

Town of Twisp

Council Minutes – 12/12/23

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

Council Members present: Mayor Ing-Moody
Alan Caswell
Hans Smith
Mark Easton
Katrina Auburn
Aaron Studen

Council Member absent:

Pledge of Allegiance

Council Member Caswell led the pledge of allegiance.

Request for Additions or Deletions to the Agenda:

N/A

Public Comment Period:

Mayors Report:

Mayor Ing-Moody reported that this meeting is her last official meeting, but her official duties will not end until 11:59PM December 31st. She stated that it will be a smooth transition for Mayor-elect Hans Smith as they have been working well together. Mayor Ing-Moody took a moment to reflect on her time with Town staff and Council members stating that she is very grateful to have been able to work with everyone. She also stated that over this past year Director Denham has been reminding her of the many accomplishments made during her tenure, particularly within the past decade with the help of over \$40,000,000.00 in grants, accounting for eighty-five percent of the cost of the various infrastructure and capital projects completed. She stated that she is proud of the work that has been accomplished and gave kudos to everyone involved, including staff and current and past councils. She stated that she has been honored to have been entrusted by the people of the Town of Twisp for the thirteen years she has served and believes the town is in a very strong position and feels confident leaving it in good hands. Mayor Ing-Moody stated that she has enjoyed serving the community and is looking forward to seeing what comes next.

Staff Reports:

Clerk Kilmer-

Clerk Kilmer thanked Mayor Ing-Moody for taking a chance on him when hiring for the Clerk/Treasurer position as she has helped him grow not only in his job but also as a person. He stated that it has been a pleasure to work under her. He reported that the Town has been busy with year-end duties as well as the audit; the onsite work for by the auditors may be completed by the end of the week, although the official audit will not be completed until after the first of the year.

Director Denham-

Director Denham stated that it has been a great pleasure for him to work alongside Mayor Ing-Moody, who he said also took a chance on making him the Public Works Director. He reported that at the Ecology meeting last week he found out that the additional funding for the construction management of the WWTP project will be wrapped up into the contract. The additional funding brings the total up to \$13.5 million with \$10 million of it being grant monies. Director Denham was also informed that the Town was awarded \$250,000 for the '09 funding request from the Okanogan County Economic Alliance for the Painter's Addition emergency egress project. The funds can be used for the loan portion of the Public Works board \$750,000 grant funding, if necessary, making it potentially possible to do the project loan free.

Committee/Commission/Board Reports:

Council Member Caswell gave a shout out to Mayor Elect Smith's family for being present. Council Member Caswell attended the Planning Commission meeting where they discussed the directions the commission should go in the upcoming year, mentioning working on the Comp Plan piece by piece. They also discussed vacation rentals and Planner Vetter gave a breakdown of form-based code. Planner Vetter also brought up reducing the parking requirements for commercial zones as it requires more parking than there is space available in town. He said that there is still an at-large position open on the commission as well.

Discussion/Action: Chamber of Commerce Contract 2024

Council Member Easton made a motion to accept the Chamber of Commerce Contract 2024 as presented. Council Member Auburn seconded the motion and it passed unanimously.

Discussion/Action: NCWNTF Contract 2024

Council Member Smith stated for the record that the contract has been put into the budget.

Council Member Smith made a motion to accept NCWNTF Contract 2024 as presented. Council Member Auburn seconded the motion and it passed unanimously.

Discussion/Action: Simple Power IT Contract 2024

Council Member Smith made a motion to adopt Simper Power IT Contract 2024 as presented. Council Member Easton seconded the motion and it passed unanimously.

Discussion/Action: MVCC Sub Lease 2024

Council Member Smith made a motion to approve MVCC Sub Lease 2024 as presented. Council Member Auburn seconded the motion and it passed unanimously.

Discussion/Action: Twisp/OK County Interlocal Agreement for Building Inspection 2024

Council Member Studen made a motion to approve the Twisp/OK County Interlocal Agreement for Building Inspection 2024. Council Member Caswell seconded the motion and it passed unanimously.

