

**CALL TO ORDER**

Mayor Pro Tempore Earl Queen called the August 12, 2013 regular meeting of the Castle Rock City Council to order at 7:30 p.m., followed by the Pledge of Allegiance. The following councilmembers were present: Ray Teter, Glenn Pingree, Mike Davis and Ellen Rose. Mayor Paul Helenberg was absent.

**DEPARTMENT REPORTS****City Planner T.J. Keiran**

Keiran announced that an application has been received from Mike Canton, representing ownership interest with Raymond Pieren requesting determination of Similar Use Authorization for property located at 2542 Larsen Lane SW. The applicant would like the Hearing Examiner to render a determination if a proposed recreational vehicle consignment sales and service business may be included as a similar use within the industrial zone. A public hearing on this issue is scheduled for August 21, 2013 at 6:00 p.m.

**Clerk-Treasurer Ryana Covington**

Budget report for the second quarter was provided to City Council for review. On the Cash and Investment Activity report, a deficit balance shows for the Street Fund, Municipal Water Capital Improvement Fund and Regional Water Capital Improvement Fund. All of those funds have active capital projects and are awaiting reimbursement of costs from funding agencies. Councilmembers also reviewed year to date totals for revenues and expenditures for all funds. Covington noted that in the General Fund, the city has received 51.08% of projected revenues and expended 51.10% of the allocated budget. Covington also reviewed a summary of General Fund quarterly revenue comparisons for the years 2008 through 2013, which show operating revenues to be comparable with 2013 General Fund revenues for this same time period.

Councilmember Davis asked when the city would restore funding to the police department that was decreased from their budget. In answer to Mayor Pro-Temp Queen's question, Sergeant Neves stated it was his understanding that the council's intent was to provide those funds. He noted the decrease has made it difficult to manage their budget needs and currently the police budget is running approximately 2% over. Covington recommended that city council defer any adjustment to the police budget until later in the year. She noted that sales tax revenues are one of the city's primary General Fund sources and council may want to wait until they are sure that the projection for this revenue source is met.

Councilmember Rose asked Sergeant Neves to explain recent interest charges on purchases through the credit card maintained by the police department. Covington added that the Audit Committee will be working on establishing a city policy for those uses.

Councilmembers reviewed the 2<sup>nd</sup> Quarter Utility Comparison report. Covington noted that \$83,000 has been requested, but not received, for reimbursement from Public Works Trust Fund for the Front Avenue utility upgrade project. Councilmember Teter requested that subsequent reports include a breakdown between operating costs and capital projects.

#### Librarian Vicki Selander

- Announced that it appears voters have supported the Library Excess Levy ballot issue by well over a super-majority vote.
- Invited city councilmembers to the September 9<sup>th</sup> Friends of the Library meeting, beginning at 9:00 am. A representative from the State Library Board will be present to discuss alternative funding options for libraries.

#### Council Reports

- Mayor Pro-Temp Queen announced that Department of Ecology has awarded the Castle Rock Wastewater Treatment Plant with an Outstanding Performance Award for 2012. This is the third consecutive year that the city has received this award.
- Councilmember Teter stated has spoken with the county assessor regarding the possibility of forming a library district. Teter stated this would require voter approval to form such a district; which could levy up of 50¢ per \$1000 valuation, without having to go back to the voters.
- Councilmember Pingree and Rose attended the America In Bloom judges presentation. The judges provided some feedback on their observations, however the formal evaluation will not be provided to the city until September.

#### CONSENT AGENDA

1. Councilmember Teter made a motion, seconded by Pingree to approve the minutes of the August 12, 2013 Regular Council Meeting. By roll call vote; Councilmember Davis abstained, with the remaining voting 'Aye' Motion passed.
2. Councilmember Teter advised that he reviewed July invoices as presented in the Fund Transaction Summary as adjustment numbers 292 and 293, payroll check numbers 23670 through 23719 and general expenditure check numbers 43997 through 44096; for a total amount of \$734,973.28. Councilmember Teter made a motion, seconded by Pingree to approve the expenditures for July as presented. By roll call vote, unanimous 'Aye'.

#### OLD BUSINESS

1. Councilmembers reviewed the final draft of the Castle Rock Site Market Readiness Assessment report dated August 2, 2013 from E.D. Hovee Company. Public Works Director Dave Vorse noted the report includes site inventory, market readiness, summary observations of those sites and supplemental information resources that would be used by potential developers. Vorse and Covington presented this report to the Chamber of Commerce at their August 8<sup>th</sup> meeting and plan to provide a

presentation to the Castle Rock Economic Development board at the end of this month. If no comments are received from those organizations, a final presentation will be provided to County Commissioners. Funding for this project was made possible by a grant from Cowlitz County using Rural Development Funds.

