

**TOWN OF WILKESON**  
Regular Council Meeting -7 PM  
**November 28, 2012**

**CALL TO ORDER:** Mayor Hogerhuis opened the council meeting for November 28, 2012 at 7:00 p.m.

**ROLL CALL:** Council members I. Galbraith, B. Thawsh, S. Hallin, T. Summers and T. Endsley were present. Interim Clerk/Treasurer Milda Hadaway and Attorney Michael Reynolds were also in attendance.

**Approval of the Council Meeting Minutes for November 14, 2012**

Councilmember Endsley made a motion to approve the Regular Meeting Minutes for November 14, 2012. Councilmember Galbraith seconded. Motion passed 5,0,0.

**Approval of Bills for November 28, 2012as budgeted**

Councilmember Thawsh made a motion to approve the bills for 2012 as budgeted. Councilmember Summers seconded. Motion passed with a vote of 5,0, 0.

**CITIZEN'S PRESENT/COMMENTS: (Max. 2 Minutes per Person, Comments Only)**

**No Comments made**

**OLD BUSINESS:**

**1. 2013 Mayor's Budget for Public Hearings set for December 12<sup>th</sup> and 19<sup>th</sup> –**

Mayor Hogerhuis presented the budget for 2013. It is near completed and balanced without much change from last year. So far the past year's (2012 budget) looks good, a review of where we are at will be presented at our next meeting. She provided a cover letter listing the town's completed and current projects, and future slated projects. She went over the reserve accounts that are placed for long term projects and emergencies. Attorney Mike Reynolds confirmed that municipalities try to plan for at least 10% of our funds in the reserve amount. Councilmember Summers questioned if the reserve funds were included in the budget figures. Mayor Hogerhuis said in previous years beginning fund balances were used in the budget, last year this was not the case as the plan was to catch up our reserves. The goal is to keep our yearly expenses paid by our yearly revenue. For 2013, she has removed \$5000 from the general accumulative reserve fund to cover more planning services such as our upcoming mandatory Comp Plan 10 year Update. Comp Plans are necessary to plan for the future and receive government funding. Updating the Comp Plan can normally take 1 to 2 years. The Mayor provided a sheet to council she developed with PSRC showing the steps and phases for a draft one year Comp Plan process to give council an ideal of the work involved. The town's plan must dovetail the county and state's plans and include all of our recent plans such as the coke oven park, the corridor plan, the SMP, and so on, as well as a new financial plan. Although it is due in 2015, we should start funding this in 2013 as it can be expensive. She received a quote of \$15,000 to 50,000. Giving us more time will let us determine what we can do in house and pay for some planning services to get us started. Wilkeson can be in full planning stage by 2014.

The reserves may also be necessary for other needed projects in 2013. Mayor Hogerhuis will bring more information to the next meeting regarding the costs and source for a possible water tank analysis report and collection system report.

Councilwoman Summers inquired as to when the budget had to be approved. Mayor Hogerhuis said it should be ready by the first public hearing date on December 12<sup>th</sup>. Councilmember Summers inquired about using some of the reserves for more investment. Attorney Reynolds informed us that you need to keep some monies available in liquidity in case of "disaster" situations.

**2. Water Tank inspection results –** Mayor Hogerhuis presented the diving inspection report to the council which showed that the tank has some overall corrosion, a normal process but probably needsto make it last several

more years. Mayor Hogerhuis gave the report to Russ Porter of Grey & Osborne to review and assist the townon next steps and long term replacement planning if needed. She will report back to council.

#### **NEW BUSINESS:**

- 1. Resolution # 2012.10 to authorize Mayor to enter into a contract with Washington Heritage Resource Center contract # WHPG 13-8 for Windows Rehabilitation at Town Hall.**

Councilmember Summers made a motion to approve Resolution 2012.10. Councilmember Hallin seconded. Motion passed with a vote of 5, 0, 0.

**Resolution # 2012.11 A Resolution of the Town of Wilkeson renewing its use of the Municipal Research and Services Center small public works roster and consultant roster for \$120.00.**

Councilmember Galbraith made a motion to approve Resolution 2012.11. Councilmember Thawsh seconded. Motion passed with a vote of 5, 0, 0.

- 2. Resolution # 2012.12. A Resolution of the Town of Wilkeson to accept the Department of Commerce Loan Contract DR09-952-060for a Water Well Drilling Porject, Ocotober 2010.**

Councilmember Summers made a motion to approve Resolution 2012.12. Councilmember Endsley seconded. Motion passed with a vote of 5, 0, 0.

- 3. Motion to pay for a Christmas tree permit at DNR in Enumclaw**

After discussion, council decided this is not needed and decided not to vote on this subject.

- 4. Motion to accept the 12 month Vision Contract #2013-27 for a fee of \$600.**

Tabled until Mayor can find out if we can prorata one month for December and then accept contract for next year.

- 5. (ADDED) Motion to continue the Firewise program.**

The Mayor received a request from Firewise to continue the program. This safety program helps clean woody debris and prevent wild fires from spreading. Mayor Hogerhuis explained the program requires tracking of volunteer hours in lieu of paying an application fee. In some years there is a grant to pay for a crew of workers like what happened at Coke oven Park in 2010 or 2011. All volunteer and staff clean up hours for 2013 can be track by town staff and submitted to the DNR so town is not obligated to make a payment. Councilmember Summers passed a motion to continue the Firewise program; Councilmember Thawsh seconded the motion. Motion passed 5, 0, 0.

#### **COMMITTEE REPORTS:**

**Utilities** – Councilmember Galbraith remarked that it looks like we will need to increase the sludge hauling for next year.

**Parks & Cemetery** - Councilmember Summers announced that ancommunity auction raised \$5,049 for the skate park, minus expenses. She is also working on selling Christmas swags and has orders for over \$400 in sales.

**Rural Town Center Project & Shop Facilities (Sue)**She is still working on the cemetery comparisons study.

**Hazard Emergency Plan, Fire and Firewise**– Brent remarked that he has asked the Carbonado volunteer fire department to speak to council on their program.

**Shoreline Master Plan (Terry)**No report

**MAYOR'S REPORT:** Training new staff, working on the budget and future projects list.

#### **CORRESPONDENCE:**

SMP Press Release, announcing open comment period to January 14, 2013.

**EXECUTIVE SESSION:** None

#### **ADJOURNMENT**

Councilmember Thawsh made a motion to adjourn the meeting. Councilmember Galbraith seconded. Motion passed unanimously.