustments should be made for special architectural or structural features and the location of the project. Higher or lower unit costs may often result.

The unit costs are intended to comply with the definition of "valuation" in Section 223 of the 1997 *Uniform Building Code™* and thus include architectural, structural, electrical, plumbing and mechanical work, except as specifically listed below. The unit costs also include the contractor's profit, which should not be omitted.

The determination of plan check fees for projects reviewed by the International Conference of Building Officials will be based on valuation computed from these figures, which were established in **April 2002**.

Occupancy and Type	Cost per Square Foot, Average	Occupancy and Type	Cost per Square Foot, Average	Occupancy and Type	Cost per Square Foot, Average	Occupancy and Type	Cost per Square Foot, Average
1. APARTMENT HOUSES:		7. DWELLINGS:		13. JAILS:		20. RESTAURANTS:	
Type I or II F.R.*.....	\$88.70	Type V—Masonry.....	\$75.70	Type I or II F.R.*.....	\$159.10	Type III—1-Hour.....	\$97.40
(Good) \$109.20		(Good) \$96.90		Type III—1-Hour.....	145.50	Type III—N.....	94.10
Type V—Masonry.....	72.40	Type V—Wood Frame... 67.30		Type V—1-Hour.....	109.10	Type V—1-Hour.....	89.20
(or Type III).....		(Good) \$92.40				Type V—N.....	85.70
(Good) \$88.70		Basements.....		14. LIBRARIES:		21. SCHOOLS:	
Type V—Wood Frame.. 63.80		Semi-Finished.....	20.10	Type I or II F.R.*.....	116.40	Type I or II F.R.*.....	111.20
(Good) \$82.00		(Good) \$23.20		Type II—1-Hour.....	85.20	Type II—1-Hour.....	75.90
Type I—Basement Garage 37.40		Unfinished.....	14.60	Type II—N.....	81.00	Type III—1-Hour.....	81.20
		(Good) \$17.70		Type III—1-Hour.....	90.00	Type III—N.....	78.10
2. AUDITORIUMS:		8. FIRE STATIONS:		Type III—N.....	85.50	Type V—1-Hour.....	76.10
Type I or II F.R.*.....	104.80	Type I or II F.R.*.....	114.40	Type V—1-Hour.....	84.50	Type V—N.....	72.60
Type II—1-Hour.....	75.90	Type II—1-Hour.....	75.30			22. SERVICE STATIONS:	
Type II—N.....	71.80	Type II—N.....	71.00	15. MEDICAL OFFICES:		Type II—N.....	67.20
Type III—1-Hour.....	79.80	Type III—1-Hour.....	82.40	Type I or II F.R.*.....	119.50	Type III—1-Hour.....	70.10
Type III—N.....	75.70	Type III—N.....	78.90	Type II—1-Hour.....	92.20	Type V—1-Hour.....	59.70
Type V—1-Hour.....	76.30	Type V—1-Hour.....	77.30	Type II—N.....	87.60	Canopies.....	28.00
Type V—N.....	71.20	Type V—N.....	73.30	Type III—1-Hour.....	100.00		
3. BANKS:		9. HOMES FOR THE ELDERLY:		Type III—N.....	93.10	23. STORES:	
