

0005 Mayor Barbara Larsen called the regular meeting of the Castle Rock City Council to order at 7:30 p.m., with the following councilmembers present: Khembar Yund, Greg Marcil, Earl Queen, Jack Reilly and Mike Mask.

0045 Councilmember Yund made a motion, seconded by Reilly to approve the minutes of the March 24, 2008 Regular Council Meeting. By roll call vote, unanimous Aye.

0074 House Chen representative Jie Mei Ma, 103 Huntington Avenue North, requests a utility adjustment. In February, an employee found a broken water pipe and made repairs, however City Hall was not notified of the loss. When meters were read at the end of February, City staff noticed the large consumption and notified the restaurant owner. Restaurant management investigated and learned from their employees of the line break. The Public Works Department has since verified that there is no leak at this address.

0266 Councilmember Yund made a motion, seconded by Reilly to approve a utility adjustment in the amount of \$388.99 at 103 Huntington Avenue North due to unusual circumstances. By roll call vote, unanimous Aye.

0291 Nathan Hockett, 1901 Huntington Avenue South, requests a utility adjustment due to a broken water line. He was notified by city staff of a very high read on the day of the monthly meter reading. Hockett stated there is a primary residence and a small adjoining residence served by one meter. A broken pipe was discovered underneath the small residence.

In response to a question from Mayor Larsen, Public Works Director David Vorse reports that staff confirmed on the next day that there was no longer a leak.

In response to a question from Councilmember Mask, George Lowe, the property owner, noted that the broken section was replaced the next day.

0519 Councilmember Yund made a motion, seconded by Queen to approve a utility adjustment for 1901 Huntington Avenue South in the amount of \$1,130.85.

During discussion: In response to a question from Councilmember Mask, Councilmember Yund verified that this adjustment is the maximum amount allowed by ordinance.

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

0651 City Attorney Tom O'Neill reports that the Police Department has forwarded four Incident Reports to his office with regard to violations of the city nuisance ordinance. After reviewing the existing nuisance ordinance, he recommends that

the ordinance be amended to provide alternatives for enforcement criteria. The current ordinance only allows a court summons to be issued for a violation, but does not include any monetary penalties. He recommends that the proposed amendment allow for an infraction to be issued and address penalties.

In response to a question from Councilmember Mask, Police Chief Bob Heuer answered that the Building Inspector has clarified that if a trailer has no wheels, then the Building Department has jurisdiction. Otherwise there is no ordinance against keeping a trailer parked upon private property.

In response to a question from Councilmember Queen, Councilmember Mask specified that there are large commercial trailers parked upon private property within the commercial district that are drawing graffiti. Presenting the downtown business district in an attractive manner is a concern for the community.

- 0993 Police Chief Bob Heuer requests approval of the Region IV Homeland Security Mutual Aid Agreement. This agreement enables neighboring communities to provide assistance during an emergency event and to share equipment and supplies.

In response to a question from Councilmember Yund, O'Neill recommends approval of this agreement. He would prefer to add dispute resolution language, however, it is more important that the agreement be in place to allow the city to utilize the coordination provisions during an emergency.

In response to a question from Councilmember Reilly, Vorse clarified that the only equipment that the city has, which qualifies as a regional asset is the generator. This was purchased with Homeland Security funds and is located at City Hall. The generator is not a mobile unit and not likely be requested for use in another community.

In response to a question from Councilmember Mask, Yund specified that when a borrower requests use of a regional asset they assume liability for that asset. A Borrowers Request Form is completed when assets are requested from another entity.

- 1376 Councilmember Mask made a motion, seconded by Queen to approve the Region IV Homeland Security Mutual Aid Agreement. By roll call vote, unanimous Aye.
- 1403 Heuer reports that the Police Cadets presented a booth during the Senior Center Health and Safety Fair last weekend.
- 1448 Clerk-Treasurer Ryana Covington stated that the City Planner is absent due to a family emergency. He requested that the Utilities Mapping Project be tabled until a later date.

