

0033 Mayor Barbara Larsen called the 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: Greg Marcil, Earl Queen, Jack Reilly and Mike Mask.

0078 Councilmember Queen made a motion, seconded by Mask to approve the minutes of the December 22, 2008 Regular Council Meeting.

During discussion: Councilmember Reilly pointed out that the unanimous “Aye” vote for the adoption of Ordinance 2008-12 was not recorded in the minutes and needs to be added. Councilmember Reilly would also like the minutes to include his suggestion that the Chamber of Commerce be contacted as a partner to improve the appearance of the downtown area. Councilmember Mask pointed out that the minutes do include Councilmember Yund’s statement reflecting the same position.

Vote on motion with corrections: By roll call vote, unanimous Aye.

0378 Donna Williams, Second Avenue SW, stated that she moved into her residence three years ago. Since that time, the property tax has more than doubled and utility rates continue to increase. She praised Councilmember Mask for standing up for the citizens of Castle Rock by resisting cost increases to resolve budget concerns. Mayor Larsen noted that citizens are encouraged to attend budget workshop meetings to provide input during the budget process.

Councilmember Mask specified that council and staff spent a lot of time working on the budget. This was a demanding budget process and difficult decisions had to be made. Councilmember Queen detailed that the expense for the mandated upgrade of the wastewater and water treatment plants along with the limited number of utility customers restricts budget options. Budget restraints will be reduced with growth.

Councilmember Reilly added that council actively solicits attendance for the budget workshop meetings as input is requested.

1108 City Attorney Tom O'Neill reports that he will provide council with a “Draft” amendment to the nuisance ordinance.

1157 City Engineer Mike Johnson provided an update on the Water Treatment Plant Upgrade Project. The clearwell and north end of the facility have been completed. The plant will now be offline for 90 days while improvements continue.

Johnson reviewed project costs and potential changes. The available contingency for construction is \$84,142. The potential additives are:

Additive 1.	Alum Feed Pumps	\$35,228
Additive 2.	Clearwell Baffles	\$18,185
Additive 3.	Filter Room HVAC Improvements	\$58,640

Other potential changes identified during construction are:

Change 1.	Increase Blower Size and Piping Modifications	\$ 6,500
Change 2.	Adsorption Clarifier Piping and Electrical Modifications	\$ 4,800
Change 3.	Replace Filter Room Door	\$ 1,410
Change 4.	Replace Chemical Feed Piping	\$ 4,915
Change 5.	Install Radio Telemetry at Raw Water Intake	\$54,460
		(Includes \$10,000 for lease)

Johnson explained that Change 1 and 2 are needed to make the plant run correctly. Change 3, replacing the Filter Room door is due to the extensive corrosion on the door. Change 4 would replace clogged chemical piping that is unusable and has been bypassed. Change 5, the installation of radio telemetry at the raw water intake would enable the intake to also use the radio telemetry system that the plant, reservoirs and wells will use. The current system is unreliable and has caused numerous problems. The radio telemetry is the best technology currently available. This improvement consists of setting up an antennae, repeater, conduit and trenching. The antennae would need to be on neighboring private property which would have to be leased from the owners. The estimated cost for a twenty year lease is \$10,000.

In response to a question from Councilmember Reilly, Johnson clarified that the twenty year lease would be a one time expense for an area approximately ten feet by ten feet with a ten foot by 500 foot trench to connect the antennae to the pump station. Public Works Director David Vorse added that the raw water intake has an average of two callouts per month due to telemetry issues that also requires a control technician. The cost for this response is \$400 to \$500 each month.

In response to a question from Councilmember Mask, Johnson calculated that all the additives and changes would cause the project to be approximately \$100,000 over budget. The additives and changes should be prioritized and contingency funds should be retained for unforeseen costs and needs. Councilmember Mask indicated that he is in favor of change 1 and 2 but not change 5 due to the expense.

Vorse reviewed the additive items. Additive 1 - The alum feed pumps are twenty years old and have outlasted their expectant life. Additive 2 - A clearwell baffle would allow for an increased chlorine contact time with the raw water which will enable the city to meet future requirements. This improvement can only be done while the plant is offline. Additive 3 - The filter room HVAC improvements would increase ventilation which would reduce or eliminate the extensive

corrosion in the filter room. This room has excessive moisture and this improvement will extend the life of the refurbished filters. Additive 3 and Change 5 are costly but future costs would be much higher than completing these improvements while the plant is under construction. Vorse prioritized Change 1 and 2 as necessary and top priority, Change 5 would have the greatest reduction in operating expenses and Additive 3 would rank next. Councilmember Mask feels that there is not an urgent need for Change 5 and funds are not available at this time. In addition funds must remain available for unforeseen issues.

