

Castle Rock City Council
Regular Meeting
December 13, 2010

Call To Order:

Mayor Paul Helenberg called the meeting to order at 7:30 p.m., followed by the Pledge of Allegiance.

Roll Call:

Attending were Councilmembers Ray Teter, Earl Queen, Jack Reilly, and Mike Mask. Councilmember Glenn Pingree was excused due to family illness.

Business From The Floor -

Bob Carpenter, 432 Kirby Avenue NE described the leak in his refrigerator ice maker supply line. This line extended under his house and required services from a plumber to locate the leak. Carpenter stated he did not repair the line, instead he had the plumber disconnect it. He stated the leak caused his usage to increase to 1600 cubic feet, from the monthly average of 400 cubic feet. He appreciated the city sending a notice of high usage and he is requesting an adjustment to the sewer billing.

Councilmember Mask noted that Castle Rock Ordinance 2010-02 outlines the basis for utility service adjustments. Section 'B' states that no adjustments are allowed for faulty plumbing fixtures. He felt the city would not be able to adjust the use because a refrigerator hose line is considered a fixture. Mayor Helenberg disagreed, noting that the line came from beneath the house. Public Works Director Dave Vorse stated in accordance with city ordinance, staff had initially denied the leak adjustment request. Vorse considered anything beyond the main line, from a valve to a fixture, to be considered a 'fixture'. The area that broke is part of the refrigerator's ice making system. Vorse noted if city council chooses to make an exception, this would need to be clarified. Mayor Helenberg cited his experience working as a plumber and noted the uniform plumbing code clearly defines a 'fixture'; and a water line leading to a fixture is not part of the fixture. Vorse stated that the city ordinance was intended to allow leak adjustments for those instances involving strictly a broken pipe, not a fixture. In this case, the issue must take into consideration if council considers tubing for an ice maker to be part of the water line. Mr. Carpenter felt that the area which leaked occurred in an area of the water line, prior to the fixture line. In answer to Covington's question, Mr. Carpenter stated the line was not repaired; instead he had the plumber unhook and remove the pipe.

Councilmember Teter made a motion, seconded by Reilly to allow a utility adjustment for Mr. Carpenter in the amount of \$90.05 in accordance with city ordinance. Councilmember Mask disagreed that the line is not a fixture and he felt the ordinance should be amended to more clearly define this. Helenberg stated a plumbing fixture has its own shut off valve that is easily accessible for disconnect. Vote on the motion: Councilmembers Teter, Reilly and Queen voted 'Aye'. Councilmember Mask abstained.

Police Chaplain Steve White provided a report summarizing the Shop With a Cop benefit. Twelve students were taken shopping with eight police officers from Castle Rock. With donations, each student was provided with \$125 to purchase gifts. Chaplain White complimented the local businesses for donating approximately \$1600 for this year's program. Mayor Helenberg thanked Chaplain White and the Castle Rock Police Department for their outstanding work on this program.

Department Reports

Public Works Director The city received two Transportation Improvement Board grants to reconstruct Front Avenue NW. The first grant, in the amount of \$511, 875, will include the area from A Street To Shintaffer. This section will be designed in the same format as Cowlitz Street West. The second grant, in the amount of \$351,000 will include Shintaffer to Huntington Avenue North. Construction will include replacement of the road structure, intersection redesign and addition of a sidewalk. Vorse thanked the city engineer for providing services to complete these grants. Mr. Vorse stated grant writing is provided by Gray and Osborne, at no cost to the city. Because of their efforts, the city received one of the largest TIB transportation awards in the state for this grant period.

Handheld water usage report (example of high usage detection)

capabilities). Vorse provided an example of data available from the handheld meters which are being used to answer customer questions regarding usage. Vorse noted that reports are available to show usage on a monthly, daily and hourly basis. This feature has proven to be an effective tool.

Vorse announced that training regarding levy high water inspections and sandbagging will be held on December 16th, 6pm – 8pm, at Cowlitz County Public Works in Kelso. This training is open to both elected officials and the general public.