#### **NEW BUSINESS**

1. City Planner T.J. Keiran requested council recommendation for approval of the Castle Rock Boat Ramp Current Velocity Improvement Project Shoreline Substantial Development Permit. Project includes construction of a rock groin in the Cowlitz River immediately upstream of the Al Helenberg Memorial Public Boat Launch. The purpose of the groin is to improve boat launch safety by redirecting flow and reducing the velocity at the site. Staff recommends approval, with conditions. An amended summary of those conditions are as follows (the full list is included in the staff report dated August 7, 2013):

- Construction shall proceed in compliance with the plans and specifications submitted April 29, 2013;
- Construction shall proceed in conformance with the design elements of the Geomorphologist's letter dated August 12, 2011;
- Proper erosion control measures shall be installed prior to clearing, grading or any construction activity.
- Fill materials shall be clean materials and shall be acquired from permitted facility.
- Any spills, soil or debris accidentally entering the water during construction shall be immediately removed.
- The permittee shall provide a copy of the permit, conditions and drawings to all contractors performing any of the authorized work;
- Applicant shall comply with Construction and Operation Regulations in the Cowlitz County Shoreline Master Program;
- Prior to final approval of permits, the proponent shall submit to the City all materials necessary to obtain the required permits for the associated mitigation plan.

Keiran noted this permit is the third phase of the permitting process and if approved by the city council, the permit will be forwarded to Washington State Department of Ecology for their review.

Councilmember Pingree made a motion, seconded by Davis to approve the Castle Rock Boat Ramp Current Velocity Improvement Project Shoreline Substantial Development Permit with staff conditions.

Discussion on motion: In answer to Councilmember Davis' question, Vorse stated the

groin will extend almost to the existing log booms. It will have no effect to the opposing bank; but instead create a scouring effect within the launch area.

Vote on motion: Unanimous 'Aye'.

2. Council review of bid results for the following projects:

- Replacement of four speed bumps at boat launch. Bidders submitting included:  
Savant Design LLC, Kelso, WA \$600/speed bump; total bid \$2,400  
Lakeside Industries, Longview, WA \$701.35/speed bump; total bid \$2,805.40  
Stripe Rite Inc, Sumner, WA \$1,275/speed bump; total bid \$5,100  
DJ's Paving, Vancouver, WA \$1500/speed bump; total bid \$6,000

Vorse stated he has checked references and subcontractors listed for the low bidder, Savant Design LLC. In answer to Councilmember Pingree's question, city attorney Frank Randolph noted the city must award to the lowest responsible bidder.

Vorse stated the goal is to have the project completed by September 1<sup>st</sup>.

Councilmember Davis made a motion, seconded by Rose to award the bid to Savant Design LLC in the amount of \$2,400 for replacement of four speed bumps. By roll call vote, unanimous 'Aye'.

- Biosolid removal at the Wastewater Treatment Plant. Bidders included:

Tribeca Transport LLC, Woodland, WA \$ .08/gallon  
Roto-Rooter Sewer and Drain, Longview, WA \$ .095/gallon  
Northwest Liquid Transport 1 Inc, Lynden, WA \$ .145/gallon  
Northwest Cascade Inc, Puyallup, WA \$ .1695/gallon

Estimates included in the bid were removal of between 10,000 and 68,000 gallons of biosolid material.

Councilmember Pingree made a motion, seconded by Davis to award the bid to Tribeca Transport LLC. By roll call vote, unanimous 'Aye'.

3. Mr. Randolph stated he was pleased with the mitigation outcome which resulted in a Sidewalk Agreement between the city and B-Kenn LLC relating to the design and placement of the sidewalk system adjacent to that property. Randolph stated the design placed the improvements on private property. The property owner, Blaine Kennington had expressed concern over possible impacts. This agreement allows the project to move forward and addresses concerns over landscaping and the irrigation system currently located on that site. The cost for those mitigations will be covered by grant funds for the sidewalk project.

Councilmember Rose made a motion, seconded by Davis to approve the Sidewalk Agreement between the city and B-Kenn LLC. By roll call vote, unanimous 'Aye'.

4. Gloria Mandery, Michner Street SW requested an adjustment to her utility bill in the amount of \$189.10. Covington stated CRMC 13.06.120 limits the amount of adjustment authorized for the clerk to make at \$100. For this reason, council is being asked to approve the adjustment. Covington noted that the customer has provided adequate documentation to support this adjustment request.

Councilmember Pingree made a motion, seconded by Teter to approve the utility adjustment requested by Mandery in the amount of \$189.10. By roll call vote, unanimous 'Aye'

5. Mayor Pro-Temp Queen reported receiving numerous complaints regarding recent street sweeping on Allen Street. Residents complained of extreme dust issues and requested either more water is used to dampen the dust, or sweeping be eliminated in that area. Vorse stated the city contracts with Washington Department of Transportation for street sweeping. He had instructed the operator to cease if the work created excessive dust issues.
6. Councilmember Teter made a motion, seconded by Pingree to approve Ordinance No. 2013-05, an ordinance amending the Arterial Street Fund budget in the amount of \$650,000 to include a grant award by Department of Transportation for the Front Avenue construction project, on first reading. By roll call vote, unanimous, Aye

**EXECUTIVE SESSION:** Mayor Pro-Temp Queen adjourned regular session at 8:27 p.m. for a fifteen minute executive session to discuss potential litigation. Queen reconvened regular session at 8:41 p.m.

#### **ADJOURNMENT**

There being no further business, Queen adjourned the meeting at 8:42 p.m.

---

Mayor Pro-Tempore Earl Queen

---

Clerk-Treasurer Ryana Covington