Type I or II F.R.*.....	148.10	Type I or II F.R.*.....	103.70	Type V—1-Hour.....	90.20	Type I or II F.R.*.....	82.40
Type II—1-Hour.....	109.10	Type II—1-Hour.....	84.20			Type II—1-Hour.....	50.40
Type II—N.....	105.60	Type II—N.....	80.60	16. OFFICES**:		Type II—N.....	49.30
Type III—1-Hour.....	120.40	Type III—1-Hour.....	87.70	Type I or II F.R.*.....	106.80	Type III—1-Hour.....	61.30
Type III—N.....	116.10	Type III—N.....	84.10	Type II—1-Hour.....	71.50	Type III—N.....	57.50
Type V—1-Hour.....	109.10	Type V—1-Hour.....	84.70	Type II—N.....	68.10	Type V—1-Hour.....	51.60
Type V—N.....	104.50	Type V—N.....	81.80	Type III—1-Hour.....	77.20	Type V—N.....	47.70
4. BOWLING ALLEYS:		10. HOSPITALS:		Type III—N.....	73.80	24. THEATERS:	
Type II—1-Hour.....	51.00	Type I or II F.R.*.....	163.20	Type V—1-Hour.....	72.30	Type I or II F.R.*.....	109.80
Type II—N.....	47.60	Type II—1-Hour.....	135.10			Type III—1-Hour.....	80.00
Type III—1-Hour.....	55.50	Type III—1-Hour.....	128.90	17. PRIVATE GARAGES:		Type III—N.....	76.20
Type III—N.....	51.90			Wood Frame.....	24.30	Type V—1-Hour.....	75.30
Type V—1-Hour.....	37.40	11. HOTELS AND MOTELS:		Masonry.....	27.40	Type V—N.....	71.20
5. CHURCHES:		Type I or II F.R.*.....	101.00	Open Carports.....	16.60	25. WAREHOUSES***:	
Type I or II F.R.*.....	99.20	Type III—1-Hour.....	87.50	18. PUBLIC BUILDINGS:		Type I or II F.R.*.....	49.40
Type II—1-Hour.....	74.50	Type III—N.....	83.40	Type I or II F.R.*.....	123.40	Type II or V—1-Hour.....	29.30
Type II—N.....	70.80	Type V—1-Hour.....	76.20	Type II—1-Hour.....	100.00	Type II or V—N.....	27.50
Type III—1-Hour.....	81.00	Type V—N.....	74.70	Type II—N.....	95.60	Type III—1-Hour.....	33.20
Type III—N.....	77.40	12. INDUSTRIAL PLANTS:		Type III—1-Hour.....	103.80	Type III—N.....	31.60
Type V—1-Hour.....	75.70	Type I or II F.R.*.....	56.90	Type III—N.....	100.20	EQUIPMENT	
Type V—N.....	71.20	Type II—1-Hour.....	39.60	Type V—1-Hour.....	95.00	AIR CONDITIONING:	
6. CONVALESCENT HOSPITALS:		Type II—N.....	36.40	Type V—N.....	91.60	Commercial.....	4.20
Type I or II F.R.*.....	139.20	Type III—1-Hour.....	43.60	19. PUBLIC GARAGES:		Residential.....	3.50
Type II—1-Hour.....	96.60	Type III—N.....	41.10	Type I or II F.R.*.....	48.90	SPRINKLER SYSTEMS..	2.60
Type III—1-Hour.....	99.00	Tilt-up.....	30.00	Type I or II Open Parking* 36.70			
Type V—1-Hour.....	93.30	Type V—1-Hour.....	41.10	Type II—N.....	28.00		
		Type V—N.....	37.60	Type III—1-Hour.....	37.00		
				Type III—N.....	32.90		
				Type V—1-Hour.....	33.70		