Mayor Helenberg thanked the Public Works Director and the City Engineer on their success in obtaining additional grant funds for the city.

Council and Ad Hoc Committee Reports

No reports were given.

Consent Agenda:

Approval of November 22, 2010 regular meeting minutes:

Councilmember Reilly made a motion, seconded by Mask to approve the minutes, as submitted. By roll call vote, unanimous ‘Aye’.

Approval of November invoices in the amount of \$343,296.39 as described on the Summary of Claims as adjustment number 131, check numbers 40553 through 40661 for general expenses and check numbers 21520 through 21565 for payroll expenses. Councilmember Mask reviewed the voucher claims prior to the meeting:

Councilmember Queen made a motion, seconded by Mask to approve the invoices as denoted on the Summary of Claims in the amount of \$343,296.39. By roll call vote, unanimous ‘Aye’.

Mayor Helenberg closed regular session at 7:55 p.m. for a public hearing to take testimony on proposed budgetary amendments for fiscal year ending December 31, 2011. Covington stated the amendments are outlined in proposed Ordinance No. 2010-21 and a summary was provided to the public. In answer to Councilmember Reilly’s question, the appropriation for miscellaneous expenses for the Boat Launch Fund relate to bank charges from credit card processes. There being no further public comment, Mayor Helenberg closed the Public Hearing at 8:07 p.m.

REGULAR AGENDA

Old Business -

Ordinance No. 2010-20, an ordinance amending Ordinance No. 2008-15 amending fees for stormwater management services, on second reading;

Councilmember Mask made a motion, seconded by Reilly to adopt Ordinance No. 2008-15 on second reading. By roll call vote, unanimous ‘Aye’.

Reconsideration of filling the vacant Public Works Maintenance position and discussion regarding removing the hiring freeze. Mayor Helenberg stated this issue will be deferred until January 2011, after finalized year-end financial information is available. Councilmember Mask stated he also met with the public works director.

Annexation petition and accompanying legal description for proposed area located on the westside of the Cowlitz River, per RCW 35A.14.120; council approval to submit to county assessor to determine sufficiency. Also establishing a public hearing date, subject to county’s positive determination; Covington stated the city has obtained signatures from owners of approximately 70% of the assessed value of the area. The city is now ready to submit the petition to Cowlitz County for their final Determination of Sufficiency. Once the petition is certified as having a minimum of 60%, a public hearing will be held by the city to take final testimony. Councilmember Mask made a motion, seconded by Teter to submit the petition to the County Assessor for determination of sufficiency and to authorize the mayor to schedule a public hearing once a sufficiency notice is issued by the county. By roll call vote, unanimous ‘Aye’.

New Business -

Approval of Water System Plan amendment as submitted by the city engineer.

After the city acquired the west Castle Rock water system, Washington State Department of Health required the city to amend their Water System Plan to include the addition. City Engineer

Mike Johnson stated the plan has now been amended to include a description of the area, and updates to the water service area map, Coliform monitoring plan, and capital improvement projects. Johnson stated the amendments must be adopted by the city council, prior to the Department of Health approving the city's Water System Plan. Councilmember Mask made a motion, seconded by Teter to adopt the Water System Plan amendments as presented. By roll call vote, unanimous 'Aye'.

DNR land swap appraisal – engineering services agreement amendment in the amount of \$2,200 for a total contract; project total not to exceed \$12,700. Engineer Mike Johnson summarized work completed to enable a land swap of city-owned property in the Cowlitz River High Banks area with land owned by Washington State Department of Natural Resources (DNR) located in the High Banks area. The initial land appraisal showed the value of the DNR property to be significantly higher than the city-owned property. Based on discussion with DNR staff, a revision of the area boundaries would be needed to make values more equivalent. Additional engineering services would allow for an update of the appraisal of the two revised parcels using a sub consultant, Appraisal Solutions Northwest. The cost for the sub consultant services, in addition to an updated narrative report would require an amendment to the service contract of an additional \$2,200. Vorse noted this initial project was funded by a Cowlitz County Rural Development grant in the amount of \$14,000. Councilmember Mask made a motion, seconded by Teter to approve the engineering services amendment for the DNR land swap appraisal in the amount of \$2,200. By roll call vote, unanimous 'Aye'.

