

Castle Rock City Council
Regular Meeting
February 14, 2011

CALL TO ORDER:

Mayor Paul Helenberg called the meeting to order at 7:30 p.m., following by the Pledge of Allegiance.

ROLL CALL:

Councilmembers present: Ray Teter, Glenn Pingree, Earl Queen, Jack Reilly, and Mike Mask.

AGENDA ORDER:

Mayor Helenberg announced the following additions to the agenda:

- Update on the library remodeling project and change orders
- Nancy Chennault, representing the city at Cowlitz Economic Development Council meetings and events.

DEPARTMENT REPORTS

Public Works Director,
David Vorse

Levee Certification Status; Vorse announced that a formal notice has been received from the Federal Emergency Management Agency (FEMA) advising the city has demonstrated that the Castle Rock levee complies with accreditation requirements outlined in Title 44 of the Code of Federal Regulations Section 65.10. The letter further advises that the new FEMA flood maps will show the levee system as providing protection from the 1-percent-annual-chance flood. Vorse stated the city is the only second levee district in Region 10 (Oregon, Washington, California, Idaho and Montana) to receive accreditation – and the first one to use a private consulting firm to meet FEMA standards. He credited the city council's leadership and the city's contractor, Cornforth Consultant for this success.

In answer to Councilmember Mask's question, Vorse stated that under current legislation, the accreditation is permanent, because the city used a private firm. If the city would have been able to use the Army Corps of Engineers to conduct the work, the ACOE would only certify for a period of ten years. Vorse also noted that the letter received from FEMA denotes that recertification will be required each time that FEMA updates their map; however this is not how the current law actually reads.

City Attorney Frank Randolph added that the certification will be a huge positive impact to the city; both from the ability to do development and for those who would have been required to purchase flood insurance policies. Those communities with decertified levees would be required to obtain flood insurance policies for properties in order to qualify for FEMA assistance. Mayor Helenberg congratulated Mr. Vorse

for his persistence in working through the FEMA process. Vorse noted that ‘Castle Rock is one of the few communities that you can come to – and not build ‘wet’.’

Mayor Helenberg noted there are other on-going maintenance projects relating to the city stormwater system that will require attention in the upcoming years.

City Planner, T.J. Keiran

Department of Corrections Relocation Center site visit-update. Keiran advised that city representatives met with the Department of Corrections (DOC) site development team on February 9th to discuss the Hornstra site as a possible location for the proposed DOC Reception Center. Pastor Hughes at The Rock Church hosted the meeting and provided refreshments. A tri-fold outlining attributes of the site, as well as city amenities were distributed to the DOC team. Currently there are sixteen sites being evaluated. DOC will continue their review, and reduce the number of prospective locations to the top three. DOC plans to have evaluations completed by the end of March. In answer to Councilmember Mask’s question, Keiran stated DOC provided a general overview of their needs. Mayor Helenberg stated transport costs may plan a factor in making the cut. Castle Rock is the southern most site of those being evaluated. The mayor added that after the three sites are announced, DOC will begin public meetings and the formal environmental review.

Westside annexation – The completed packet was submitted to the Cowlitz County Boundary Review Board (BRB). The BRB has until March 21st to develop their recommendation for annexation approval. The Castle Rock Planning Commission has been working on development of zoning for the area to be annexed. A public hearing will be held on the proposed new zone designations on February 16th, with the Planning Commission recommendations coming before council on March 14th and 28th for council action.

Exhibit Hall Director/
Visitor Information,
Karen Johnson

Report on cooperative advertising for quilt show. Ms Johnson distributed copies of the Country Pleasures magazine, specializing in antiques, quilts and country lifestyles. She stated that the Exhibit Hall partnered with local businesses to split advertisement costs in this magazine. The Exhibit Hall was then able to advertise their annual quilt show, at a reasonable cost. Within the first two weeks of the display, the Exhibit Hall has seen 155 visitors coming to see the quilt show. In compari-

son, last year's visitor total for the entire month of the exhibit was only 128.

COUNCIL AND AD HOC COMMITTEE REPORTS

Councilmembers

Councilmember Mask stated he would be attending a meeting on February 23, the same date as the County Summit Meeting. Mayor Helenberg and Councilmember Pingree agreed to attend the Summit Meeting.

CONSENT AGENDA

Approval of January 24, 2011 regular meeting minutes.

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

Motion carried.

Approval of January invoices in the amount of \$461,663.36, as described on the Summary of Claims as check numbers 21623 through 21672 for payroll expenses, check numbers 40761 through 40883 for general expenses and adjustment number 141. Councilmember Pingree reviewed all payment voucher claims prior to this meeting. Councilmember Queen made a motion, seconded by Pingree to approve payment of January invoices as presented. Councilmember Mask questioned the expenditures amount of the expenditures from the Arterial Street Fund. Vorse noted that the grant funded Cowlitz Street reconstruction costs for engineering services are the result of the project expenses. By roll call vote, unanimous 'Aye'.