In response to a question from Councilmember Reilly, Johnson clarified that project improvements include a new PLC at the raw water intake that will work with either telephone or radio telemetry and a new modem for the existing telephone telemetry there. A future upgrade to radio telemetry would require replacing this new modem in addition to the antennae, repeater, trenching and conduit.

In response to a question from Councilmember Marcil, Johnson specified that Change 1 and 2 are necessary improvements, but the other items can be prioritized for consideration at a later date when construction is closer to completion. Johnson will prepare a Change Order for the next Regular Council Meeting.

By consensus, Johnson will prepare a Change Order that includes Change 1 and 2. Other project changes or additives will be considered at a later date.

- 2418 Brenda Arthur, 459 Warren Street SW, requests the vacation of the alley between her property and 642 Fifth Avenue SW. City Attorney Tom O'Neill reports that he has modified his earlier opinion regarding this vacation due to information provided by staff. There are four properties abutting this alley, three of which are platted lots. The fourth is a nonconforming parcel held in contiguous ownership with the lot south of the alley. It is highly unlikely that this lot has the potential for development.

Tape 1 of 2

Side B

O'Neill specified that the simplest resolution would be to allow the parcels on the north and south sides the opportunity to purchase an equal share of the vacated alley for fair market value. The value of the land can be determined by calculating the tax imposed on the adjacent parcels to establish a price per square foot or by hiring an appraiser.

In response to a question from Councilmember Marcil, O'Neill stated that the property must be divided equally between the two properties.

In response to a question from Councilmember Mask, Vorse stated that the City does not have utilities in this alley. Covington noted that there is a power line easement.

Councilmember Reilly would like this alley vacated and divided between the two property owners on the condition that fair market value is obtained for the property. Covington will prepare an ordinance for the next Regular Council Meeting.

- 3111 Vorse reports that the Public Works Department expended approximately \$16,000 responding to the near record rainstorm that occurred on January 7th and 8th. A portion of this cost was due to emergency repairs at Lions Pride Park. He stated that Lions Pride Park began eroding between the areas of erosion produced during the November 2006 rainstorm that had previously been repaired. The contractor that made the original repairs responded immediately to prevent further erosion of the park. Approximately 444 yards of material was used for this repair. Repair of the ditch to the catch basin is still needed to direct stormwater away from the south end of this vulnerable area. City Engineer Mike Johnson explained that Lions Pride Park property was saved due to this rapid response and repair. This erosion is caused by the eddy created from the pilings in the river.

Additional rainstorm response expenses include electrical control issues at the wastewater treatment plant and standby generators in case of a power outage. Other storm related issues remain, such as, a section of water main on Powell Road was exposed and must be covered, the cleanup of a landslide on Buland Drive and miscellaneous trail cleanup and repairs.

In response to a question from Councilmember Mask, Vorse reports that he walked the north levee on the morning of the 8th with personnel from the Army Corps of Engineers. The Corps was pleased with how the levee held up during the storm. There were no boils, seepage or anything to cause alarm from this high water event.

In response to a question from Councilmember Queen, Vorse specified that the Corps indicated that the protection value from the trees on the bank of the river was inconclusive. Although they did help deflect debris from the levee, a tree's root ball could be inflicting damage at the base of the levee while deflecting debris. It would be preferable to have lower growing vegetation on this lower shelf.

Vorse expanded that over 2200 sandbags were disbursed during the storm event and over 100 hours contributed by volunteers. Vorse thanked councilmembers for working together with staff throughout this event. Councilmember Reilly added that the Senior Center provided coffee and a warm place to dry off.

Councilmember Queen noted that he encountered Cowlitz County Commissioner Axel Swanson while walking the levee. Vorse added that Paul Helenberg monitored the river level at Green Acres and the High School all night and past Councilmember Howard Mason and his wife Janette helped handout sandbags. This was the first emergency managed by the regional Incident Command System.

Councilmember Queen complimented the Public Works Department on a job well done in response to both the rainstorm and snowstorm events.

Vorse detailed that the response to the snow event cost approximately \$4,600 for labor and material alone. During this extended event, complaints were received for not using the snowplow enough and also for creating a berm at the end of driveways when the snow plow was used. At times both complaints were expressed from the same citizen. The manpower that would have been needed to clear the entry into residential driveways is not available.