Request to consider establishing 'C' Street SE as a school safety zone. Councilmember Mask described situations that he considered hazardous to children walking to and from school. He felt that the posted speed should be reduced to 20 mph, and additional signage or flashing lights installed to warn of pedestrians. Councilmember Queen agreed, adding that vehicle traffic has increased on Roake Avenue, between the school property and C Street SE. Vorse stated the school zone includes Cowlitz to Roake, but not C Street SE. Vorse added that the grant application for Safe Routes to School funding includes signage, visual aids and educational components and will include C Street SE in the package. At this time, C Street SE is considered a portion of the truck route. An ordinance would be required to change the designation to a school zone. Chief Heuer stated C Street does not have any sidewalks and he suggested that school personnel be involved in mitigating this issue. The chief offered to speak with school representative, Henry Karnofski. Councilmember Mask suggested the city move forward in amending the school zone designation area to include Allen Avenue, as well as C Street SE. Councilmember Mask made a motion, seconded by Queen to begin the process to develop an ordinance to establish a school zone on C Street SE; between Front to Allen Street. Councilmember Teter felt the city should wait until input from the school officials have been presented. Vorse noted that school officials are aware of the issue. Vote on motion; Councilmember Teter abstained, Councilmembers Queen, Reilly and Mask voted 'Aye'. Motion carried. Mayor Helenberg added that he would contact the school superintendent regarding this motion.

Ordinance No. 2010-21, an ordinance amending various funds for fiscal year ending December 31, 2010, on first reading. Councilmember Mask made a motion, seconded by Reilly to adopt Ordinance No. 2010-21 on first reading. By roll call vote, unanimous 'Aye'.

Library heating system – bid comparisons. Mayor Helenberg presented three bids for upgrading the heating system at the library. Funding for this project would come from the Amy Thompson Library Trust Fund. Bids include the following:

Denali Heating and Air Conditioning, Castle Rock, WA	Not to exceed \$15,800, plus tax.
Renaud Electric Heating and Cooling, Kelso, WA	\$19,850, plus tax
Entek Corporation, Longview, WA	\$21,958, plus tax

Councilmembers reviewed the bids, noting Denali as low bidder. In answer to Councilmember Mask's question, Mayor Helenberg stated he would need to get information pertaining to the warranty. Councilmember Mask made a motion, seconded by Reilly to accept the bid submitted by Denali Heating and Air Conditioning in an amount not to exceed \$15,800 plus tax for the heating ventilation system at the library. By roll call vote, unanimous 'Aye'. Mayor Helenberg stated work would not begin until after the first of the year.

Mayor Helenberg stated that adoption of the 2011 salary schedule would be considered at the December 27th council meeting.

November 22, 2010 correspondence from Gwen Boss regarding concerns over the stormwater retention pond on Jackson Street. City Attorney Frank Randolph suggested the public works

director forward the issue to the city's risk manager to review and provide a determination of mitigation. This will allow review from an independent source and also provide information to the city's liability insurance carrier. Councilmember Mask also suggested planting of shrubs or arborvitae to block view of the retention pond. The city will defer any action until after review by the city's risk manager.

Karen Johnson, Exhibit Hall and Visitor Information Center Director reported that the wreath making class on December 4th was a success. She thanked Kyle Ward for donating the greenery, Jim Worl for providing live music and T.J. Keiran for donating the wreath bases.

Consideration to cancel December 27, 2010 regular council meeting. Mayor Helenberg stated a meeting will need to be held on December 27th to allow consideration of additional bids for library upgrades and to adopt the 2011 salary schedule.

Mayor Helenberg reminded councilmembers of the first annual Festival of Lights to be held December 20th in conjunction with the community Christmas dinner.

Mayor Helenberg adjourned the meeting at 8:45 p.m.

Mayor Paul Helenberg

Clerk-Treasurer