*Add 0.5 percent to total cost for each story over three. **Deduct 20 percent for shell-only buildings. ***Deduct 11 percent for mini-warehouses.

REGIONAL MODIFIERS

The following modifiers are recommended for use in conjunction with the building valuation data. Additionally, certain local conditions may require further modifications. To use these modifiers, merely multiply the listed cost per square foot by the appropriate regional modifier. For example, to adjust the cost of a type III One-hour hotel building of average construction for the Iowa area, select Regional Modifier 0.80 and unit cost from valuation data, \$87.50:

$$0.80 \times \$87.50 = \$70.00 (\text{adjusted cost per square foot})$$

Eastern U.S.	Modifier	Eastern U.S. (cont.)	Modifier	Central U.S. (cont.)	Modifier	Western U.S.	Modifier
Connecticut.....	1.00	Pennsylvania.....	1.00	Kansas.....	0.87	Alaska.....	1.20
Delaware.....	0.93	Philadelphia.....	1.05	Kentucky.....	0.83	Arizona.....	0.87
District of Columbia.....	0.90	Other.....	0.88	Louisiana.....	0.78	California.....	
Florida.....	0.80	Rhode Island.....	0.97	Michigan.....	0.91	Los Angeles.....	1.00
Georgia.....	0.77	South Carolina.....	0.77	Minnesota.....	0.91	San Francisco Bay Area.....	1.16
Maine.....	0.86	Vermont.....	0.88	Mississippi.....	0.74	Other.....	0.97
Maryland.....	0.86	Virginia.....	0.83	Missouri.....	0.87	Colorado.....	0.92
Massachusetts.....	0.97	West Virginia.....	0.91	Nebraska.....	0.83	Hawaii.....	1.24
New Hampshire.....	0.86			North Dakota.....	0.86	Idaho.....	0.87
New Jersey.....	1.03	Central U.S.:		Ohio.....	0.87	Montana.....	0.84
New York.....		Alabama.....	0.76	Oklahoma.....	0.78	Nevada.....	0.93
New York City.....	1.20	Arkansas.....	0.75	South Dakota.....	0.84	New Mexico.....	0.79
Other.....	0.90	Illinois.....	0.97	Tennessee.....	0.79	Oregon.....	0.94
North Carolina.....	0.78	Indiana.....	0.91	Texas.....	0.77	Utah.....	0.84
		Iowa.....	0.87	Wisconsin.....	0.92	Washington.....	0.97
						Wyoming.....	0.84

Town of Twisp – Fee Schedule – 2024

11/28/23 – Resolution #23-713

Table 1-1

03 UNIFORM PLUMBING CODE

TABLE 1-1
Plumbing Permit Fees

Permit Issuance

1. For issuing each permit.....	\$20.00
2. For issuing each supplemental permit.....	\$10.00

Unit Fee Schedule (in addition to items 1 and 2 above)

1. For each plumbing fixture on one trap or a set of fixtures on one trap (including water, drainage piping and backflow protection therefor)	\$7.00
2. For each building sewer and each trailer park sewer	\$15.00
3. Rainwater systems – per drain (inside building).....	\$7.00
4. For each cesspool (where permitted)	\$25.00
5. For each private sewage disposal system	\$40.00
6. For each water heater and/or vent	\$7.00
7. For each gas-piping system of one to five outlets	\$5.00
8. For each additional gas piping system outlet, per outlet	\$1.00
9. For each industrial waste pretreatment interceptor including its trap and vent, except kitchen-type grease interceptors functioning as fixture traps.....	\$7.00
10. For each installation, alteration or repair of water piping and/or water treating equipment, each	\$7.00
11. For each repair or alteration of drainage or vent piping, each fixture	\$7.00
12. For each lawn sprinkler system on any one meter including backflow protection devices therefor	\$7.00
13. For atmospheric-type vacuum breakers not included in item 12:	
1 to 5.....	\$5.00
over 5, each.....	\$1.00
14. For each backflow protective device other than atmospheric type vacuum breakers:	
2 inch (51 mm) diameter and smaller	\$7.00
over 2 inch (51 mm) diameter.....	\$15.00
15. For each graywater system	\$40.00
16. For initial installation and testing for a reclaimed water system	\$30.00*
17. For each annual cross-connection testing of a reclaimed water system (excluding initial test)	\$30.00*
18. For each medical gas piping system serving one to five inlet(s)/outlet(s) for a specific gas	\$50.00
19. For each additional medical gas inlet(s)/outlet(s).....	\$5.00

Other Inspections and Fees

1. Inspections outside of normal business hours	\$30.00*
2. Reinspection fee.....	\$30.00
3. Inspections for which no fee is specifically indicated	\$30.00*
4. Additional plan review required by changes, additions or revisions to approved plans (minimum charge – one-half hour)	\$30.00*

*Per hour for each hour worked or the total hourly cost to the jurisdiction, whichever is greater. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of all the employees involved.

