

0018 Mayor Barbara Larsen called the 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: Earl Queen, Jack Reilly and Mike Mask. Councilmembers Khembar Yund and Greg Marcil were absent.

0066 Councilmember Mask made a motion, seconded by Queen to approve the minutes of the September 29, 2008 Regular Council Meeting. By roll call vote, unanimous Aye.

0102 Mayor Larsen adjourned regular session at 7:32 p.m. for a 5 minute executive session to discuss personnel issues with no action anticipated.

0157 Mayor Larsen reconvened regular session at 7:38 p.m.

0173 City Attorney Tom O'Neill stated that he has drafted an animal control ordinance based upon the City of Longview's. The Humane Society Director has indicated that Longview's animal control ordinance works well. A component of this ordinance would allow the Hearings Examiner to adjudicate issues. If enacted there could be additional Hearing Examiner costs for this adjudication. If council recommends going forth with the proposed amendments, the existing animal control ordinances will need to be repealed to enact the new ordinance.

In response to a question from Clerk-Treasurer Ryana Covington, O'Neill clarified that as an alternative to criminal action, adoption of an adjudication ordinance allows the Hearings Examiner to adjudicate issues as an infraction. The city currently has an adjudication ordinance to resolve Building and Planning issues. The existing ordinance could be reworked to allow for the resolution of animal control issues also.

0433 O'Neill reports that he has reviewed the proposed Municipal Court Budget to ascertain if expenses can be reduced. The only area that could possibly be reduced would be the appropriation for court appointed attorneys. This cost is based upon the case load.

In response to a question from Councilmember Mask, O'Neill clarified that contracting with Cowlitz County District Court costs the city significantly less than providing municipal court services. The only cost that would be changed by providing municipal court services would be the cost for the judge. All other expenses are mandated services and would remain the same.

O'Neill clarified that court appointed attorneys will begin charging fees of \$150 per case plus \$50 per hour trial costs. The trial cost is a new expense added for 2009. Jail costs due to mandatory sentencing remain a concern. At the current rate of \$67 per day of incarceration these costs can quickly escalate. Covington

added that the jail costs in 2009 will be \$68.75 per day for each inmate plus a booking fee of \$50.99.

In response to a question from Councilmember Queen, O'Neill recommends approval of the Municipal Court Budget as presented.

In response to a question from Councilmember Mask, Police Chief Bob Heuer explained that the cost to contract for alternative incarceration services through other agencies would save approximately \$10 per day, but could increase costs overall due to medical transport service requirements. By providing local incarceration a sentence can be suspended due to a medical issue.

- 1021 Police Chief Bob Heuer reports that this has been an extraordinary month for the Police Department due to the following events:
1. While in route to work, Officer Charlie Worley rescued a woman from a house fire in the City of Longview. His heroic actions were commended.
 2. A SWAT Team callout occurred when a fugitive featured on 'America's Most Wanted' was apprehended at a Castle Rock motel.
 3. A double suicide took place at another Castle Rock motel.
 4. Last Thursday, the Task Force made a dual arrest at downtown businesses in both Kalama and Castle Rock for marijuana trafficking.

Councilmember Queen commended the Police Department on a job well done.

- 1209 City Engineer Mike Johnson provided an update on the Water Treatment Plant Upgrade Project. The concrete clearwell floor and walls have been poured and the ceiling will be poured next week.

In response to a question from Councilmember Mask, Johnson stated that the project is on schedule. However, the contractor is currently awaiting the delivery of equipment. Johnson has requested a cost proposal on two minor concerns that will be discussed at a later date.

- 1284 Public Works Director David Vorse reviewed the 'Draft' Capital Facilities Plan. This plan provides direction for upcoming projects and is composed from the Sewer Comprehensive Facilities Plan, the Water System Plan, the Park Plan and direction provided for arterial and residential streets.

City Engineer Mike Johnson explained that the plan provides an updated cost estimate and also provides credence when pursuing funding opportunities.

Councilmember Mask would like to table this request until the full council is present to review these projects. Vorse clarified that funding will not be available to complete all of these projects. The plan prioritizes projects for completion as funding becomes available.

