

**CALL TO ORDER**

Mayor Paul Helenberg called the April 14, 2014 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, Lee Kessler, Earl Queen, Mike Davis and Ellen Rose.

**BUSINESS FROM THE FLOOR**

Melody Kranz, I Topped The Rock committee chairperson, requested city council support of the event to be held June 21<sup>st</sup>. She also requested permission to close the same street as was done last year. Other support would be in the use of city personnel to help set up the event and provide signage for the street closure.

Councilmember Rose made a motion, seconded by Kessler to approve closure of the city streets as done in 2013 and to provide support as outlined by Kranz. By roll call vote, unanimous 'Aye'.

**PRESENTATION**

Geir-Ellif Kalhagen, CEO for the Port Of Longview and Ashley Helenberg, Port of Longview Public Relations, provided a Powerpoint presentation on port activities and how the port impacts employment in Cowlitz County. He noted the port owns 830 total acres and generates \$444 million in tax revenue activity for local businesses. Projects include development of Barlow Point, support of State Route 432 upgrade to improve access to Port property, Berth 4 redevelopment and the purchase of a second mobile harbor crane. Last year Cowlitz County Commissioners approached the Port Commissioners to see if they would be interested in taking over ownership/operation of Willow Grove Park, which includes a boat launch. The Port will be operating the park on a conditional basis for this year and will decide if they want to pursue future ownership. Mrs. Helenberg also noted the Port of Longview was a contributor to the Castle Rock boat launch facility and the lift jacket donor program. The Port has also worked with schools to bring students to the Port to show them the variety of job opportunities in logging and Port activities. Mrs. Helenberg stated that Port Commissioners Lou Johnson and Bob Baageson represent the Castle Rock area.

In answer to Councilmember Teter's question regarding the Port's decision to increase property tax rates, Geir-Ellif Kalhagen stated there is approximately \$75 million dollars in deferred maintenance and it was his recommendation to fund the Berth 4 upgrades with the added tax revenue. He noted the faster that the Port can make improvements; the quicker they can turn jobs from new business into investments. Of the 75 ports located in Washington, only two do not assess property tax revenue.

In answer to Councilmember Kessler's question, Geir-Ellif Kalhagen stated the Port has been working with Haven Enterprises to locate their business in Longview; which would create an additional 125 jobs. On Wednesday, the Port will host two community presentations at 3pm and 6pm at the Expo Center to discuss the Haven Enterprise project.

Geir-Ellif Kalhagen stated that Port Commissioners have expressed an interest in holding a joint meeting with city council members to discuss issues. Mrs. Helenberg stated if city council has any

recommendations or questions regarding Port issues; to contact her.

#### DEPARTMENT REPORTS

Police Chief Bob Heuer – attended a meeting at the PUD building regarding Safe Streets program. He stated recent legislation now allows cities to change speed limits without having to conduct an engineering survey. Vorse stated this was changed a year ago, to allow cities to lower speed zones to 20 mph in residential areas, based on safety issues.

City Planner T.J. Keiran – provided a follow-up summary of the March 10<sup>th</sup> FEMA Public meeting regarding FIRM mapping updates. Keiran stated the city has received one request from Roy Henson, Larsen Lane resident, asking the city to assist in filing an appeal to correct FEMA's map. Henson presented a survey map to FEMA officials showing the elevation of his property.

Other comments included:

- Bullock family, Green Acres Way, voiced concern that a drainage ditch adjacent to their property is causing their property to be designated as Flood Zone A (100 year flood event). FEMA engineers stated they would look more closely at that designation.
- Mike Canton, Larsen Lane, stated the proposed FEMA map includes structures on his property that were elevated in the 1940's.
- Mr Danell, Mosier Road, did not attend the FEMA meeting, but has contacted Keiran with concerns that a drainage ditch located at the corner of Mosier Road/PH-10 is causing his property to be classified as a flood hazard area.

For the past year, Keiran and Dave Vorse have been trying to work with FEMA on their mapping update. Unfortunately, the most recent mapping provided by FEMA now includes some drainage ditches.

Keiran stated FEMA representatives requests that all comments and appeals be processed through the city. This would require city personnel to collect materials provided by property owners and forward to FEMA for comment. The official appeal period has already started and will expire June 25<sup>th</sup>. Once the appeal process is complete, the city will be required to amend their Floodplain Management ordinance to reference the new maps.

Keiran stated he would recommend city staff collect comments and any requests to appeal and forward that information to FEMA. He recommends staff work with FEMA and Washington State Department of Ecology to understand how they intend to address the issues and request a written determination from FEMA prior to May 26<sup>th</sup>. If FEMA fails to provide written determination by that time, the city should consider assisting with an official appeal based on the appropriateness of the request and the amount of information provided by the appellant.