Town of Twisp – Fee Schedule – 2024

11/28/23 – Resolution #23-713

TABLE 1-A

1997 UNIFORM MECHANICAL CODE

TABLE 1-A—MECHANICAL PERMIT FEES

Permit Issuance and Heaters	
1. For the issuance of each mechanical permit	\$23.50
2. For issuing each supplemental permit for which the original permit has not expired, been canceled or finalized	7.25
Unit Fee Schedule	
<i>(Note: The following do not include permit-issuing fee.)</i>	
1. Furnaces	
For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance, up to and including 100,000 Btu/h (29.3 kW)	14.80
For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance over 100,000 Btu/h (29.3 kW)	18.20
For the installation or relocation of each floor furnace, including vent	14.80
For the installation or relocation of each suspended heater, recessed wall heater or floor-mounted unit heater	14.80
2. Appliance Vents	
For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit	7.25
3. Repairs or Additions	
For the repair of, alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption or evaporative cooling system, including installation of controls regulated by the Mechanical Code	13.70
4. Boilers, Compressors and Absorption Systems	
For the installation or relocation of each boiler or compressor to and including 3 horsepower (10.6 kW), or each absorption system to and including 100,000 Btu/h (29.3 kW)	14.70
For the installation or relocation of each boiler or compressor over three horsepower (10.6 kW) to and including 15 horsepower (52.7 kW), or each absorption system over 100,000 Btu/h (29.3 kW) to and including 500,000 Btu/h (146.6 kW)	27.15
For the installation or relocation of each boiler or compressor over 15 horsepower (52.7 kW) to and including 30 horsepower (105.5 kW), or each absorption system over 500,000 Btu/h (146.6 kW) to and including 1,000,000 Btu/h (293.1 kW)	37.25
For the installation or relocation of each boiler or compressor over 30 horsepower (105.5 kW) to and including 50 horsepower (176 kW), or each absorption system over 1,000,000 Btu/h (293.1 kW) to and including 1,750,000 Btu/h (512.9 kW)	55.45
For the installation or relocation of each boiler or compressor over 50 horsepower (176 kW), or each absorption system over 1,750,000 Btu/h (512.9 kW)	92.65
5. Air Handlers	
For each air-handling unit to and including 10,000 cubic feet per minute (cfm) (4719 L/s), including ducts attached thereto	10.65
<i>Note: This fee does not apply to an air-handling unit which is a portion of a factory-assembled appliance, cooling unit, evaporative cooler or absorption unit for which a permit is required elsewhere in the Mechanical Code.</i>	
For each air-handling unit over 10,000 cfm (4719 L/s)	18.10
6. Evaporative Coolers	
For each evaporative cooler other than portable type	10.65
7. Ventilation and Exhaust	
For each ventilation fan connected to a single duct	7.25
For each ventilation system which is not a portion of any heating or air-conditioning system authorized by a permit	10.65
For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood	10.65
8. Incinerators	
For the installation or relocation of each domestic-type incinerator	18.20
For the installation or relocation of each commercial or industrial-type incinerator	14.50
9. Miscellaneous	
For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, or for which no other fee is listed in the table	10.65
Other Inspections and Fees:	
1. Inspections outside of normal business hours, per hour (minimum charge—two hours)	\$49.50*
2. Reinspection fees assessed under provisions of Section 116.6, per inspection	\$49.50*
3. Inspections for which no fee is specifically indicated, per hour (minimum charge—one-half hour)	\$49.50*
4. Additional plan review required by changes, additions or revisions to plans or to plans for which an initial review has been completed (minimum charge—one-half hour)	\$49.50*
*Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.	

Town of Twisp

Council Minutes – 10/24/23

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

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

Council Member absent: Mayor Ing-Moody
 Aaron Studen

Pledge of Allegiance

Council Member Easton led the pledge of allegiance.

Request for Additions or Deletions to the Agenda

Public Comment Period: Up to Three Minutes

Mayor's Report

Staff Reports

Clerk Kilmer-

Reported that the auditors will be back in person around the middle of November. Town has been working hard on budget and have a finance committee meeting soon.

Commission/Committee/Board Reports

Council Member Caswell- attended the Planning Commission meeting where they discussed the Raw Otter Rezone request and the Blackbirds Townhomes.