1445 Vorse reports that using the Small Works Roster, seven qualified contractors requested a bid packet for the Wastewater Treatment Plant Blower Improvements Project. Only one of those contractors, Entek Corporation, submitted a bid of \$59,725. The engineers estimate for this project is \$23,000.

In response to a question from Councilmember Mask, Vorse specified that Tetra Tech/KCM was the engineering firm for the Wastewater Treatment Plant Rehabilitation Project that designed the Blower Room. Vorse expanded that he has contacted Tetra Tech/KCM Vice President Jerry Minor who requested documentation for this project before commenting.

City Engineer Mike Johnson explained that the project to resolve the blower room issues contained three different components.

1. Increase the air flow into the room to help cool the blower motors;
2. Insulate the discharge piping, which is hot, to reduce the air temperature; and
3. Relocate the air intake for the blowers to the outside of the building.

Half of the costs for this project would provide ventilation improvements to the room and the other half is for the relocation of the air intake and piping insulation. This project could be split into two phases. If phase one resolved the overheating problems then the second phase could be eliminated.

In response to a comment from Councilmember Mask, Vorse noted that Tetra Tech/KCM may or may not take responsibility for these costs after reviewing the project specifications and cost estimates. Councilmember Mask believes that action should be taken against Tetra Tech/KCM to fund these repairs. Vorse indicated that the immediate goal is to mitigate damage before another blower motor burns up.

In response to a question from Councilmember Mask, Johnson indicated that approximately \$3,500 was expended preparing the bid specifications.

Councilmember Mask suggests pursuing the bonding agency to cover these expenses. Councilmember Reilly noted that Tetra Tech/KCM must first have the opportunity to review and respond to this issue. Vorse detailed that this issue has been ongoing since the project was completed three years ago. Johnson explained that it is the construction company that was bonded not the engineering firm and this is a design related issue.

Councilmember Queen surmised that the problem must first be resolved to mitigate expenses before pursuing reimbursement from the engineering firm. Johnson stated that there are costs associated with the recovery of expenses. City Attorney Tom O'Neill clarified that the funds being expended now will provide the expert foundation regarding Tetra Tech/KCM's responsibility for the issue.

- In response to a question from Councilmember Reilly, O'Neill stated that a request may be made to recover additional expenses. He will need to review the contract to ascertain the provisions for recovery of expenses.
- In response to a question from Councilmember Mask, Johnson stated that a lower bid may be received if more contractors participated. Contractor participation can be limited due to the time of year that the bid was requested. Council can reject this bid and request bids at a later date. The winter may be a better time to request bids as contractors are more likely to have time available during their slow season. The city has 60 days to respond to the bid received.
- 2080 In response to a question from Councilmember Mask, Vorse reports that budgeting for the Boat Launch Project was discussed with the Port of Longview. The surveyor has all the information needed to plot the site. The National Marine Fisheries Service has not yet responded regarding the Whittle Creek Easement language for off-site mitigation.
- 2132 In response to a question from Councilmember Mask, Vorse explained that the Riverfront Trail Northeast Extension Project is on hold until the Army Corps of Engineer respond regarding the reported reduced flood protection level along this section of the levee. The cause for concern is unknown to us. On October 23rd a meeting is scheduled with Representative Brian Baird, the Corps and FEMA to discuss the issues. The Corps has stated that they would discuss concerns regarding the north levee prior to that meeting.
- 2167 Councilmember Mask requests that the trees that are obscuring the trail lights at 'The Rock' be pruned.
- 2191 In response to a question from Councilmember Queen, Vorse stated that the trail segment connecting the Field of Dreams Subdivision to Front Avenue SW at Dike Drive fulfills the recreational component for that project by providing access to the Riverfront Trail. There will be a light install near the central portion of that trail segment.
- 2228 Clerk-Treasurer Ryana Covington requests payment of September expenditures in the amount of \$645,417.34 as outlined on the Summary of Claims and further described as check numbers 37828 through 37950 for general expenditures and check numbers 20285 through 20332 for payroll expenses. Councilmember Reilly has reviewed the claims prior to the meeting.
- 2238 Councilmember Queen made a motion, seconded by Mask to approve payment of September 2008 invoices in the amount of \$645,417.34, as described in the Summary of Claims. By roll call vote, unanimous 'Aye'.
- 2248 Librarian Vicki Selander reports that the Bill and Melinda Gates Foundation funded a two day seminar for Friends of the Library Sally Barnes and herself at

the Skamania Lodge to provide training in fundraising. If the Library can raise matching funds all of the computers that were provided by the Gates Foundation five years ago could be replaced.

