

CALL TO ORDER

Mayor Paul Helenberg called the January 9, 2012 regular meeting of the Castle Rock City Council to order at 7:31 p.m. followed by the Pledge of Allegiance. The following councilmembers were present: Ray Teter, Glenn Pingree, Earl Queen, Mike Davis and Ellen Rose.

OLD BUSINESS

Nathan Hyde, Seventh Day Adventist Church, requests permission for temporary sign placement at the north and south entrance into the city. The signs will advertise the nutritive film, "Forks over Knives". Mr. Hyde feels that the area south of the Park and Ride would work well. Councilmember Rose clarified that she is not a proponent of signs since this location offers a first impression of Castle Rock when exiting I-5. She noted that everyone works hard to make the city look good and signs distract from the aesthetics. Councilmember Pingree stated that historically the city has allowed temporary signs to be posted within the right of way for events such as Mountain Mania, the Fair, and the Mount Saint Helens Motorcycle Races. Councilmember Rose would like this issue examined for the purpose of developing a policy for this use.

In response to a question from Mayor Helenberg, City Planner T.J. Keiran explained that any sign placed within the city limits requires a permit, unless exempted by code. The permit process ensures that the sign is properly secured and structurally sound. City Attorney Frank Randolph cautioned that the city must be consistent and cannot regulate content.

Councilmember Rose would like an area designated for temporary sign placement. Mayor Helenberg concurred that an area should be established at each end of town. Mayor Helenberg appointed a committee to discuss locations for sign placement.

Councilmember Pingree specified that he sees no problems with Mr. Hyde's request. By consensus, Council approved Mr. Hyde's request to temporarily place a "Forks over Knives" sign in the right-of-way south of the Park and Ride, contingent on completion of a permit application (if applicable) and approved by the Building Official.

DEPARTMENT REPORTS

Police Chief Bob Heuer

Heuer requests a moment of silence in remembrance of Rainier Police Chief Ralph Painter.

Public Works Director David Vorse

- Vorse briefly reviewed projects completed in 2011 which included the following items:

Water
350 customer meters have been replaced with radio read meters since 2009. 200 more will be replaced in 2012. The system contains approximately 1000 customer meters.
18 water leaks were repaired. 35 water leaks were repaired in 2009. This reduction is attributed to an annual water main replacement project.
Sewer
Approximately 20% of the sewer system was inspected as part of the Sewer Inspection Program required by AWC. The remainder of the system will be inspected in 2012.
There was only one sewer plug in 2011. This reduction is attributed to improved maintenance of the collection system.
Parks
Grant funding for the Pump Track was pursued but later abandoned due to copious reporting requirements for federal funds. This park is developing nicely. Work party recruits are requested for Saturday January 14 th and 21 st .
Streets
Construction on the Cowlitz Street W Revitalization Project took place in 2011.
Irrigation drip system was completed on Huntington Avenue S islands as part of the Water Use Efficiency Plan. The plants responded well.

- Vorse reviewed projects proposed in 2012:

Water
The Water System Plan is required to be updated every six years. This plan provides an overview of the entire system. The Water Treatment Plant, capacity, fire flow, age, finances, etc. will be examined for sustainability.
Sewer
In response to a request from Mayor Helenberg, a Pilot Composting Program will be developed. The city's vegetative waste will be composted with the biosolids at the Wastewater Treatment Plant. Only the city's clippings will be incorporated as part of this pilot program. During the summer, biosolids are applied at the Dredge Spoils Site. The slow release of nutrients grows a quality sod. Mayor Helenberg anticipates increasing regulations for biosolid application.
Parks
A Request for Quotes for Boat Launch Floats is being developed for the Al Helenberg Memorial Boat Launch Project Phase 2. The engineer is working on the river current diversion component.
Streets
The Front Avenue N Reconstruction Project and the Safe Routes to School Project will continue in 2012.
Other
The Capital Facility Plan will be updated to prioritize capital improvement projects.
Grants
A grant application will be submitted for a Washington Wildlife and Recreation Program through the Recreation and Conservation Office to fund park amenities.
Grant applications will be submitted to the Transportation Improvement Board grants for overlays and arterial street improvements.

In response to a question from Councilmember Queen, Vorse clarified that internet connection is needed for the security camera at Park and Ride. Installation of the phone system must be completed first.