Keiran felt Mr. Henson's documentation, which is a site specific stamped survey, is an example of the documentation that would be appropriate for an appeal.

Keiran added that newly retired Cowlitz County Engineer Ken Stone has documented concerns over gross errors that he has identified on the FEMA maps. Keiran noted several drainage ditches within the city limits that should not be included as flood zone areas. He noted development of the Veys property will

be adversely impacted due to this issue.

Clerk-Treasurer Covington asked Keiran what process he recommends staff to do to assist with any appeal process. Keiran stated the city is not mandated to assist private property owners; however FEMA wants to avoid an appeal process because that will affect their timeline for competing map amendments. In answer to a question from Vorse, Mr. Keiran stated he has researched this question and 2012 Congress passed legislation called the 'expanded appeal process' that allows for individuals to submit on their own.

Keiran stated the city only needs to put the property owner's request in an envelope and send to FEMA; but they are not required to assist with the appeal. Keiran stated the issues with drainage ditches are also of concern to the cities of Longview and Kelso. He stated that he would send an email to those two cities to see if a coordinated effort to resolve that issue FEMA can be done. Keiran stated it is his understanding that FEMA would accept elevations derived from Google Earth software as documentation.

Roy Henson, Larsen Lane property owner states his concern over the flood designation not only affects his property; but everyone on that road. Keiran stated city council has officially commented on the designation along Larsen Lane; however FEMA has yet to make any changes to the mapping. Vorse stated past experience with FEMA has not been positive when requests for map changes have been submitted by city staff. He noted this is a concern.

Henson stated he has sent the stamped survey and his request to change the map designation to FEMA and they appear willing to help. He noted if everyone was required to carry flood insurance, the cost would be \$400/month.

Keiran recommended the city designate Dave Vorse as the lead on this project.

In other business, Keiran announced that he will be leaving the area and moving to Ohio. His final day with Cowlitz Wahkiakum Council of Governments will be April 25<sup>th</sup>.

As such, Keiran requested city council consider holding a workshop meeting on April 21<sup>st</sup> to discuss land use fees. He has been working for the past year with staff to determine actual costs for various permitting processes. In addition, staff has been working to find means to reduce staff time reviewing completeness of applications.

City Council directed Covington to schedule a city council special meeting on April 21<sup>st</sup> at 6:15 p.m. By consensus, all councilmembers advised that they would be able to attend.

Mayor Helenberg thanked T.J. Keiran for his years of service as contracted city planner; noted he was a real asset to the city. Keiran thanked the city for taking initiative to implement adopted plans to move the city forward. Mayor Helenberg briefly recessed the meeting to allow refreshments to be served in appreciation for Keiran's service to the city.

Public Works Director David Vorse

Reported that last Saturday, AmeriCorps volunteers, along with approximately 60 local volunteers began

work on the Jackson Hole project. At conclusion of the project, the area will be transformed into an urban wetland area and will provide an educational opportunity for local students. Helenberg noted that High School instructor Ryan Penner and his students also assisted. Vorse noted he is very proud of his staff and the volunteers.

#### Clerk-Treasurer Ryana Covington

Reported that Vorse, Joanne Purvis and Covington met with Melissa Taylor, interim director for Cowlitz-Wahkiakum Council of Governments (CWCOG) to discuss interim planning service strategies that need to be implemented due to Mr. Keiran leaving the area. The city contracts planning services with CWCOG.

Significant issues include:

- Interlocal Agreement regarding update of Shoreline Master Plan. Keiran and Vorse have been representing the city at these meetings. Taylor has recommended that Matt Herman, CWCOG planner work on the city's behalf. Herman has been involved in this process as the City of Kalama's planner and is familiar with the issues. The city would hope that CWCOG could retain Keiran as a resource if Herman has any questions.
- Covington stated CWCOG has already solicited application requests to replace the planner position that will be vacated by Keiran. Until that position is filled, Taylor has recommended assigning Don Mathison to serve as interim city planner. Taylor stated this should be short-term (approximately 2 months) until a new planner is hired at CWCOG.
- Recreational Marijuana application process. Covington stated staff does not anticipate receiving an application within the next couple of months. She stated there is a person interested in siting such a facility; however they have indicated the State lottery for licensing is not until June. Keiran stated it is his understanding that the lottery is only for jurisdictions that have multiple application requests for the same area. However the State has not provided any notice to the city at this time. Keiran stated he intends to have the application for recreational marijuana completed and submitted to staff before he leaves on the 25<sup>th</sup>.

Melissa Taylor, CWCOG interim director stated she is placing a high priority in getting the best fit for planning services for the city. Taylor stated she has appreciated Keiran's service at CWCOG and noted he has great perspective for providing customer service and attention to detail.