2288 Report of Meetings

The Mayor and Councilmembers have been attending Budget Workshop Meetings.

Tomorrow Mayor Larsen will attend a meeting for mayors with Representative Baird.

2340 Vorse reports that Castle Rock Building Supply has three sheets of the T-1-11 siding that is needed for repairs at the Senior Center at a cost of \$25 per sheet.

2379 Councilmember Mask made a motion, seconded by Queen to approve the replacement of the damaged T-1-11 siding and then paint the Senior Center the same color as City Hall. By roll call vote, unanimous Aye.

2404 Pathways 2020 Director Paul Youmans presented an overview of the Castle Rock to Lexington Trail Loop. Youmans also co-facilitates Cowlitz on the Move Healthy Lifestyles Coalition and the Cowlitz Trails Planning Committee. Coordination of the Castle Rock to Lexington Trail Loop was proposed by Cowlitz on the Move as a segment of the Cowlitz County Regional Trail Plan. The Castle Rock Riverfront Trail provided the inspiration to develop new trails linking the Castle Rock Riverfront Trail System to the Lexington Bridge along both sides of the Cowlitz River forming a trail loop. The Castle Rock Park Board unanimously approved support of an amendment to the Cowlitz County Regional Trail Plan during the September Regular Park Board Meeting to include the Castle Rock to Lexington Trail Loop.

In the fall of 2006 a planning grant was received from the Rivers, Trails Conservation Assistance Program of the National Park Service.

Tape 1 of 1

Side B

At this time, the Cowlitz Trails Planning Committee requests support of an amendment to the Cowlitz Regional Trail Plan to include the Castle Rock to Lexington Trail Loop.

By January 2007, the Cowlitz Trails Planning Committee was formed to develop a trail linking Castle Rock to Lexington on both sides of the river. This committee consists of representatives from the City of Castle Rock, Cowlitz County Health Department, Cowlitz-Wahkiakum Council of Governments, National Park Service, Pathways 2020 and Cowlitz on the Move.

In the summer of 2007 public meetings were held in Castle Rock and Kelso to invite comments, concerns and ideas about the trail. In November 2007, a day and a half workshop was held with local residents and members of the Washington and Oregon Chapters of the American Society of Landscape Architects to brainstorm trail design and future uses. This workshop was funded by a grant from the Washington Health Foundation. On Earth Day, the Cowlitz Regional Trails Planning Committee presented the plans for the Castle Rock to Lexington Trail Loop to the community. Currently the Trail Planning Committee is requesting that the Castle Rock and Kelso City Council and Park Board, the Cowlitz County Park Board, Cowlitz County Commissioners and the Cowlitz-Wahkiakum Council of Governments include a Castle Rock to Lexington Trail Amendment in their Regional Trails Plan.

Development of the Trail Loop will be done in sections as funding becomes available. Cowlitz County will widen the shoulders along West Side Highway (SR411) as repairs are made. This will provide for a separated pedestrian trail along SR411. The trail can run adjacent to the river in the Cook Ferry Road area as Cowlitz County owns this property. Cowlitz County has committed \$50,000 for the development of two miles of gravel trail along Cook Ferry Road. In the future this area could include a restroom and parking. On the eastside of the river, Pleasant Hill Road has sufficient shoulder space for a separated trail.

Youmans noted that a countywide Trails Inventory will be conducted this fall for the development of a trails map. In addition, the City of Longview has expressed interest in connecting to the trail at Lexington and extending the trail system to Gerhart Gardens. The committee envisions a future countywide trail system from Castle Rock to Woodland. Residents of Toledo have also expressed a desire to connect to the trail system at Castle Rock.

