

## **CALL TO ORDER**

Mayor Pro-Tempore Earl Queen called the meeting to order at 7:32 p.m.

## **ROLL CALL**

The following councilmembers were present: Earl Queen, Ray Teter, Glenn Pingree, Jack Reilly and Mike Mask. Mayor Helenberg was absent.

## **1. AGENDA ORDER**

### **2. BUSINESS FROM THE FLOOR**

a. Chris Balderree, 324 Front Avenue SW, requests city council consider amending the setback requirements to allow lot averaging. City Planner, T.J. Keiran stated that in the course of reviewing a building permit application, he and the building official noted a concern with the existing setback codes. In some areas, there is an inability to apply the standard setback criteria and Keiran requested council consider a technique called yard averaging, where staff reviews the existing structures in the immediate proximity of the proposed structure and apply an average setback to the project. Keiran stated this would entail amending the existing setback code to allow for the technique. In answer to Councilmember Mask's question, Mr. Balderree is not appealing the denial of his building permit application. Instead the applicant is seeking an amendment to the zoning code. Keiran stated other cities have adopted provisions for yard averaging.

Councilmember Teter requested waiving council rules and procedures to allow council to forward this issue to the Planning Commission for their review and recommendation.

Councilmember Teter made a motion, seconded by Mask to direct the Planning Commission to look at options for yard averaging and to provide a recommendation for an amendment to city council.

Discussion: Keiran stated this project would not be a distraction on the Planning Commission's work regarding the proposed annexation.

Mr. Balderree said he was not provided with information prior to beginning his project. In clarification, Covington noted that prior to the project being started, staff had advised Mr. Balderree that no permit was required for a concrete slab, however any structures or covering of the slab would require him to comply with building codes, permitting and setback requirements.

By roll call vote on the above motion, unanimous 'Aye'.

b. Chris Sweet, Paramedic for Castle Rock Fire Protection District #6; requests approval to close Second Avenue SW, between Cowlitz Street West and A Street SW on October 16th, from 9am to 3pm to allow Lifelight helicopter to participate as an exhibit during the fire station open house. This street closure is weather dependent, since Lifelight will not be able to land in inclement weather. Mr. Sweet stated he has also discussed this with Chief Heuer and Public Works Director Dave Vorse to arrange for signage and added assistance during takeoff and arrival of the helicopter. Councilmember Mask also requested that the Fire Department include

the city as an additional insured for this event.

Councilmember Mask made a motion, seconded by Reilly to grant Fire District #6's request to close Second Avenue SW, between A Street SW and Cowlitz Street West on October 16<sup>th</sup> for their open house.

In answer to Councilmember Pingree's question, Mr. Sweet stated that prior to the helicopter landing, his staff will be contacting adjacent residents to make sure that people, property and pets are kept at a safe distance.

By roll call vote on the above motion, unanimous 'Aye'.

### **3. DEPARTMENT REPORTS**

There were no departmental reports.

### **4. COUNCIL AND AD HOC COMMITTEE REPORTS**

Councilmember Earl Queen      Attended the 911 meeting and approved their operating budget, including the fee schedule for users. A copy of the adopted 911 budget is available at the clerk's office.

Participated in the Police Department union bargaining meeting, with Mayor Helenberg.

### **5. CONSENT AGENDA**

a. Approval of Minutes – September 27, 2010 Regular Council Meeting.

Councilmember Pingree made a motion, seconded by Teter to approve the minutes as presented. By roll call vote, Councilmembers Teter and Pingree voted 'Aye' and Councilmembers Mask and Reilly abstained.

b. Approval of September invoices in the amount of \$410,204.65 as described on the Summary of Claims as adjustment numbers 112, 115 and 116 and check numbers 40351 through 40460 for general expenditures and check numbers 21423 through 21473 for payroll expenses.

Covington stated that Councilmember Teter has reviewed the payment vouchers. In answer to Councilmember Mask's question, Covington stated that adjustment #112 was for payment of September taxes to the Department of Revenue and adjustment numbers 115 and 116 were for payment to Rural Development for loan principal and interest charges.

Councilmember Mask made a motion, seconded by Teter to approve payment of the September invoices as described on the Summary of Claims in the amount of \$410,204.65. By roll call vote, unanimous 'Aye'.

### **6. REGULAR AGENDA**

#### **OLD BUSINESS -**

a. Clerk recording system update. Councilmembers reviewed an example of a recording system recommended by the city clerk for recording of meetings. Councilmember Queen explained the need for a new portable recording system, which uses CD source instead of cassette tape. The estimated cost for the proposed transcription system is \$799, not including tax. In answer to

Councilmember Reilly's question, Covington stated the audio/visual system recently installed by the city council, is not designed to be used for transcription – it was initially designed as a security camera system which has been amended for use by the council.

In answer to Councilmember Pingree's question, Covington stated there are unused training appropriations within the Finance Department budget that could be used for purchase of a recording system. She noted that Mayor Helenberg froze the use of those funds when the prosecuting attorney costs became an issue and the mayor was asking department supervisors to lessen expenditure impacts to General Fund. In answer to Councilmember Mask's question, Mayor Pro-Tempore Queen stated the mayor asked that this issue be brought in front of council and he feels that those funds would be released for this purchase. Councilmember Reilly cautioned that the CD recording system be compatible with the city's computer system. Librarian Vicki Selander stated any computer with a media player should be compatible.

Councilmember Mask made a motion, seconded by Pingree to allocate an additional \$800 for the purchase of a portable recording system, with the condition that the mayor releases the use of those funds for this purchase. Mask stated his intent is to allocate a total of up to \$1000 for this purchase. By roll call vote, unanimous 'Aye'.

#### **NEW BUSINESS –**

a. Cowlitz County Tourism Bureau request for financial participation in the Awesome Brochure; funding cost of \$2200. Councilmembers requested that Tourism Director Mark Plotkin attend the next meeting to discuss the brochure, distribution and contribution costs.

Councilmember Mask made a motion to table further discussion until the next council meeting.

b. Ordinance No. 2010-14, an ordinance establishing a Stormwater Capital Improvement Fund, on first reading.

Councilmember Mask made a motion, seconded by Pingree to approve Ordinance No. 2010-14 on first reading. By roll call vote, unanimous 'Aye'.

c. Ordinance No. 2010-15, an ordinance amending Ordinance No. 2010-09, extending the effective time to complete the Westside annexation process and to defer the utility 'out of city' rates until June, 2011, on first reading.

Councilmember Pingree made a motion, seconded by Reilly to approve Ordinance No. 2010-15 on first reading. By roll call vote, unanimous 'Aye'.

#### **7. ADJOURNMENT**

Mayor Pro-Tempore Queen adjourned the regular meeting at 8:06 p.m.

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Mayor Pro-Tempore Earl Queen

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Clerk-Treasurer