- 1460 City Engineer Mike Johnson requests approval of the Gray & Osborne, Inc. Proposal and Contract for Professional Engineering Services. The provisions of this contract are essentially the same as the previous contract, with the rates remaining unchanged.
- 1510 Councilmember Yund made a motion, seconded by Reilly to approve the Gray & Osborne, Inc. Proposal and Contract for Professional Engineering Services. By roll call vote, unanimous Aye.
- 1540 Public Works Director David Vorse requests approval of the License Agreement with Bill and Tracy Gould for placement of a fence in the right-of-way adjoining their property at 385 Front Avenue NW.

City Attorney Tom O'Neill would like to amend this license agreement to included language that specifies that if in the future the city needs to remove this fence it will be done at the Gould's expense.

- 1653 Councilmember Queen made a motion, seconded by Reilly to approve the License Agreement with Bill and Tracy Gould for placement of a fence in the right-of-way at 385 Front Avenue NW with language included that specifies that if in the future the city needs to remove this fence it will be done at the Gould's expense.

During discussion: In response to a question from Councilmember Yund, Vorse clarified that the fee charged to move the water meter will cover the city's expense.

In response to a question from Public Works Director David Vorse, O'Neill clarified that this is a personal agreement with the Gould's and therefore does not need to be legally recorded. A new agreement would be needed if the property was sold and the new owner wished to retain the fence within the city right-of-way.

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

- 1760 Vorse reported that bids were received on all surplus sale items. The following items received bids under the established minimum value and require council action to determine disposal.

Minimum Value	Bid Offered	Item Description
\$500	\$475.00	1981 Chevy C10 - ½ ton 305 V8 Lic#06546D Sidestep Pickup Vin#1CCCO1465BZ125852
\$100	\$40.00	1981 Chevy C10 - ½ ton Sidestep Pickup for Parts /No Engine Lic#06545D Vin#1GCCC14G4BZ127561
\$25 Lump Sum	\$11.00	Used Bricks
\$25	\$5.50	Full Size Truck Canopy
\$100	\$50.00	Backhoe Bucket- One Foot W/O Pins
\$20	\$12.00	Round Tank
\$20 Lump Sum	\$6.00	Concrete Tiles

Vorse recommends that council accept the bids offered for the items.

Vorse also reported that eight rows of the surplus theater seats remain unsold. Two rows were sold to the top bidder, however the next highest bidder declined to purchase them at the high bid price. In answer to Councilmember Reilly's question Vorse stated that bids ranged from \$10/row to \$43/row.

In answer to Councilmember Queen's question, Covington stated it would not be fair to the high bidder to offer the remaining seats at a lower price. The proper procedure would be to redo the bid process for this item. Vorse stated the city would need to re-advertise availability of this item, which would incur additional costs to the city.

Councilmember Yund recommended storing them until the next surplus sale.

- 1965 Councilmember Queen made a motion, seconded by Marcil to offer the theater seats to the other bidders for \$43/row and to accept the bids offered for the other items as described above.

Discussion: Councilmember Mask suggested if none of the bidders want the theater seats for \$43/row, offer them at the lowest bid; \$10/row. Councilmember Yund stated he did not agree with offering them at a lower price because it does not adhere to the proper surplus bid process.

In answer to Councilmember Yund's question, Vorse recommended accepting the bid on the 1981 Chevrolet C10 truck because it does not have an engine and it would cost the city more to have it towed for disposal.

Vote on the above motion: Councilmember Yund voted 'Nay', the remaining councilmembers voted 'Aye'. Motion carried.

In answer to Vorse's question, Councilmembers stated that any remaining unsold theater seats are to be disposed of.