Discussion/Action: Twisp/OCSO – Temporary Police Coverage Contract

Mayor Ing-Moody recapped that she, Mayor-elect Smith, Sheriff Budrow, and Commissioner Hover had met following the last council meeting to discuss the contract with the Sheriff's Office for services in 2024. She shared that at the meeting it was agreed upon that the new contract would be a 15% increase to \$575 / call. She had anticipated that the Town would have already received a copy of the new contract with these terms in time for the meeting, however, that did not happen and asked Sheriff Budrow to please confirm for the record that that is also what the Sheriff's Office is in agreement with and understood from the meeting.

Sheriff Budrow confirmed that the cost will be \$575 per call for the term of one year. He explained the increase to be due to a 13.5% wage increase and that the County is still in the middle of negotiations for the upcoming year. The \$575 will cover the County's cost and protect the Town of Twisp for a one-year duration to give the new mayor and the Sheriff's office time to negotiate either full coverage or for the Town to hire a new Chief and officers.

Sheriff Budrow also expressed his heartfelt and sincere best wishes to the mayor and shared that he also has learned from and enjoyed working under Mayor Ing-Moody during his time as the Police Chief for the Town of Twisp.

Council Member Smith made a motion to approve the mayor to sign a contract for \$575 per call for a one-year term, when she receives it from the County. Council Member Easton seconded the motion and it passed unanimously.

Discussion/Action: Resolution #23-713 – 2024 Fee Schedule

Council Member Smith made a motion to approve Resolution #23-713 – 2024 Fee Schedule. Council Member Easton seconded the motion and it passed unanimously.

Discussion/Action: Resolution #23-714 – Salary Schedule

Council Member Studen made a motion to approve Resolution #23-714 – Salary Schedule. Council Member Auburn seconded the motion and it passed unanimously.

Discussion/Action: Ordinance #812 – Municipal Judge Salary

Council Member Smith made a motion to adopt Ordinance #812 – Municipal Judge Salary. Council Member Easton seconded the motion and it passed unanimously.

Discussion/Action: Ordinance #813 – 2023 Budget Amendment

Council Member Smith made a motion to adopt Ordinance #813 – 2023 Budget Amendment. Council Member Easton seconded the motion and it passed unanimously.

Public Hearing/Discussion/Action: Ordinance #814 – 2024 Final Budget

The public hearing opened at 6:00pm
The public hearing closed at 6:00pm

Mayor’s 2024 Budget Message

It is my honor and privilege to submit the Town of Twisp’s 2024 Budget for all funds. This year’s budget process involved inclusion of the coming year’s priority planned projects and expected operational expenditures, while also considering the country and state’s economic forecasts as influencing factors on the local economy. Although earlier financial forecasts in the second half of the year called for a potential recession in 2024, new indicators point to the economy simply slowing down. With continued unrest and uncertainty in the world threatening global supply chains, inflation remains elevated, while rising interest rates this past year have somewhat cooled the housing market, although in Twisp the demand for increased housing is still being met with some new construction.

Every year, the development of budgets always comprises of deep consideration and much deliberation regarding all aspects of town governance, the cost of delivering quality municipal services to address the Town’s expressed priorities in support of the Twisp community’s collective vision for the future.

I’d like to express my appreciation for our Department Heads: Public Works Director, Andrew Denham, and Clerk/Treasurer, Randy Kilmer, whose hard work deserves our commendation.

Additionally, as with all budgets, the FY2024 Budget has been crafted together with certain members of our Council. Special thanks go to the members of our Finance Committee, Councilmembers Hans Smith and Mark Easton for their steadfast diligence, attention to detail, and thoughtful conversation on all aspects of the budget.

The FY2024 General Fund Budget is balanced at \$1,495,369.15.

The Street Fund is balanced at \$99,300.