3838 Vorse reviewed the projects that were completed by the Public Works Department in 2008. The following list is the projects proposed at the beginning of the year with a conclusion column added:

Water and Sewer	2008
100 block First Street SW Water Main Replacement	Completed
500 block Hibbard Street SW Water Main Replacement	Completed
Lower Powell Road Water Main at Pioneer Ave and Buland Dr during Cowlitz County Powell Road Project	Cowlitz County removed from list
Complete Citywide Leak Detection Program	Completed
Upgrade Utility Billing Program and Meter Reading System	Postponed
Water Treatment Plant Improvements Phase 2 - finish design, permits and begin construction	Ongoing
Develop and Maintain Citywide Sewer Inspection Program - manholes & mains	AWC is revising Requirements
Streets	
Cowlitz Street W Revitalization Phase 1 Stormwater Improvements (grant)	Postponed
Crack Seal Huntington Avenue S from A Street to 'The Rock'	Completed
Finish Woodard Avenue NE Overlay	Completed
Residential Sidewalk Replacement Project (grant) completed in sections	Completed
Street Survey	Completed
Parks	
Boat Launch Project Phase 2 - final permitting, design and construction	Ongoing
Complete High Banks Appraisal and Land Swap	Appraiser Issues
Replace Broken Lenses on Riverfront Trail Lights	Completed
Repave RV Disposal Drive Thru	Completed
Match Contribution for Skate Park Equipment	Ongoing
Stormwater	
Plant Trees around Jackson Street Retention Pond	Completed

Levee Certification	Ongoing
Removal of Levee Vegetation	Completed
Lions Pride Park Erosion	Completed
City Hall	
Paint Outside	Completed
New Phone System - assist with system development	Postponed
Annual Programs	
Citywide Cleanup Day	Completed
Sidewalk Program	Completed/Ongoing
Cross Connection Program	Completed/Ongoing
Consumer Confidence Report - Water Quality	Completed
Street Visibility Program	Ongoing
Street Sign Replacement Program	Ongoing
GPS Mapping System - continue system development	Completed/Ongoing
Anticipated Grant Applications	
DOT & Cowlitz County - Riverfront Trail North Extension widen and install street barrier to railroad bridge	Postponed due to levee issues
TIB SCA - Arterial Street Improvement Fund Cowlitz Street W & Front Avenue NW	Applied but not successful
TIB SCA - Sidewalk Improvement Fund - Cowlitz Street W	Applied/unsuccessful
Items Approved for Purchase	
BOD Incubator for Wastewater Treatment Plant	Completed
Portable Welder	Completed
Projects on Hold	
Downtown Parking Improvements Phase 2 (\$42,000)	Bid Awarded
Entrance Features Phase 3B (\$10,000)	Not Funded
Street Overlay Project (\$32,000)	Not Funded

The following projects also were completed in 2008:

Other 2008 Projects
Senior Center Painted
City Hall Sewer Problems Cleared
Mandatory Garbage Issues Reviewed
Nuisance Abatement Violations Identified and Letters Sent
Water/Sewer Hookup Fees Assessment
Capital Facilities Plan Updated
Assisted with CAP Subdivision
Assisted with ABT Subdivision
Boat Launch Permitting Issues
Auctioned Surplus Items
Worked to Develop Tree Policy
Public Works Department Union Negotiations
Developed "Draft" Operation & Maintenance Manual for Levee Certification
Applied for ALEA Grant Funding for the Riverfront Trail North Extension, but was not successful
December Snow Storm Response Total Cost = \$4,613.25
(Total Cost does not include Equipment and Cowlitz County De-Icing one time)
Labor = 71 Hours Regular Time + 33 Hours Overtime = \$3,117.66

121.53 Tons Sand = \$1,495.59
Site Plan Review Meetings = 12
Water Leaks Repaired = 27
Sewer Plugs Cleared = 1
Beaver Dams Cleared = 5