Clerk-Treasurer Ryana Covington

Covington reviewed the November 2011 Cash and Investment Activity Report. Revenues have been received to resolve the negative balance in the Arterial Street and Boat Launch Facility Funds.

COUNCIL AND AD HOC COMMITTEE REPORTS

Mayor Paul Helenberg

Mayor Helenberg reports that he, Councilmember Rose and Exhibit Hall Director Karen Johnson attended the 'Big Idea' meeting on Friday. By-laws are currently being developed.

Councilmembers

- Councilmember Pingree nominated Student Representative Genevieve Grant for the AWC Scholarship for Future Leaders. Grant thanked councilmembers for their support.
- Councilmember Pingree reports that St. Paul Lutheran Church will host a Brainwork's Café meeting on January 23rd at 5 p.m.
- Councilmember Pingree would like to initiate a 'Buy Local' campaign. Each city department should make every effort to make purchases with local businesses, as much as possible. Each dollar spent in Castle Rock stays in Castle Rock. He understands that some items cannot be purchased locally. However, the city should lead by example by making it a priority to purchase automotive services, groceries, gas, etc. from Castle Rock businesses. Purchasing goods and services from our community is vital for our survival during this recession.

Councilmember Pingree requests suggestions to promote a 'Buy Local' campaign. Councilmember Rose noted that she placed this slogan on the reader board at Mt. St. Helens Motel. David Vorse suggested this is a project for the Chamber of Commerce. Covington pointed out that a 'Buy Local' campaign is a vital component within the city's Strategic Marketing Plan. City Attorney Frank Randolph cautioned that procurement requirements must be met for larger purchases.

- Mayor Helenberg pointed out correspondence from Community and Economic Development Representative Nancy Chennault. The next Community Development Team meeting will be held on January 17th , 6:00 p.m. at the Elementary School.

CONSENT AGENDA

- Councilmember Teter made a motion, seconded by Pingree to approve the minutes of the December 27, 2011 Regular Council Meeting. By roll call vote, unanimous Aye.
- Councilmember Queen made a motion, seconded by Rose to approve payment of December invoices in the amount of \$362,904.06, as described in the December 2011 Fund Transaction Summary. As check numbers 42097 through 44220 for general expenditures, check numbers 22720 through 22769 for payroll expenses and adjustment numbers EFT Payroll 12/20/2011 and 200. By roll call vote, unanimous Aye.

OLD BUSINESS

Mayor Helenberg specified that he will meet with Vorse, Randolph and Councilmembers Rose and Queen to determine a location for temporary sign placement. Vorse will schedule this meeting.

NEW BUSINESS

- City Planner T.J. Keiran reports that Mr. and Mrs. Gave Gourde have submitted an application to amend the text of Castle Rock Municipal Code (CRMC) Chapter 17.40, C-2, Highway Business District, to allow mini storage units as a principle use, subject of satisfying certain conditions. This zone text amendment is not a site specific request, but would apply to all applicable areas identified in the amended text.

Keiran stated four years ago mini storage units were allowed within the commercial zone; however the planning commission made a recommendation to restrict these uses to being secondary to a main commercial establishment, in an attempt to preserve the limited available commercial sites. Council concurred with the planning commission. Keiran stated that Mr. Gourde has noted these concerns, and therefore a buffer has been provided to protect tourist related commercial activities along Spirit Lake Highway corridor. Councilmember Teter noted that a mini storage facility is a development that would bring in higher property tax dollars, even though it does not generate sales tax revenues for the city. Councilmember Davis added that there is a local need for such a facility.

Councilmember Teter made a motion, seconded by Pingree to accept Ordinance No. 2012-01, an ordinance to amend the C-2 zoning district to allow mini storage units, subject to satisfying prescribed conditions, on first reading. By roll call vote, unanimous 'Aye'.

- Councilmembers reviewed a proposed Interlocal Agreement between the city, Cowlitz County and the cities of Kalama, Woodland and Kelso to pool grant funds to complete updates to the Shoreline Management Plans (SMP) for each of the entities. Keiran stated

each entity have received grants from Department of Ecology, Shoreline Master Program; totaling approximately \$740,000. Pooling resources will allow for procuring services of an environmental consultant. Of the grant total, \$490,000 is being made available for the environmental consultant services, with the remaining funds kept in reserve to complete the remaining grant requirements. The city received from Department of Ecology \$40,000, plus an additional \$25,000 to complete this work. These funds would be included into the pooled resources. The project is anticipated to take 2 ½ years to complete. Keiran stated four bid responses have been received for the environmental consulting services. City Attorney Frank Randolph stated he has reviewed the interlocal agreement. The indemnity clause included in the agreement has received approval from the city's liability insurance carrier.