- 2100 Covington requested approval of March invoices in the amount of \$358,837.38 as described on the Summary of Claims and further described as check numbers 37234 through 37341 for General expenditures and check numbers 20002 through 20048 for Payroll expenses.
- 2108 Councilmember Yund made a motion, seconded by Reilly to approve March expenditures as presented on the Summary of Claims in the amount of \$358,837.38. By roll call vote, unanimous 'Aye'.
- 2118 Councilmembers reviewed and discussed the new Statement on Auditing Standards (SAS 112) as published in Washington State Auditor's Spring 2008 "Audit Connection." Covington stated SAS 112 reinforces management's

- responsibility for ensuring internal control over the preparation of the required Annual Financial report. Councilmember Reilly has agreed to represent city management pertaining to review of this process. H has also been reviewing the monthly close-out and balancing of financial records, in accordance with State Auditor's recommendations.
- 2175 Covington noted that Saturday is Pride Day Clean-up. This annual event is sponsored by the Chamber of Commerce and City, with Public Works and Finance office staff assisting with the project. United Methodist Church is sponsoring a free lunch for all volunteers.
- 2223 Council Report of Meetings:
Mask – attended a CAP committee meeting. The committee voiced concern over the city's new water hookup charges for the proposed 'Self Help' subdivision that will be sited in the city limits. Mask stated that he provided CAP staff with updated information and invited them to attend this council meeting, if they had any further concerns. Vorse stated that a reconstruction meeting has been set for May 15th. Mask stated that CAP intends to purchase another parcel of property for more housing.
Reilly – attended the Community Action Plan Implementation Committee meeting. The framework for the Community Action plan was discussed. The committee also discussed a plan to replace representatives for current vacant committee positions.
- 2323 Gary Martin, spokesperson for the committee reviewing the issue of mandatory garbage within the city limits, outlined a summary of consensus points. The committee found that 70% of residents already are signed up for garbage pickup services and so the committee does not recommend imposition of mandatory garbage pickup. However the committee does recommend enforcement of the city nuisance ordinance.

The committee summarized their findings as follows:

1. Mandatory garbage collection discourages recycling efforts
2. Mandatory garbage service places an unfair burden on those that produce a small amount of garbage, both residential and commercial.
3. Finds that are produced from mandatory garbage collection may or may not be adequate to run the program with no additional funds generated for nuisance abatement purposes.
4. Mandatory garbage collection should only be imposed as a last resort. It does not necessarily change property hygiene behavior.
5. Enforcement of nuisance abatement issues should be increased.
6. Increasing revenues for nuisance enforcement may be accomplished by increasing fines and/or garbage rates.
7. An effort should also be made to educate the public to the physical and health hazards along with property value depreciation impact from neglected properties.

Councilmember Mask introduced committee members present at the council meeting and thanked them for their efforts to investigate this issue. Members present included Gary Martin, Betty Uhlenkott, Helen Kleine and Diane Bonkowski.

Public Works Director Dave Vorse stated that 34 letters were sent to residents who may be in violation of the city nuisance ordinance. There were also 27 issues pertaining to junk vehicles and eight issues concerning hazardous buildings. He stated that council will need to determine how those building issues are mitigated, since it will require work by both the city attorney and building official.

Vorse stated the citizen committee also recommended that a proactive Nuisance Abatement Board be formed to oversee implementation of the nuisance ordinance. The board would consist of seven to ten members, serving a three-year term. Board members would include both city staff and city residents.

Side - B

In answer to Councilmember Yund's question, Vorse stated he received feedback from six individuals who had gotten letters notifying them of non-compliance. Many of those homeowners cited physical restriction as a reason for not being able to clean up their properties and they requested volunteer assistance to help them mitigate their problems. These requests were forwarded to the Pride Day Clean-up Event coordinator.

Yund asked that city staff revisit the 34 properties that received the city's nuisance notification letter and provide an accounting of their current condition. This would provide councilmembers with a benchmark to determine the effectiveness of the letters.

Betty Uhlenkott commended city staff for sending out the letters and noted that she has seen an improvement in her neighborhood.

Councilmember Mask noted that in the past, enforcement of the nuisance ordinance has not been done on a pro-active basis. He feels that if the issue is not enforced, the issue will worsen.

