

CALL TO ORDER

Mayor Paul Helenberg called the December 12, 2011 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, Glenn Pingree, Earl Queen, Mike Davis and Ellen Rose.

BUSINESS FROM THE FLOOR

Nathan Hyde, representing Castle Rock Seventh Day Adventist Church, requested permission to allow temporary signs to be placed on city property advertising a movie that will be shown February 19 and 21st 2012 entitled "Forks Over Knives". The movie relates to nutrition and dietary needs and will be shown at the Castle Rock Middle School library. Mr. Hyde suggested the two 4' x 8' vinyl signs could be located in two areas; at the new trailhead located at the north end of town and at Lions Pride Park, located at the south end of town. He provided pictures of the two proposed sites and a letter explaining how the signs would be anchored and maintained. If approved, the signs would be erected beginning February 12th. Councilmember Pingree voiced concern over allowing placement at the new trailhead parking area and suggested the Lions Volunteer Park as an alternate location. Councilmember Rose voiced concern over allowing new locations for public event signage and does not support allowing such signs in city parks. City Attorney Randolph stated he was not familiar with past locations, however if the city allows banners to be erected in one location, they must allow for all. Randolph stated the city could determine if and where public signage would be allowed; however the city cannot make any determination as to the content of the signage. Mayor Helenberg stated the city has allowed banners and signage to be put on public right-of-way for the motorcycle track and fairground events. Covington stated the city has not allowed signs at these locations, however there have been signs allowed in specific locations at both the north and south ends of the city. Councilmember Davis suggested Mr. Hyde contact the property owner at the Four Corners intersection to see if they would allow the signs to be posted on their private property. Hyde stated he has already considered that as an alternative. Mayor Helenberg stated he does not see any issue allowing placement of the signs in the areas that have previously been used by other groups. Councilmember Pingree does not want to see new sign locations allowed. Councilmember Rose suggested the city eventually designate one location where public signage would be allowed. Mayor Helenberg stated he would work with staff to recommend a location and council will be able to vote on approval at their first meeting in January.

PUBLIC HEARING

Mayor Helenberg closed regular session and opened the Public Hearing at 7:48 p.m. to take testimony on the final proposed budget for fiscal year ending December 31, 2012, including rate increases for stormwater, water and sewer utilities. Covington stated that November revenue and expenditure totals were used to update the estimated fund balance for General Fund operations. The General Fund beginning balance is now estimated to be

approximately \$130,000. Covington stated results of this recalculation were discussed with the mayor and Councilmember Teter. They recommended that the proposed budget for General Fund be amended to reflect the updated estimate. In addition, salary estimates within a few funds were amended to reflect totals outlined in the proposed Salary Schedule and the new public works bargaining contract. The impact of those changes throughout the proposed budget resulted in a net difference of \$808 less than proposed at the November 28th public hearing.

Chaplain Steve White, Balcer Street resident, questioned why there was a \$36,000 decrease in regular salaries for the Police Department, when no reduction in workforce was reported in the newspaper. Mayor Helenberg stated the news article stated no reduction in workforce was planned this year; however nothing addressed changes in workforce after the beginning of the year. Chaplain White stated he opposes any decrease in workforce within the police department. The work within that department requires specialty skills and reducing the staffing would directly result in a decrease in services provided to the citizens. He felt there were other areas that could be cut before decreasing the police budget.

Mayor Helenberg stated he understood the concern. For this reason, the budget includes retaining the clerical position for approximately three months and if revenues are greater than anticipated, the budget could be amended to retain the position. White stated the police clerical position is a highly skilled position and he felt that other positions within the city require lesser skills and could more readily be trained. The mayor stated he is not able to find any alternatives within the budget, other than to request voter approval for additional funds to support law enforcement services.

White stated he made this same argument with the City of Kelso, adding that if it became a choice between filling potholes, or law enforcement; his choice would be law enforcement. He felt the primary responsibility as a council is to protect the community- which is most often through law enforcement. From a business end, it is all interconnected.

Mayor Helenberg agreed that the city has a good law enforcement department, however the biggest complaint that he hears from the public is the lack of street maintenance; which also will be operating on a 'bare bones' budget. In 2009, the city tried to run an excess levy to fund law enforcement services, which was defeated by a substantial amount. The mayor stated he would be willing to try another excess levy.

White stated if the clerical position is eliminated, police officers would need to fill in those duties, which would take them off of the street; creating a major problem.

There being no public comment provided, Mayor Helenberg closed the Public Hearing and resumed regular session at 7:55 p.m.

DEPARTMENT REPORTS

Exhibit Hall Director Karen Johnson

Announced that the Festival of Lights would begin tomorrow at 6:00 p.m. In addition, Lacey Rha's Deli is also hosting the Toutle River Pickers which is a bluegrass band. Mayor Helenberg announced that Cowlitz Street, between the First Avenue and Second Avenue would be closed to set up a stage for the event. The grand opening ceremonies for Cowlitz Street also will be held in conjunction with the Festival of Lights event.