3972 Vorse presented the projects proposed for 2009:

Date Approx.	Water and Sewer
JAN-JUL	Water Treatment Plant Improvements
JAN	Complete Replacement of Well Meters
JUL *	Replace Water Main from Woodard Avenue NE to Cowlitz View Ct NE
JAN-MAR	Develop a "Water Use Efficiency Plan" as required by the State
JAN-DEC	Begin Installing Automatic Meter Reading System and Meter Replacement
JAN-SEP	Develop and Maintain Citywide Sewer Inspection Program as required by AWC
JAN-MAR	Resolve Wastewater Treatment Plant Blower Issues
JAN-DEC	Resolve Wastewater Treatment Plant Odor Issues
APR-JUL	Install Security Cameras at Facilities
JUN-AUG	Paint the Exterior and Repair the Front Gate at the Shop
JUL-SEP	Clean and Inspect Water Reservoirs
JUL-SEP	Clean and Inspect Wastewater Treatment Plant Outfall
JAN-MAR	Present Findings Regarding the Operation and Maintenance of the West of Castle Rock Water and Sewer System
	Streets
JAN-MAR	Downtown Parking Lot Improvements
MAR-JUN	Cowlitz Street W Revitalization Phase 1 Stormwater Improvements (grant)
AUG	Crack Seal Huntington Avenue S from 'The Rock' to Exit 48
JAN-DEC	Seek Funding for Huntington Avenue S Entrance Features Phase 3
	Parks
JAN-DEC	Boat Launch Project Phase 2 - final permitting, design and construction
JAN-OCT	Complete Riverfront Trail Northeast Extension Project
MAY	Add Bark Chips at Michner Volunteer Memorial Park
JAN-DEC	Complete High Banks Appraisal and Land Swap
APR-JUL	Install Security Cameras along Riverfront Trail
JUN - SEP	Match Contribution for Skate Park Equipment
	Stormwater
JAN-DEC	Levee Certification and Tree Removal
JAN-DEC	Assist the Army Corps of Engineers with the Rehabilitation of the North Levee Section
	City Hall
MAY-JUL*	New Phone System - assist with system development
	Annual Programs
APR	Citywide Cleanup Day
APR-NOV	Sidewalk Program
JAN-JUN	Cross Connection Program
JUN-SEP	Street Visibility Program

JAN-JUN	Consumer Confidence Report
JAN-DEC	GPS Mapping System - continue system development
	Anticipated Grant Applications
	TIB SCAP-Small City Arterial Program-Cowlitz St W & Front Ave NW
	TIB SCSP - Small City Sidewalk Program - Cowlitz Street W
	Cowlitz County Rural Development or Foundation Funding for Entrance Features Project
	Items Approved for Purchase
	Toolboxes for Pickups
	New Pickup
	Used 10 yard Dump Truck or New Pickup
	Tiller Attachment for Bobcat at Wastewater Treatment Plant
* If Funds are Available	

3987 Vorse summarized projects that will not be completed in 2009 due to budget restraints:

Street Fund, Arterial Street Fund and Park Fund

1. Cushion material will not be added at Coldwater Park
2. Reduce Huntington Avenue S beautification from twice a year to once a year
3. Reduce street and alley repairs (pothole material)
4. Reduce arterial street cleaning from once per month to seven times per year
5. Reduce residential street cleaning from twice a year to once per year
6. Reduce street vegetation management such as spraying, mowing and pruning
7. Postpone GPS Mapping Program
8. No street overlay project in 2009
9. Reduce repair and replacement of traffic control signs (stop, speed, no parking, etc.)
10. Eliminate center line and fog line painting in 2009
11. Reduce parking lot maintenance

Water/Sewer Fund

12. Eliminate Summer Help Position
13. Reduce meter replacement from 100 to 75
14. Eliminate one or possibly both water main replacement projects
15. Reduce funds available for the mandated Sewer Inspection Program

4095 In response to a question from Councilmember Queen, Vorse clarified that if time allows the crew will prune the park trees, however funds are not available to hire a contractor for this work. Park maintenance is scheduled on Tuesday, January 27th. Councilmember Queen feels that the Lions Memorial Park needs a major amount of pruning.

In response to a question from Councilmember Mask, Vorse does not recommend volunteers assisting the crew during pruning due to safety concerns. The lift truck will be used while pruning and the proximity to traffic must also be considered. Volunteers are not qualified to safely work under these conditions. Volunteers could safely perform duties on a different day, such as cleaning and painting.

Councilmember Mask suggests that after the crew prunes, volunteers could cleanup on the next day.

- 4322 Councilmember Reilly reports that he has observed that when the wells are online the unaccounted for water loss increases. Vorse clarified that this is the reason that the well meters are being replaced. The well meters were not installed in a location that would give an accurate measure. When the well meters were installed in the 1980's this was not a concern. The meters were installed close to a 90° bend that creates turbulence which causes the meters to read in excess of actual production. Two well meters were replaced before the storms hit. Two more well meters will be replaced as soon as time permits.

Councilmember Reilly commented that this year the unaccounted water loss is lower than it was last year. Vorse attributed this to the city's Leak Detection Program. The state requires that the City develop a Water Use Efficiency Plan by July, this plan must specify actions taken to reduce loss as well as provide information to residents on how to reduce usage. A council representative will be needed to help formulate this plan.

In response to a question from Councilmember Queen, Vorse stated that the meter at the Middle School will be tested when the City's master meters are calibrated. The city pays the Regional Water System for water, including water lost by the City and customers.