Councilmember Mask noted that he lived in Germany for three years where non-motorized trails are readily accessible. Residents are able to safely walk or bike everywhere and he felt that America is in need of comparable trail systems. Councilmember Queen agreed that the Castle Rock Trail System is popular with residents. Youmans added that Castle Rock is above the national average in the amount of trail length per resident and is three times that of Longview.

- 3142 Councilmember Mask made a motion, seconded by Reilly to approve the Castle Rock to Lexington Trail Loop Plan as an amendment to the Cowlitz Regional Trails Plan. By roll call vote, unanimous Aye.
- 3167 Youmans extended an invitation to attend the dedication of the new playground at the Castle Rock Elementary School at 10 a.m. tomorrow. Refreshments will be served while thanking the volunteers that made the playground a reality.

- 3269 Councilmember Queen made a motion, seconded by Mask to approve a leak adjustment at 115 First Avenue SW in the amount of \$181.17. By roll call vote, unanimous Aye.
- 3348 Councilmember Mask made a motion, seconded by Reilly to approve a leak adjustment at 504 Michner Street SW in the amount of \$250.44. By roll call vote, unanimous Aye.
- 3386 Councilmember Queen made a motion, seconded by Reilly to table consideration of the Animal Control Contract with the Humane Society of Cowlitz County for 2009 until the next Regular Council Meeting. No vote was taken on this motion, since a request to table is indisputable.
- 3401 Police Sergeant Scott Neves reviewed the funding proposal for the lease of a new phone system with Cisco Capital.

Clerk-Treasurer Ryana Covington reports that in the current budget, a new phone system was estimated to cost \$37,300 to be paid over a five year period with payments of \$840 per year divided amongst eight departments. When the phone configuration was finalized this year, three of those departments could not be connected to the phone system. This reduces the departments sharing the expense to five with only one of those five departments outside of the General Fund.

The amended cost for the system is now \$44,933.87 to be paid over a five year period through Cisco Capital Leasing Option Plan. The annual expense of \$9,929.79 would equal \$1,985.96 from each department. These annual payments divided between the five departments would amount to \$7,943.84 from the General Fund and \$1,985.96 from the Water Fund. The cost would be higher if these payments are made monthly instead of annually. A monthly payment of \$854.12 would equal an annual fee of \$8,199.36 from the General Fund and \$2,049.84 from the Water Fund.

In response to a question from Councilmember Mask, Neves clarified that the current phone system is obsolete. Replacement parts cannot be obtained or repairs made. The system is currently operating at maximum capacity with no expansion available. He stated this system has outlasted its service life by at least ten years. The current phone system could fail at any moment.

Councilmember Mask stated that at this time the General Fund cannot absorb this expense. Sergeant Neves specified that if the current system failed it would take at least a month to install a new system. Councilmember Queen cautioned that the city cannot function without a phone system. This is essential equipment and some purchases cannot be put on hold.

In response to a question from Councilmember Reilly, Neves summarized that if the phone system failed all phone and fax functions would cease at all city offices but 911 would still be operational.

Councilmember Mask believes there must be a more affordable system available.

In response to a question from Councilmember Reilly, Neves listed features that the phone system currently lacks but would be available with the new system:

- Conference Calling
- Intercom System
- Voice Mail
- Call Transferring
- Additional Lines
- Ability to Expand

Councilmember Reilly noted that this system could be connected to the fibre optics system being installed by Cascade Networks.

Neves expanded that currently the Public Works Complex is connected to City Hall via a copper wire which needs to be replaced. This system would provide fibre optic connect from City Hall to the Public Works Department for \$2,000.

Councilmember Reilly tabled this proposal until the next Regular Council Meeting.

4060 After review, councilmembers directed the city clerk to schedule workshop meetings for October 16th, October 20th and October 23rd beginning at 6:00 p.m. A Budget Workshop Meeting is also scheduled for tomorrow, October 14th. Covington was notified by Councilmember Yund that he will not be available until October 23rd.

4313 There being no further business, Mayor Larsen adjourned the meeting at 8:55 p.m.

Mayor Barbara Larsen

Clerk-Treasurer