

**CASTLE ROCK CITY COUNCIL**  
**August 9, 2010 Meeting Minutes**

**CALL TO ORDER**

Mayor Paul Helenberg called the August 9, 2010 regular meeting of the Castle Rock City Council to order at 7:32 p.m., followed by the Pledge of Allegiance.

**ROLL CALL**

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

**PROCLAMATION –VETERAN’S STAND DOWN DAY, September 15, 2010 presented to Stephanie Dunn, Veteran’s Coordinator, Helen Reid, Stand Down Chairperson and Annie Sullivan**

Mayor Paul Helenberg presented a Proclamation to Stand Down Team Chairperson Helen Reid, declaring September 15, 2010 as Veterans Stand Down Day. A Stand Down is part of the Department of Veteran’s Affairs efforts to provide a collaboration of resources for homeless veterans to make available services such as food, shelter, clothing, health screenings, Veterans Administration, Social Security benefits and counseling. Stand Down Team Coordinator Annie Sullivan detailed a list of resources that will be provided by volunteers and donations.

**DEPARTMENT REPORTS:**

**Mayor**

Mayor Helenberg has been meeting with City Attorney Frank Randolph regarding attorney fees. Mayor Helenberg advised Police Chief Bob Heuer that an additional \$30,000 needs to be budgeted for this expense in the current fiscal year. He has requested department supervisors review their budgets for recommendations of expenditure reductions.

Mayor Helenberg read a letter from Senior Center President Bob Morton thanking Councilmember Queen, Buck Savage and the Public Works Department for assisting to repair and move items to the storage facility.

**Attorney**

Prosecuting Attorney Luke Hansen reviewed procedures for public defender services for indigent criminal defendants. Currently a case is assigned to an attorney from a pool of attorneys for a flat fee. This pool is no longer willing to accept the flat fee and they intend to begin charging an hourly rate; which will be a significant cost increase. By council consensus, authorize the city attorney to solicit requests for proposals to contract for public defender services. In response to a question from Councilmember Mask, Clerk-Treasurer Ryana Covington specified that the cost to advertise a Request for Proposals one time in The Daily News is \$60 to \$80.

**Engineer**

In response to a question from Councilmember Mask, City Engineer Mike Johnson clarified that due to the award of additional funding and the need for a historic building survey, a couple of extra weeks was needed to complete the design for the Cowlitz Street West Revitalization Project. Options to coordinate and expedite construction while minimizing impact will be discussed at future meetings.

**Public Works**

Public Works Director David Vorse reports that last week he met with Washington State Department Of Transportation to review the city's proposed Safe Routes to School Project. This grant will be awarded by the State in November.

In response to a question from Councilmember Mask, Vorse clarified that PUD energized the boat launch pay station last week and Qwest will program the Digital Subscriber Line (DSL) connection this week. In response to a question from Councilmember Reilly, Vorse detailed that he met with the Department of Fish & Wildlife (DFW) regarding the need to place additional rip rap along the upstream shoulder of the boat ramp to prevent erosion. DFW prefers this work be completed in August.

**Clerk-Treasurer**

Clerk-Treasurer Ryana Covington advised that department supervisors have received their budget information and must submit their 2011 budget requests and revenue sources by August 20<sup>th</sup>.

**Exhibit Hall/Visitor Info. Center Manager**

Exhibit Hall Director Karen Johnson thanked Mayor Helenberg and Public Works Director David Vorse for having the Public Works Department clean the roof and gutters and attempt to locate the leak. Councilmember Mask indicated that the Castle Rock Christian Church Men's Group has volunteered to paint the Exhibit Hall. Johnson noted that stucco repairs would first be needed. Johnson stated that she is coordinating new springtime and summer tourism events for next year. Grant funds for these project are available up to \$2500 per event from Cowlitz County Tourism Director Mark Plotkin.

Johnson is also working with the Chamber of Commerce for cooperative advertising in a regional magazine.