- 4569 In response to a question from Councilmember Mask, Vorse reports that the application for the Safe Routes to Schools Sidewalk Grant was unsuccessful. Of the 122 projects that applied for funding, the first twelve were funded. The Castle Rock Project ranked 62nd. This funding was severely reduced due to state budget cuts.

- 4595 In response to a question from Councilmember Mask, Vorse detailed that he called the National Marine Fisheries Service today and left a message. It has been difficult to get a response from this federal agency to ascertain the reason for the permitting delays. The Boat Launch Project Engineer URS has indicated that the city will receive a complete set of plans next week. These plans are needed to apply for the Building Permit which will initiate the 30 day SEPA process and the 90 day Department of Ecology Conditional Use Permit process.

In response to a question from Councilmember Mask, City Attorney Tom O'Neill clarified that the surveyor has completed the centerline identification that is needed for the legal description. Vorse expanded that this is needed to short plat the site before that school district can deed these eight acres to the city.

In response to a question from Councilmember Marcil, Vorse expressed concern that the contractors that have volunteered to work on this project will enter their

busy season before the permits are obtained and therefore may not be available for a period after permits are obtained.

In response to a question from Councilmember Mask, Paul Helenberg clarified that during high water events, the debris washing downstream travels along the east side, the city side, of the river. Very little debris travels along the west side where the boat launch will be located. The log boom should deflect any debris that does reach the boat launch site.

4796 Vorse requests comments on the Tree Policy.

4824 Clerk-Treasurer Ryana Covington requests payment of December expenditures in the amount of \$278,127.51 as outlined on the Summary of Claims and further described as check numbers 38120 through 38229 for general expenditures and check numbers 20430 through 20479 for payroll expenses. She noted that all claims have been reviewed by Councilmember Reilly prior to the meeting.

4838 Councilmember Queen made a motion, seconded by Reilly to approve payment of December 2008 invoices in the amount of \$278,127.51, as described in the Summary of Claims. By roll call vote, unanimous 'Aye'.

4849 Clerk-Treasurer Ryana Covington reports that The Association of Washington Cities (AWC) Risk Management Service Agency is offering an increase in liability coverage. An additional \$5 million liability coverage is offered for \$1051.05 annually. The city will pay \$84,841 for \$5 million liability coverage in 2009.

In response to a question from Councilmember Marcil, Covington stated that this additional coverage was not included in the adopted budget.

4902 Councilmember Mask made a motion, seconded by Reilly to reject the proposal for additional liability insurance. By roll call vote, unanimous Aye.

4917 In response to a question from Councilmember Queen, Covington stated that Mayor Larsen appointed Rita Baxter to the position of Exhibit Hall Director. She had previously held this position when it was managed by the Chamber of Commerce. Mrs. Baxter's first day of employment was January 1st.

4944 Librarian Vicki Selander reports that the library has received \$2600 in donations to fund library services. A book sale will be held on January 23rd and 24th.

Tape 2 of 2

Side A

0000 Councilmember Mask made a motion, seconded by Queen to nominate Councilmember Marcil as Mayor Pro Tempore in 2009.

During discussion: In response to a question from Councilmember Marcil, Covington stated that this can be either an annual or bi-annual appointment.

Vote on motion: By roll call vote, Marcil abstained, the rest Aye, motion passed.

0174 Councilmembers reviewed the committee and departmental appointments. Councilmember Marcil suggests retaining the current appointments as each member has become familiar with the requirements of the position. Councilmember Queen pointed out that there has not been a report from the Mosquito Board.

Councilmember Queen would like to be removed from the Audit Committee. Councilmembers appointed Councilmember Yund to replace Councilmember Queen on the Audit Committee.

Councilmember Mask suggests that councilmembers may want to assume a new appointment to learn more about the different departments and committees. Councilmember Queen would like to be added as a Parks/Public Works liaison.

0627 The request for a utility adjustment at 333 Front Avenue NW due to unusual circumstances is tabled as the resident did not attend this meeting, as required by municipal code.

0661 Councilmember Marcil made a motion, seconded by Queen to approve Resolution 2009-01 ratifying the Declaration of Emergency Proclamation approved by Cowlitz County Commissioners and the Delegation of Authority signed by Mayor Larsen for the City of Castle Rock, Cowlitz County, Washington January 2009 Rain Storm. By roll call vote, unanimous Aye.

0713 There being no further business, Mayor Larsen adjourned the meeting at 9:12 p.m.

Mayor Barbara Larsen

Clerk-Treasurer