COUNCIL AND AD HOC COMMITTEE REPORTS

Mayor Paul Helenberg

- Attended the Economic Development Summit meeting with city representative Nancy Chennault. At the meeting, the economic forecast was for a flat economy to continue for the next couple of years.
- Hosted a tour of Castle Rock commercial, light industrial and industrial areas with Nancy Chennault and Cowlitz Economic Development Council President Ted Sprague and Vice-President Scot Walstra. The mayor felt the tour was both informative and productive.

Councilmembers

- Councilmember Pingree clarified that he has no intentions of resigning from city council. This apparently has become a rumor which needs to be ended. He stated he was elected to do a job and he intends to fulfill that commitment.
- Councilmember Queen attended a 911 meeting with Chief Heuer to discuss the county's 911 budget. No changes were made.
- Councilmember Davis toured the Public Works facilities with Public Works Director Dave Vorse.
- Councilmember Rose attended the 'Big Idea' board of directors meeting. The bylaws are in the process of being developed. In addition, all cities have agreed to collaborate to promote each entity's events. Mayor Helenberg stated the City of Kalama has invited Castle Rock to host a booth at Kalama's Blues Festival in August.

Cowlitz Economic Development Council (CEDC) Representative Nancy Chennault

- Reported that the meeting and community tour with representatives from Cowlitz Economic Development Council (CEDC) helped to inspire and educate them on what is available in Castle Rock. In addition, business owners need to be aware that CEDC has many resources available to assist.

- A Castle Rock Community Team meeting has been scheduled for January 2, 2012 beginning at 6pm at the Castle Rock Elementary School. This will be the first community meeting to organize teams for implementation of the Castle Rock Strategic Marketing Plan. Chennault invited all councilmembers to attend.
- Announced that the Red Tulip fliers are located around the city. This is a campaign to provide for sponsorship of the tulips to be planted on Cowlitz Street in the downtown area. Chennault stated that 500 tulips will be planted. This is intended to be a perpetual fundraiser, with proceeds to be used toward other plantings in the downtown area.

CONSENT AGENDA

- Councilmember Teter made a motion, seconded by Rose to approve the minutes of the November 28, 2011 Regular Council Meeting. By roll call vote, unanimous Aye.
- Councilmember Teter reported that he reviewed November vouchers presented for approval and described on the Fund Transaction Summary Report as adjustment number 198 and check numbers 42001 through 42096 for General expenditures; adjustment numbers EFTP payroll 11/30/2011 and check numbers 22677 through 22719 for payroll expenses. Councilmember Teter recommended approval as presented.

Councilmember Teter made a motion, seconded by Rose to approve the expenditures in the amount of \$467,027.03 as described on the Fund Transaction Summary. By roll call vote, unanimous 'Aye'.

OLD BUSINESS

- Councilmember Pingree made a motion, seconded by Teter to adopt Ordinance 2011-18, an ordinance amending the budget for fiscal year ending December 31, 2011, on second reading. By roll call vote, unanimous 'Aye'.
- Councilmember Teter made a motion, seconded by Pingree to adopt Ordinance No. 2011-19, an ordinance amending the Stormwater utility base rate, effective January 2012 billing, on second reading. By roll call vote, unanimous 'Aye'.
- Councilmember Pingree made a motion, seconded by Teter to adopt Resolution No. 2011-13, a resolution amending the water and sewer utility rates effective January 2012 billing, on second reading. By roll call vote, unanimous 'Aye'.
- Councilmember Teter made a motion, seconded by Rose to adopt Ordinance No. 2011-20, an ordinance adopting the budget for fiscal year ending December 31, 2012, on second reading. By roll call vote, Councilmembers Davis and Queen voted 'Nay' and

Councilmembers Teter, Pingree and Rose voted 'Aye'. Covington noted that the vote to adopt the budget requires a super majority vote, which was not achieved. Motion failed.

Mayor Helenberg advised that State law requires cities to adopt a balanced budget no later than December 31, 2011. Failure to do so would prohibit the city from doing further business as of the first of the year. The mayor also stated failure to adopt a budget would adversely affect the city's ability to obtain future grant funding. The mayor recommended scheduling a workshop meeting to discuss the issue further.

City Attorney Randolph stated the issue could be reconsidered and opened for discussion if one of the councilmembers who voted against the Ordinance would move for reconsideration. This does not require them to change their vote, but would allow for discussion on the issue.

Councilmember Davis stated he voted against the ordinance because he was just appointed to the council and he could not make an educated decision on this issue.

Councilmember Queen stated he would discuss his reason for voting against the ordinance at the workshop meeting.

In answer to Councilmember Teter's question, Randolph stated second reading of the ordinance could be reconsidered at the December 27th regular council meeting, if the ordinance is not amended significantly. If there are significant changes made, the current ordinance would be considered defeated and the city council would need to schedule another public hearing to take testimony on a new ordinance. This new ordinance would also require two separate readings prior to adoption. Information obtained from Municipal Research and Service Center (MRSC) states that the city could adopt an interim budget, with that ordinance also requiring two readings for adoption. This would allow the city to continue business into the next fiscal year. Randolph stated special meetings only require a 24-hour notice prior to the meeting.