**COUNCIL AND AD HOC COMMITTEE REPORTS**

- Councilmember Glenn Pingree** Councilmember Pingree attended a CARE Coalition meeting.
- Councilmember Earl Queen** Councilmember Queen attended the National Night Out where over 400 hamburgers were served to participants during this event.
- Councilmember Mike Mask** Councilmember Mask and David Vorse attended a Metropolitan Park District Meeting.

## **CONSENT AGENDA**

### **a. Approval of Minutes – July 26, 2010 Regular Council Meeting**

Councilmember Reilly made a motion, seconded by Pingree to approve the minutes of the July 26, 2010 Regular Council Meeting. By roll call vote, unanimous Aye.

### **b. Approval to apply for Transportation Improvement Board (TIB) grants; Small City Pavement Preservation (SCPP), Arterial Sidewalk, Arterial Street**

Public Works Director David Vorse reviewed the proposed SCPP application which consists of an Overlay Application, a Seal Coat Application and a Sidewalk Maintenance Application. He explained that TIB has already assigned a Pavement Condition Rating to each section of street. A street section must rate within the specified range to qualify for TIB funding. This program does not fund repairs to streets in poor condition. Vorse provided an overview as follows:

- Overlay Application is for a maximum of \$100,000 with a required 5% city match. The proposed application is for \$99,894 with \$5,258 match. The six street segments are clustered to reduce mobilization costs.
- Seal Coat Application is for a maximum of \$50,000 with a 5% match. The proposed application is for \$49,251 with a match of \$2,592. Economy of Scale will be realized through an interlocal agreement with Cowlitz County Public Works Department for street sweeping and chip seal work at a reduced rate. In addition, the Public Works Department will provide the labor and material to complete the digouts/patching work and cleanup.
- Sidewalk Maintenance Application is for \$26,054 with a match of \$1,371. This funding is for sidewalk sections with repeated issues.

Vorse detailed that a proposed Arterial Street and Arterial Sidewalk Application will be reviewed at the next regular meeting. The sidewalk must follow a TIB recognized arterial street. The sidewalk section being proposed for the grant funding is located along the west side of Mt. St. Helens Way NE. Currently there are no sidewalks along either side of this busy interchange. City Engineer Mike Johnson is preparing the Arterial Street Application for Front Avenue NW.

In response to a question from Councilmember Mask, Vorse explained that the Safe Routes to School Application includes a sidewalk along Roake Avenue SE that has ten feet of right-of-way between the sidewalk and the street. The PCR rating for Roake Avenue SE is at the bottom end of the allowable range for SCPP funding and it may be too low to qualify next year.

In response to a question from Mayor Helenberg, Vorse specified that D Street SW from Front to First Avenue has a PCR rating too low to be considered by TIB for grant funding. This is a

pavement preservation program intended to prevent streets in good/fair condition from deteriorating into poor condition.

An application also will be submitted to TIB in the amount of \$118,000 for the 13.5% match required for federal funding of the Cowlitz Street West Revitalization Project.

Councilmember Pingree made a motion, seconded by Mask to submit the Overlay Application, the Seal Coat Application and the Sidewalk Maintenance Application to the Transportation Improvement Board Small City Pavement Preservation Program. By roll call vote, unanimous Aye.

## **REGULAR AGENDA**

### **OLD BUSINESS -**

**a. Ordinance No. 2010-12, an ordinance amending the city nuisance ordinance regarding noise , on second reading.**

Councilmember Pingree made a motion, seconded by Queen to approve Ordinance 2010-12, amending the city nuisance ordinance regarding noise, on second reading. By roll call vote, unanimous Aye.