In answer to Mayor Larsen's question, Vorse stated that the number of community volunteers will not be known until the day of the event. He stated that requests for assistance will be forwarded to the clean-up event coordinator.

Queen agrees that feedback from the effect of the city's letters should be evaluated before consideration of the establishment of a nuisance abatement board.

Councilmembers Yund and Reilly agreed that once or twice a year, staff should

send out letters of non-compliance to residents. Yund also added that the nuisance ordinance needs to be amended to allow for better enforcement criteria.

Mask stated formation of a committee would formalize the process and provide an oversight to assure that the ordinance is being addressed. As a councilmember, he recommends that an abatement committee should be formed.

Yund agreed that the committee is a good idea, however they should not be meeting for individual complaints.

Queen felt that councilmembers can address any complaint issues and that an abatement committee is not necessary.

Diane Bonkowski noted that in the past, the nuisance ordinance has not been enforced and she does not want the issue to be ignored.

Reilly suggested that no action pertaining to appointment of a committee be taken until results of the recent actions are obtained.

City Attorney O'Neill agreed that the current nuisance ordinance needs to be amended to address what type of infraction would result for non-compliance.

As a result of the discussion, Councilmember Mask requested the consideration to establish a Nuisance Abatement Board be tabled until more information is obtained from both the city attorney and staff. By consensus, councilmembers agreed to table further discussion.

Councilmember Queen suggested that the city meter reader make notation of those properties that either have complied with the city's letter, or are still in noncompliance. Vorse stated it would be more efficient to drive to those sites and possibly either public works or the police could accomplish this. Councilmember Queen stated that he does not believe that the police should be involved in the process. It was noted that the existing ordinance mandates the police department to enforce the ordinance.

3863 Kim White was unable to attend the meeting, therefore councilmembers tabled discussion regarding Kim White's request to purchase city property until the next meeting.

3869 Councilmembers reviewed the memorandum outlining the Budget Committee's recommendations to mitigate the \$157,941 shortfall in the estimated revenues for fiscal year 2008.

Councilmembers Yund and Marcil met with department staff, reviewed budgetary documents, and minutes. As a result, Councilmember Yund recommends the following:

- retain a 2008 General Fund ending balance of at least \$135,000
 - priority to complete Woodard Avenue street project – assure this is budgeted
 - eliminate from the budget, funding for a new police vehicle (\$15,000)
 - eliminate from the budget, funding for a street project (\$32,000)
 - direct staff to reduce budgets within the General Fund by at least 5%. This would result in expenditure savings of: Executive \$2,908; Municipal Court \$5,396; Finance \$7223; Police \$33,277; Park \$420; and Non-departmental \$15,930. (Total of \$65,154)
 - Research alternative insurance funding for required LEOFF I retiree medical coverage (Total 2007 cost was \$64,164 and 2008 appropriated cost is \$80,500)
- 3914 Councilmember Mask made a motion, seconded by Reilly to adopt the recommendations as stated in the memorandum (and annotated above). By roll call vote, unanimous ‘Aye’.
- 3940 Mayor Larsen noted that she has received a letter from Charlie Curry, Toutle River RV Resort, inviting them to tour their newly constructed RV resort, located at milepost 52, Interstate 5. Mayor Larsen, along with Councilmembers Reilly, Queen and Mask all expressed an interest in touring the facility.
- 4010 Clerk-Treasurer Ryana Covington advised that the city council did not take action on the Castle Rock Eagles application for a fireworks permit, as submitted for consideration at the last council meeting.
- 4027 Councilmember Reilly made a motion, seconded by Queen to approve the Castle Rock Eagles fireworks permit application. By roll call vote, Councilmember Yund voted ‘Nay’, the remaining councilmembers voted ‘Aye’. Motion passed.
- 4042 Mayor Larsen adjourned the meeting at 8:45 p.m.

Mayor Barbara Larsen

Clerk-Treasurer