Councilmember Teter felt if there were concerns, they should have been noted prior to this. Councilmember Teter offered to meet separately with Councilmember Davis to provide an overview of the budget and the city's programs.

Side B

Mayor Helenberg announced the budget workshop meeting will be held Monday, December 19, 2011 at 6:00 p.m. in the Castle Rock Senior Center. If needed, additional workshops will be scheduled for December 22nd and 26th.

NEW BUSINESS

- Councilmember reviewed quotes for lighting at the boat launch. Vorse stated the quote is for sixteen light fixtures. Results are as follows:

Vendors:	North Coast Electric, Longview, WA	Platt Electric Longview, WA	Eoff Electric Portland, OR	CED Longview, WA
Base Bid	\$40,543.82	\$40,043.46	\$40,090.00	\$38,778.82
Tax	\$ 3,081.33	\$ 3,163.43	\$ 3,046.84	\$ 2,94.19
Subtotal	\$43,625.15	\$43,206.89	\$43,136.84	\$41,726.01
Additive #1	\$ 4,895.20 *			
Tax	\$ 372.04	N/A	N/A	N/A
Subtotal of additive	\$ 5,267.39	N/A	N/A	N/A
Total of both	\$48,892.39	\$43,206.89	\$43,136.84	\$41,726.01

(* price for bases does not include freight charges, bolt supplied by end user)

The additive is for concrete bases, with only one company providing quotes for this item.

Vorse stated the apparent low bidder was CED, Longview, WA. After discussion with the mayor, Vorse stated the bases could be developed at a lesser cost. He recommends awarding the project to CED.

Councilmember Pingree made a motion, seconded by Teter to award the boat launch lighting project to CED, of Longview, WA in the amount of \$41,726.01. By roll call vote, unanimous 'Aye'.

- City Engineer Mike Johnson presented an engineering service proposal, in the amount of \$43,750 for updating the Castle Rock/Toutle Regional Water System Plan. Johnson stated the city is required to update the plan every six years. The plan will identify and prioritize improvements to the system, as well as possible funding sources. This project is included in the 2012 budget, therefore the issue is tabled until after adoption of the 2012 budget.
- Vorse requested council approval to participate in the Energy Savings Program provided through Energy Smart Industrial as sponsored through Bonneville Power Association energy program. Five items at the Wastewater Treatment Plant were identified for consideration:
 - The oxidation ditch rotors VFDs and DO control;
 - Primary sludge digester blower VFD;
 - Primary sludge digester blower DO control;
 - Secondary sludge digester blower run timer; and
 - Re-use pump VFD.

With the exception of the re-use pump VFD, all other items are to be included in the package. Vorse distributed an outline of the projected cost savings which amounted to \$5,345 per year and an annual energy savings of 97,000 kilowatt hours. The projected costs for the improvements are \$119,000, with \$26,446 reimbursed to the city through the incentive capital energy savings program. Making the cost for the project, after incentives to be \$92,554. The 2012 budget includes just under \$100,000 for replacement of the blowers and VFD. This program will allow annual savings on the electric usage and also provide a means to obtain energy efficient equipment. Vorse noted if council approves participation in this program, the city would need to obtain final approval from both Bonneville Power Association and Cowlitz PUD. This approval may take several weeks. By consensus, councilmembers approved looking into the program.

- Mayor Helenberg requested approval for an amendment to the Cowlitz-Wahkiakum Council of Governments Planning Services contract. Councilmembers have previously approved an amendment in the amount of \$9,000. This contract requests an additional amendment in the amount of \$4,500, for a contract total of \$44,500. The mayor noted that additional services include the medical marijuana issue, rezoning for a transmission tower and rezoning request for storage building development.

Councilmember Teter made a motion, seconded by Pingree to approve the contract amendment for planning services as presented. By roll call vote, unanimous 'Aye'.

- Covington requested that proposed Resolution No. 2011-15 be tabled until further council can further review the planning fee comparisons as requested by city council. Covington has obtained the City of Kalama's fees and added to the comparison spreadsheet. Councilmember Davis stated he favors Kalama's rates that provide for an open-ended fee to recoup all costs. Covington stated this is similar to what the city's current fees are. However, it has been difficult to assess and recover these fees in instances when developers use the city's planning service and abandon the project prior to beginning the application process. Many of these instances involve preliminary meetings with potential developers. The city is billed for the planner's services in accordance with the CWCOG Planning Services contract. By consensus, councilmembers tabled further consideration until after the first of the year.
- Councilmembers tabled action on approving the 2012 Salary Schedule until after the budget is adopted.

EXECUTIVE SESSION

Mayor Helenberg adjourned regular session at 8:39 p.m. for a 20 minute Executive Session to discuss a pending litigation, with no action anticipated. Regular session was reconvened at 9:00 p.m.

ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 9:01 p.m.

Mayor Paul Helenberg

Clerk-Treasurer