Council Member Easton- attended the Chamber of Commerce meeting where Three Rivers Hospital gave a presentation. They also discussed Mistletoe Madness which is scheduled for December 16th from 2:00PM-6:00PM with a Candy Cane theme. The Fall Sip-n-Chat is November 13th from 5:00PM-6:00PM at OSB.

Council Member Smith- attended the Public Safety meeting where they talked about resolving the policing situation. There are still no applicants for the Police Chief position. There has been a discussion on a longer-term contract with the Sheriff's Office which will be looked at closer to the end of the year.

OLD/NEW BUSINESS

Discussion/Action: Three Rivers Hospital Ballot Initiative Update

Three Rivers Hospital gave a presentation and answered questions on their ballot initiative to give information to the public for voting.

Discussion/Action: Methow Conservancy Mill Hill Purchase

Sarah Brooks from Methow Conservancy gave an overview of the purchase of the Mill Hill property. She stated that their intention is to work with Town and have a long lasting partnership. The Recreation plan would need to be updated by March 1, 2024, and submitted to RCO by May 1, 2024.

Council Member Easton made a motion to have the Parks and Recreation committee to review and update the Comprehensive Parks and Recreation Plan to include the recreational uses of the Mill Hill Property. Council Member Caswell seconded the motion and it passed with Mayor Pro Tem Smith abstaining from voting.

Discussion/Action: Shorelines Master Program

Council Member Caswell made a motion to send the Shorelines Master Program to the Department of Ecology with the intent to adopt pending review. Council Member Auburn seconded the motion and it passed with Mayor Pro Tem Smith abstaining from voting.

Discussion/Action: NCW Libraries Agreement

Council Member Easton made a motion to accept NCW Libraries Agreement. Council Member Caswell seconded the motion and it passed with Mayor Pro Tem Smtih abstaining from voting.

Discussion/Action: Ordinance #803 – USDA Sewer Project Bond

Council Member Easton made a motion to approve Ordinance #803 – USDA Sewer Project Bond. Council Member Auburn seconded the motion and it passed with Mayor Pro Tem Smith abstaining from voting.

Discussion/Action: Twisp/Methow Arts Creative District MOU Amendment

Council Member Easton made a motion to adopt Twisp/Methow Arts Creative District MOU Amendment. Council Member Auburn seconded the motion and it passed with Mayor Pro Tem Smith abstaining from voting.

Discussion/Action: Twisp Airport Hangar Ground Lease Rate Increase

Council Member Auburn made a motion to adopt the Twisp Airport Hangar Ground Lease Rate Increase to \$482.08 per year. Council Member Caswell seconded the motion and it passed with Mayor Pro Tem Smith abstaining from voting.

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 24th day of October 2023.

Accounts Payable	Checks #38148-38178	\$294,838.93	10/24/23
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Council Member Caswell moved to approve the consent agenda as presented. The motion was seconded by Council Auburn and passed unanimously.

Adjournment

There being no further business to come before the Council, Mayor Ing-Moody adjourned the meeting at 6:49 pm.

APPROVED:

Mayor Pro Tem Smith

ATTEST:

Clerk/Treasurer Randy Kilmer

WARRANT/CHECK REGISTER

Town Of Twisp

Time: 12:48:20 Date: 11/28/2023

11/28/2023 To: 11/28/2023

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
2525	11/28/2023	Claims	1	EFT	North Cascades Bank	35.00	
2526	11/28/2023	Claims	1	38224	Association of Wa Cities AWC	345.00	
2527	11/28/2023	Claims	1	38225	Ardurra	20,977.73	
2528	11/28/2023	Claims	1	38226	Cascade Pipe & Feed Supply, Inc	40.91	
2529	11/28/2023	Claims	1	38227	Complete Office	102.00	
2530	11/28/2023	Claims	1	38228	Confluence Health	25.00	
2531	11/28/2023	Claims	1	38229	Crown Paper & Janitorial	90.08	
2532	11/28/2023	Claims	1	38230	Department of Ecology		Void to split into two checks.
2533	11/28/2023	Claims	1	38231	David Ebenger	550.00	
2534	11/28/2023	Claims	1	38232	Attn: Accounts Rec. Foster Garvey P.C.	8,000.00	
2535	11/28/2023	Claims	1	38233	Grainger	260.50	
2536	11/28/2023	Claims	1	38234	Soo Ing-Moody	63.00	
2537	11/28/2023	Claims	1	38235	Jim's Pumping Service	210.00	
2538	11/28/2023	Claims	1	38236	Randahl S Kilmer	63.00	
2539	11/28/2023	Claims	1	38237	Lloyd Logging Inc.	630.03	
2540	11/28/2023	Claims	1	38238	Methow Valley News Publishing LLC	353.11	
2541	11/28/2023	Claims	1	38239	Norwil Electric, Inc.	12,372.91	
2542	11/28/2023	Claims	1	38240	Ok Co Electric Cooperative Inc	38.28	
2543	11/28/2023	Claims	1	38241	Okanogan County Building Dept.	1,800.00	
2544	11/28/2023	Claims	1	38242	Okanogan County Public Health	190.00	
2545	11/28/2023	Claims	1	38243	Oxarc	87.69	
2546	11/28/2023	Claims	1	38244	P.O.W. Contracting	881,713.32	
2547	11/28/2023	Claims	1	38245	PUD No 1 of Okanogan County	5,338.25	
2548	11/28/2023	Claims	1	38246	Quality Lube Corporation	74.48	
2549	11/28/2023	Claims	1	38247	Quill	37.37	
2550	11/28/2023	Claims	1	38248	SCJ Alliance	10,067.92	
2551	11/28/2023	Claims	1	38249	ST of WA Auditor's Office	1,895.88	
2552	11/28/2023	Claims	1	38250	Lockbox 229 Safeguard Business Systems	381.58	
2553	11/28/2023	Claims	1	38251	Securitas Electronic Security, Inc.	1,204.94	
2554	11/28/2023	Claims	1	38252	USA BlueBook	168.13	
2555	11/28/2023	Claims	1	38253	Valley Hardware Do It Center	724.35	
2556	11/28/2023	Claims	1	38254	Boiler/Pressure Ves Prog WA Department of Labor and Industri	29.90	
2557	11/28/2023	Claims	1	38255	Xerox Corp	150.36	
2558	11/28/2023	Claims	1	38256	Department of Ecology	1,106.22	
2559	11/28/2023	Claims	1	38257	Department of Ecology	60.00	
2560	11/28/2023	Claims	1	38258	Department of Ecology	60.00	
001 General Fund						6,285.04	
011 WSDOT - North End SR 20 Ped/Bike Path						10,067.92	
101 Street Fund						19,970.44	
103 Tourism 2%						34.21	
309 Civic Building/EOC						102.00	
400 Debt Service-Water/Sewer Fund						1,106.22	
401 Water Fund						17,661.79	
404 Sewer Fund						4,306.00	
407 Collection System Improvements						889,713.32	
						<hr/>	
						949,246.94	Claims: 949,246.94

WARRANT/CHECK REGISTER

Town Of Twisp

Time: 12:48:20 Date: 11/28/2023

11/28/2023 To: 11/28/2023

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: 12:57:14 Date: 11/22/2023

11/15/2023 To: 11/28/2023

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
2396	11/15/2023	Payroll	1	EFT		850.00	
2397	11/15/2023	Payroll	1	EFT		1,300.00	
2398	11/15/2023	Payroll	1	EFT		1,300.00	
2399	11/15/2023	Payroll	1	EFT		1,400.00	
2400	11/15/2023	Payroll	1	EFT		1,300.00	
2401	11/15/2023	Payroll	1	EFT		1,560.00	
2402	11/15/2023	Payroll	1	EFT		750.00	
2403	11/15/2023	Payroll	1	EFT		1,350.00	
2404	11/15/2023	Payroll	1	EFT	Internal Revenue Service	1,368.47	
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 _____