The REET Fund is balanced at \$150,948.45.

The Tourism Fund is balanced at \$122,473.43, including expenditures and reserves.

The 2024 Transportation Benefit District (TBD) is balanced with revenues and expenditures at \$179,687.84, with certain allowable expenditures moved to this fund from the Street Fund to ensure future self-sustainability in both funds.

The Water Fund is balanced at \$844,159.09 with a 5.5% increase; and the Water Fund Reserve at \$218,132.27.

The Sewer Fund is balanced at \$794,580.40 with a 5.5% increase; and the Sewer Fund Reserve at \$298,106.51.

Revenue Assumptions:

The budget projections for FY2024 reflect a conservative outlook in line with regional, state, and federal forecasts.

Revenue projections remain moderate accounting for a slowing economy with relatively high inflation and high interest rates in place for 2024. Locally, however, housing construction is expected to continue due to high demand, although rising costs are expected to somewhat temper the pace of construction projects, all of which impacts the General, Water, and Sewer funds. Despite inflation, at least in the near term, regional employment is expected to remain stable influencing projected local sales tax revenues.

Expenditure Assumptions:

The FY2024 General Fund expenditures reflect two primary near-term priorities: housing development and staff retention. To address local housing needs, additional contracted hours for the Planning and Building Departments have been included in the budget. The town also recognizes the value of all staff for the delivery of efficient and quality municipal services. The budget accounts for wage increases for all staff to align with competitive rates to retain a quality and skilled workforce. Additional notable expenditures for 2024 is the costs associated with the continuation of Washington State’s 3-year federal and state audits of the town; a 15% increase for law enforcement contract services with the Okanogan County Sheriff’s Office until a longer-term solution is found, and increased court costs for Municipal Judge and Court Clerk, budgeted to include travel and training.

Aside from these changes, value remains the focus of all expenditures in the delivery of quality municipal services. Departmental summaries provide greater detail of the expenditure priorities for FY2024.

Departmental Summaries

General Administration / Clerk’s Office

Administrative staff in the Clerk’s office comprises of two full-time staff – a Clerk/Treasurer (C/T) and a Deputy Clerk, and one part-time Administrative Assistant. All positions work together as a team to provide excellent administrative and support services to the public, Mayor/Council, Building and Planning Departments, and the Town’s many committees.

Public Works

The Public Works Department is comprised of six full-time staff including a Public Works Director, a Departmental Assistant, Lead Operator, and 3 Operator positions. The 2024 budget includes funding for an Assistant Public Works Director for the purposes of succession training. We are proud to have established an exceptional public works team during this administration and want to ensure the department is supported to continue efficient and effective operations well into the future. Projects for the coming year include the completion of the Northend SR20 sidewalk project; Development of an Emergency Egress for the Painters Addition neighborhood; Sewer Plant Reconstruction Project; and Water Systems Plan Update.

Police

The Police Department currently comprises of a part-time police clerk following the loss of the town’s Police Chief as Paul Budrow became Sheriff in 2023. Despite attempts this past year to hire a new chief, a nationwide shortage of law enforcement and challenges inherent in small departments, the task has proven to be more challenging than anticipated. It is the expressed priority of the incoming administration to continue to find a viable long-term solution.

Fire

In August 2023, voters approved the annexation of Twisp into Fire District 6, however, since taxes will not be collected for another year, the 2024 budget continues to reflect costs for an ongoing contract for

fire response for the year. All physical assets have been transferred to District 6, while proceeds for the sale of the firehall have been transferred to the town, with the establishment of a new line item with \$200,000 placed in a new reserve fund for future Capital Investments.

Airport

The FY2024 airport budget is \$19,671.48, which includes costs associated with the operations, maintenance, and insurance requirements for the municipal airport. In 2024, hangar lease revenues will serve to defray some but not all these associated costs.