#### Council and Ad Hoc Committee Reports

1. Councilmember Teter requested the issue of gambling taxes be placed on the next agenda for discussion.
2. Mayor Helenberg announced a reception for Scott Patterson, CWCOG Director will be held April 15<sup>th</sup>. Mr. Patterson will be leaving his position as director and accepted a new position in Vancouver, WA.
3. Humane Society of Cowlitz County submitted their first quarter report for city council review.
4. Haley Holborn, Student Representative to City Council was unable to attend the meeting and submitted a written report on student activities at the High School.

#### CONSENT AGENDA

1. Councilmember Queen made a motion, seconded by Davis to approve the minutes to the March 24, 2014 city council meeting. By roll call vote, unanimous 'Aye'.

2. Councilmember Rose reported she has reviewed expenditures for March 2014 as presented in the Fund Transaction Summary report and does not see any issues.  
Councilmember Queen made a motion, seconded by Kessler to approve the March expenses in the amount of \$421,301.98 and further described as check numbers 44727 through 44831 for general expenditures and check numbers 24048 through 24076 for payroll expenses, and adjustment numbers 325-3/14, 332-3/14, 333-3/14, EFT Payroll 3/14/14 and 3/31/14 and NACHA Batch#1662205 and 1663596. By roll call vote, unanimous 'Aye'.

#### OLD BUSINESS

1. Councilmember Kessler stated after extensive research, the department has decided to request permission to purchase a 2013 patrol vehicle. The cost of the vehicle, including outfitting for service is \$47,138. Financing through Ford Motor Credit is at 6.5%; bringing the total cost to approximately \$53,000. Annual payments are estimated to be \$17,600. Kessler stated there are adequate funds in the Local Criminal Justice Fund to cover these payment obligations.  
Councilmember Queen made a motion, seconded by Davis to approve the purchase of the 2013 patrol vehicle in the amount of approximately \$53,000. Discussion: In answer to Councilmember Davis' question, Chief Heuer stated he would be using the older patrol vehicle and the 1999 vehicle would be auctioned off. Vote on motion: Unanimous 'Aye'.
2. Vorse reported Washington State Department of Transportation (WSDOT) has contacted him and advised there is interest from local businesses to locate business signage on Interstate 5. WSDOT advises if this signage is approved, the existing business loop signs would need to be removed. Vorse stated he has had discussion with the Castle Rock Chamber of Commerce and they recommend allowing businesses to advertise on Interstate 5. Vorse stated businesses would be responsible for paying the State for their signage.  
Councilmember Queen made a motion, seconded by Kessler to approve removal of the Interstate 5 business loop signage to be replaced with business advertisement signage. By roll call vote, unanimous 'Aye'.
3. Vorse received an estimate of \$15,000 to replace the City Hall roof. He noted there may be other costs involved due to the number of shingles that have already blown off of the roof. Vorse stated this is not a proposal, only an informational cost estimate. Vorse recommends if City Council wants to move forward with the process, they allocate \$15,000 for the repair. Councilmember Kessler requested information on the type of shingles. Vorse stated these are shingles specific for our area. The cost difference between the 50 year and 20 year guarantee is approximately \$1,000.  
Councilmember Kessler also requested to see the cost difference between hand nailing and pneumatic nailing.  
Councilmember Queen made a motion, seconded by Kessler to authorize Vorse to seek spec bids for both a 50 year roof and a 20 year roof to include estimates for hand nailing and pneumatic nailing. By roll call vote, unanimous 'Aye'.

#### NEW BUSINESS

1. Mayor Helenberg stated the Interlocal agreement with Fire District #6 for provision of fire prevention services needs to be renegotiated prior to November 2015. Councilmember Teter and Mayor Helenberg volunteered to work on the negotiation committee for the city.
2. Councilmember Teter requested the issue of proposed Resolution No. 2014-05, asking voters to consider a Special Excess levy to fund library services be deferred. He would like to have an

opportunity to discuss the option of forming a library district to provide for more stable form of funding for the library. Teter requested this issue be included as an action item at the upcoming Special Meeting on April 21<sup>st</sup>.

3. Covington advised that in accordance with CRMC 5.32.020 the city has received a letter of intent from Castle Rock Cub Scouts #313 to sell fireworks in 2014. Covington stated she received a telephone call from Greg Marcil, representing Castle Rock Lions Club advising they also would be submitting a letter of intent; however the city has not yet received this notice from the Lions Club.

#### ADJOURNMENT

There being no further business, Mayor Paul Helenberg adjourned the regular meeting at 9:15 p.m.

---

Mayor Paul Helenberg

---

Clerk-Treasurer Ryana Covington