Councilmember Pingree made a motion, seconded by Queen to approve the Interlocal Agreement as submitted for updating the Shoreline Master Program for the participating entities. By roll call vote, unanimous 'Aye'.

- Mayor Helenberg noted that several business owners along Cowlitz Street West have voiced concern over the speed that vehicles are travelling within this business corridor. Police department personnel have conducted speed surveys which show most vehicles are travelling at the approved speed. The mayor requested council consider lowering the speed limit on Cowlitz Street West, from 25 mph to 15 mph to eliminate safety concerns. Chief Heuer noted this area is fairly congested, with angled parking. Councilmember Pingree requested a quote on the cost for the new speed signs. Vorse stated he would provide that information. Vorse also noted that traffic data shows that reducing the speed limit to 15 mph greatly cuts the potential for accidents.

Side B

Vorse stated when a speed limit is changed, the city must post temporary signage. He also suggested that two speed limit signs be purchased. An ordinance must also be passed by the city council to change the speed limit on this street.

- Councilmember Teter made a motion, seconded by Queen to approve Resolution No. 2012-01, a resolution to obtain public financial assistance from the Rural Development, United States Department of Agriculture, pursuant to Section 310 B of the Consolidated Farm and Rural Development Act, for the purpose of providing funding for website development and Ombudsmen to benefit business development opportunities, on first reading. By roll call vote, unanimous 'Aye'.

- Mayor Helenberg made the following department and committee appointments for fiscal year 2012:

2012 COMMITTEE AND DEPARTMENTAL APPOINTMENTS

COUNCIL LIAISON TO CITY DEPARTMENTS	
Law Enforcement	Mike Davis
Court	Earl Queen
Finance	Ray Teter
Library	Ellen Rose
Parks/Public Works	Glenn Pingree
COMMITTEE APPOINTMENTS	
Mosquito Board	Ed Smith
9-1-1 Council *	Representative: Earl Queen Alternate: Paul Helenberg
Lower Columbia Community Action Council (LCCAP) *	Glenn Pingree
Emergency Management Advisory Committee *	Paul Helenberg
Cowlitz Health Dept/Public Health Advisory Committee	Ray Teter
Cowlitz-Wah. Council Of Govts (CWCOG)	Representative: Ryana Covington Alternate: Paul Helenberg
Regional Transportation Planning Organization (TAC) and RPACT	Representative: Dave Vorse Representative: Earl Queen
Cowlitz Substance Abuse Coalition	Bob Heuer
Regional Information Forum	Ryana Covington
Cowlitz Economic Development Council	Representative: Nancy Chennault
Watershed Mgmt/Salmon Recovery Committee	Representative: Dave Vorse Alternate: Paul Helenberg
Regional Utility Board * (2 Elected Reps)	Representative: Paul Helenberg Representative: Glenn Pingree

CDBG Home Rehab Committee *	Mike Davis
Audit Committee Members * (3)	Primary: Ray Teter/Glenn Pingree Signature: Teter/Pingree/Rose
Chamber of Commerce	Representative: Ryana Covington Alternate: Paul Helenberg
Exhibit Hall Society	Paul Helenberg
CARE Coalition	Glenn Pingree
Housing Advisory Committee (CAP)	Paul Helenberg
Tourism Stakeholder Committee	Karen Johnson
Cowlitz-Lewis Economic Development District * (Alt. can be non-elected official)	Boardmember: Ellen Rose Alternate: Ray Teter
Vulnerable Adult Task Force	Bob Heuer and Glenn Pingree
Public Information Officer (PIO)	David Vorse
Tourism 'Big Idea' Board of Directors	Paul Helenberg, Ellen Rose, Karen Johnson

- Councilmember Pingree made a motion, seconded by Teter to appoint Earl Queen as Mayor Pro-Tempore, in accordance with RCW 35A.12.065. By roll call vote, unanimous 'Aye'.

ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 9:13 p.m.

Mayor Paul Helenberg

Clerk-Treasurer Ryana Covington