Planning / Building

The Planning and Building Departments comprise of part-time contracts with ecoPlan and Design for Thom Vetter as planner and with Okanogan County for the building inspector services of Dan Higbee. Due to the increased need for housing and comprehensive planning, planner hours have been increased for 2024 to 2 full days a week at the town hall, with additional hours as needed. Contract terms for building inspector remain the same, with hours to reflect what is needed.

As we look forward to welcoming in the new year 2024, we can approach the year with continued optimism as the town is financially healthy and well positioned for a bright future.

I am particularly proud of the much needed re-set and prudent financial investments made during my tenure as mayor this past thirteen years, including the important establishment and adoption of sound processes and procedures; wise acquisition of water rights (in which more are needed) and the purchasing of necessary tools and equipment to deliver vital services; improvements to sustain reliable public infrastructure; the establishment of healthy financial reserves; and the hiring and retaining of skilled and qualified staff.

The future for Twisp is very bright and it is my dream that the solid foundation laid in place, will enable every member of the Twisp community to build their desired lives and livelihoods for generations to come. As we welcome the new year, it is my hope that this dream be realized as I believe that **together** we can truly achieve anything if we continue to work together as a strong and vibrant community.

Serving this community has been an honor and a blessing. Thank you for entrusting me with the opportunity to present my final budget as your mayor – with the FY2024 budgets – balanced in all funds!

Sincerely,
Soo Ing-Moody, Mayor

Council Member Smith made a motion to adopt Ordinance #814 – 2024 Final Budget. Council Member Auburn seconded the motion and it passed unanimously.

Discussion/Action: USDA Loan Resolution – Collections System Improvements Project

Council Member Smith made a motion to approve USDA Loan Resolution – Collections System Improvements Project. Council Member Caswell seconded the motion and it passed unanimously.

Discussion/Action: TIB Grant Award Acceptance – North End SR20 Ped Bike Path

Council Member Studen made a motion to approve TIB Grant Award Acceptance – North End SR20 Ped Bike Path. Council Member Caswell seconded the motion and it passed unanimously.

Discussion/Action: POTW Improvements Contract Award – Strider Construction

Council Member Auburn asked Director Denham about the waiver that Strider Construction has and how confident he is in awarding them the contract.

Director Denham responded that the waiver is for the products that their subcontractors use, and they have been properly certified. He shared that the engineer and the other companies requested all of the documents proving they are certified. He stated that he is very confident and excited to be awarding Strider Construction with the contract.

Council Member Smith made a motion to approve the POTW Improvements Contract Award – Strider Construction for the total amount of \$11,839,604. Council Member Easton seconded the motion and it passed unanimously.

Discussion/Action: Creative District Grant Application

Mayor Ing-Moody said the Creative District grant would enable the commissioning of the metal work on frames at the corner of the Civic Building, artistic painted murals, banners and wraps on town-owned property within the district.

Council Member Easton made a motion to approve the Creative District Grant Application. Council Member Smith seconded the motion and it passed unanimously.

Consent Agenda

- Accounts Payable/Payroll
- Minutes – 06/27/23, 07/12/23, 08/22/23, 09/12/23, 09/26/23, 10/10/23, 10/24/23, 11/14/23, 11/28/23

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 12th day of December 2023.

Accounts Payable	Checks #38261-38287	\$210,772.71	12/12/23
Payroll	EFT Trans #2592-2603, 2611-2616	\$52,980.78	12/12/23
Payroll	Checks #38260	\$37.00	12/12/23

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

Recognition of Public Service

Council Member Caswell, and Council Member Easton were recognized for their service to the Town.

Mayor Ing-Moody was recognized for her service to the Town.

Oath of Office – Hans Smith, Mayor Elect

Mayor Ing-Moody swore in Hans Smith, Mayor Elect

Adjournment

There being no further business to come before the Council, Mayor Ing-Moody adjourned the meeting at 6:35 pm.

APPROVED:



Mayor So Ing-Moody
Smith

ATTEST:



Clerk/Treasurer Randy Kilmer