**b. Ordinance No. 2010-13, an ordinance amending the Castle Rock Municipal Code Chapter 15.02, Building Code to bring into compliance with the amended International Building Code, which went into effect July, 2010, on second reading.**

Councilmember Teter made a motion, seconded by Queen to approve Ordinance No. 2010-13, an ordinance amending the Castle Rock Municipal Code Chapter 15.02, Building Code to bring into compliance with the amended International Building Code, which went into effect July, 2010, on second reading. By roll call vote, unanimous Aye.

**c. Development agreement between the City and ABT Development in connection with Lois Dye Estates Subdivision**

City Engineer Mike Johnson reviewed the proposed Development Agreement between the city and ABT Development, Inc., which includes the four specified conditions for plat approval. Johnson noted that required bonds also have been received.

Councilmember Pingree made a motion, seconded by Queen to approve the Development Agreement with ABT Development, Inc. By roll call vote, unanimous Aye.

**d. City Planner T.J. Keiran's report regarding research of accessory dwelling units and Ordinance No. 2010-10, an ordinance amending Castle Rock Municipal Code Chapter 17.63 Recreational Vehicles (RV) to include a new section titled "Temporary Placement – park Model Trailers" allowing for temporary placement of park model trailers, on second reading. (Tabled from July 12, 2010 regular council meeting).**

City Planner T.J. Keiran noted that this ordinance was tabled prior to second reading to provide the opportunity to schedule a City Council / Planning Commission Workshop Meeting on July 21<sup>st</sup>. Code enforcement aspects of the proposed Temporary Placement of Park Model Trailers were considered. After much discussion it became obvious the proposed temporary placement had the potential to become expensive and cumbersome to enforce. Staff suggested that instead of amending the code to allow temporary placements of park model trailers to satisfy certain hardships, Council could instead amend the zoning code to allow accessory dwelling units - thus eliminating the need for code enforcement of special uses. An accessory dwelling unit (ADU) is

a second dwelling unit, detached from, added to, or created within a single-family detached dwelling for use as a completely independent unit. It contains a separate kitchen, sleeping and sanitary facilities and has its own exterior access.

In response to a question from Councilmember Pingree, Keiran specified that an amendment to allow a permanent ADU also eliminates the hardship requirement thus eliminating both components requiring code enforcement. However, other issues must be addressed such as off street parking and utility connection requirements.

Councilmember Mask made a motion, seconded by Reilly to deny adoption of Ordinance No. 2010-10 and direct the Planning Commission to develop an Accessory Dwelling Unit zoning code amendment.

Discussion: Keiran detailed that an e-mail was received from Melvin Larsen withdrawing the family's request for temporary placement of a park model trailer.

In response to a question from Councilmember Reilly, Keiran detailed that specifications for a minimum lot size will be addressed by the Planning Commission.

Vote: By roll call vote, unanimous Aye.

**e. Notice of Intent to Commence Annexation Proceedings filed for approximately 275.5 acres located on the west side of the Cowlitz River.**

Councilmember Queen made a motion, seconded by Pingree to accept the Notice of Intent to proceed with the Westside Annexation and notify property owners in and around the annexation area that City Council will provide direction during the August 23<sup>rd</sup> Regular Council Meeting. By roll call vote, unanimous Aye.

**f. North County Recreation Association and City of Castle Rock agreement for shared facilities on the west side of the Cowlitz River; entry and properties for Sports Complex and Al Helenberg Memorial Boat Launch facilities.**

In response to a question from Councilmember Reilly, Mayor Helenberg clarified that this is a user's maintenance agreement for the road, restrooms and utilities.

Councilmember Queen made a motion, seconded by Pingree to approve the Boat Launch / Sports Complex Agreement for Shared Facilities with North County Recreation Association (NCRA).

Discussion: Mayor Helenberg specified that this agreement was approved by the NCRA at their meeting held last Sunday.

Vote: By roll call vote, unanimous Aye.