REGULAR AGENDA

OLD BUSINESS -

a. Request to lift employee freeze for the Public Works Department. Mayor Helenberg advised this is the position left vacant when Brian Engkraf was appointed to the new Electrician Control Specialist position. In answer to Councilmember Mask's question, Vorse noted that last month the clerk-treasurer presented a year-end summary of the Water/Sewer Operating Fund balance. This showed that while sewer expenses were still being supplemented by water revenues, the fund had a net gain over the projected ending year balance. Vorse suggested that councilmembers could either fund this position using water revenues or adjust rates to bring sewer revenues closer to their expenses. Mask noted that while the Water/Sewer Operating Fund is blended, the clerk still provides a report showing revenue totals as compared with expenses for both the water and sewer sides. He does not want to continue explaining to the public why sewer expenses are not totally covered by their revenues. For this reason, he would prefer to see the position funded from the water portion of the fund. In answer to Councilmember Teter's question, Vorse stated currently nobody is entirely funded from the sewer portion of the budget. Mayor Helenberg noted that the 2011 budget was adopted with the position funded through the sewer department. Councilmember Pingree spoke in favor of filling the position, as budgeted.

Councilmember Pingree made a motion, seconded by Teter to lift the hiring freeze and to fund the position in the sewer budget. By roll call vote, Councilmember Reilly voted 'Nay', the remaining councilmembers voted 'Aye'. Motion carried.

b. Resolution No. 2011-03, a resolution amending the city's Six-Year Transportation Plan for 2011-2016, on second reading. Councilmember Teter made a motion, seconded by Pingree to adopt Resolution No. 2011-03, on second reading. By roll call vote, unanimous 'Aye'.

c. PublicWorks Director Vorse announced that the fencing around the retention pond on Jackson Street has been

installed.

NEW BUSINESS –

a. Councilmembers reviewed a draft proposal from Washington State Department of Transportation (WSDOT) for a General Maintenance Agreement. Vorse explained that the Cowlitz Street West reconstruction project will include the Huntington Avenue intersection, which is part of State Route 504. Intersection improvements include redoing the intersection to match Cowlitz Street design. WSDOT will allow the city to do the improvements, however they do not want to be responsible for maintaining the intersection. The second area identified in the agreement is the intersection at First Avenue NE/Huntington Avenue South, where the city proposes to install a flashing pedestrian light. WSDOT is requiring the city to maintain that light, as well as the three pedestrian strips. In answer to Councilmember Mask’s question, Vorse stated the stripes need to be replaced every eight years, at a cost of approximately \$100 each. The Cowlitz/Huntington intersection will include colored concrete, and will be maintained along with the rest of Cowlitz Street. The traffic light at Cowlitz Street West and Huntington Avenue also will be removed. Vorse stated that the Washington State Attorney General is currently reviewing the proposed agreement, with this being the final step before the State signs off on the reconstruction project and allows the city to solicit for bids. City Attorney Randolph concurs with the agreement draft. Councilmember Mask made a motion, seconded by Pingree to approve the General Maintenance Agreement between the State of Washington Department of Transportation and the City, identified as GM01577. By roll call vote, unanimous ‘Aye’.

b. Resolution No. 2011-04, a resolution authorizing Cowlitz County to prepare a Solid Waste Management Plan and Moderate Risk Waste Plan on behalf of the City of Castle Rock, for inclusion in the Cowlitz County Comprehensive Solid Waste Management Plan, on first reading. Attorney Randolph recommended an amendment to allow the county to do the planning on behalf of the city, but prior to adoption, the council retains the right for formal review of the plan. Vorse noted that the county has provided this service at no cost to the city. Vorse noted that the city has historically paid close attention to the final plan which refers to mandatory garbage requirements. The city and the county are currently the only entities to not require mandatory garbage service. Councilmember Mask made a motion, seconded by Pingree to approve Resolution No. 2011-04, on first reading, with the inclusion that the final product will be subject to council review prior to adoption. By roll call vote, unanimous ‘Aye’.

c. Mayor Helenberg read a letter from Sheriff Mark Nelson thanking Chief Heuer and his officers for assisting his office by providing patrol coverage when the Sheriff’s office suffered the loss of an off-duty patrol officer in January.

d. Mayor Helenberg updated councilmembers on the library remodel project to provide a media center. Approximately \$18,000 remained in the Amy Thompson Fund following that project. The mayor requests the following change order approvals to complete the remodel project:

Change Order #1 – Eric Hansen;	engineering for heat pump load	\$250
	addition of hollow core door to equipment room	\$358
	installation of library shelves 30’ x 6’	\$1256
	installation of a sidewalk 50’ x 5’	<u>\$2200</u>
	Total:	\$4064
Change Order #2 -	ADA restrooms	\$8742
	additional plumbing	\$1325
	electrical improvements	<u>\$1000</u>
	Total:	\$11067
Change Order #3 -	basement lighting	\$1300

Total of all change orders, plus tax and permits equals \$17,679. Mayor Helenberg stated that all improvements are in compliance with ADA standards. Vorse added there may be possible PUD rebates available for installation of energy efficient lighting. Councilmember Teter made a motion, seconded by Pingree to approve the change orders as presented. By roll call vote, unanimous 'Aye'.

e. Nancy Chennault, previous owner of All Seasons Nursery, has expressed interest to serve as the city representative to the Cowlitz Economic Development Council. No objections were expressed by council, and Mayor Helenberg will inform Mrs. Chennault of the appointment.

f. Castle Rock School District selected a student to participate as a council representative. They will be introduced at the next council meeting.

EXECUTIVE SESSION

Mayor Helenberg adjourned regular session at 8:05 p.m. for a fifteen minute Executive Session to discuss litigation, with no action to follow.

ADJOURNMENT

Mayor Helenberg resumed regular session at 8:15 p.m., there being no further business, the meeting was adjourned.

Mayor Paul Helenberg

Clerk-Treasurer