**g. Council consensus to initiate processes to update the city's Park Plan (required to be updated every five years to qualify for state funding for projects)**

Public Works Director David Vorse detailed that this update is budgeted from the Park and DOT Spoil Site Fund. Due to the number of recent projects, the DOT Fund is being closely monitored to assure adequate cash flows are being maintained. If council move forward, the updated plan must be delivered to the Washington State Recreation and Conservation Office by February. By consensus, council directed the Park Board to proceed with the Park Plan Update.

**h. Software bid recommendation and award for budget, billing, payroll and cash management systems.**

Clerk-Treasurer Ryana Covington reports that three software proposals were received and reviewed by Councilmember Teter and David Vorse. Companies submitted were: BIAS Software, Vision Municipal Solutions and Harris inHance. Councilmember Teter recommends Vision Municipal Solutions primarily due to the interest free, five year payment plan, which reduces the overall cost. Councilmember Mask noted that \$50,000 is already budgeted for this purchase.

Councilmember Mask made a motion, seconded by Teter, to enter into an agreement with Vision Municipal Solutions to provide software upgrades, under the outlined five year, no interest purchase plan. By roll call vote, unanimous 'Aye'.

**NEW BUSINESS** –

**a. Resolution No. 2010-09, a resolution adopting a Greenhouse Gas Emission Reduction policy and attached policy requirements, in first reading.**

City Engineer Mike Johnson recommends adoption of this resolution, which would help the city gain additional points on their grant applications for street and sidewalk projects. He noted this will eventually be a criteria for any state funding programs. Councilmember Mask voiced concern over the cost of implementing the plan. Johnson stated the resolution outlines the city's mandates in the attached exhibit 'A'. Councilmember Pingree stated he did not see any costly provisions in this attachment.

Councilmember Mask made a motion, seconded by Pingree to adopt Resolution 2010-09 to allow the city to qualify for future grants, on first reading. By roll call vote, unanimous 'Aye'.

Councilmember Teter noted that the city is already taking steps to reduce emissions by updating their software system, which will reduce the need for paper copies and make the city's financial information available for review via Internet.

**b. Approval to pay July expenses in the amount of \$320,500.23 as described on the Summary of Claims, including adjustment number 104, check numbers 40135 through 40239 for general expenditures and check numbers 21327 through 21375 for payroll expenditures. Councilmember Pingree reviewed the payment request vouchers prior to this meeting.**

Councilmember Queen made a motion, seconded by Pingree to approve the July expenditures as described above. By roll call vote, unanimous 'Aye'.

**c. Engineering services proposal for West Castle Rock Lift Station pump replacement, in the amount of \$8,888.**

Mr. Johnson advised that the Public Works Director has requested an assessment of pump needs and engineering services regarding the lift station pump replacement project. Councilmember Mask noted that \$35,000 has already been included in the 2010 fiscal year budget for purchase of the pump. Mayor Helenberg stated it is important to assure that the proper sized pump is purchased.

Councilmember Mask made a motion, seconded by Pingree to enter into an agreement with Gray and Osborne to evaluate the grinder pump and chopper pump alternatives for the lift station and

to provide quality control/quality control review of the project, in the amount of \$8,888. By roll call vote, unanimous 'Aye'.

### **ADDITIONAL BUSINESS**

Councilmember Pingree alerted councilmembers to note the regulations being proposed by the State regarding water rights and regulation of water availability for new development. Mayor Helenberg stated the proposed regulations will only allow 1.5 wells to be drilled per year in Cowlitz County and will totally eliminate allocations for agricultural wells. Councilmember Pingree suggests the city propose a resolution opposing the WRIA 25/26 regulations and implementation. Mayor Helenberg and Public Works Director Vorse will be attending the upcoming meeting pertaining to this issue. By consensus, councilmembers agreed that a resolution opposing the plan should be addressed.

Councilmember Mask complained of the recent problems with mosquitoes. Mask asked Covington to notify the Mosquito Control District.

### **ADJOURNMENT**

Mayor Helenberg adjourned the meeting at 8:48 p.m.