

Castle Rock City Council Meeting  
January 24, 2011

#### CALL TO ORDER

Mayor Paul Helenberg called the regular meeting of the Castle Rock City Council to order at 7:30 p.m., followed by the Pledge of Allegiance.

#### ROLL CALL

The following council members were present: Ray Teter, Glenn Pingree, Earl Queen and Jack Reilly. Councilmember Mask was excused.

#### NEW BUSINESS

Request to allow a 5K ‘Sand and Misery’ (S&M) competitive obstacle course to be held on city property (High Banks area)

Dave Chilson, S&M Event Coordinator, outlined details of this charitable event, with all proceeds going to the American Liver Foundation. The race will encompass 3.1 miles and include 11 obstacles. Many of the obstacles are not obstructions but rather are for appearances only. Volunteers will be stationed at each obstacle.

In response to a question from Councilmember Pingree, Public Works Director David Vorse clarified that the Cowlitz Valley Runners is a member of Road Runners of America which provides insurance for these events. Property owners will be listed as additional insured.

Councilmember Reilly made a motion, seconded by Pingree to allow a 5K ‘Sand and Misery’ competitive obstacle course to be held in the High Banks area, if insurance requirements are met. By roll call vote, unanimous Aye.

Pump Track presentation and request to obtain permission to develop a pump track on city property

Bicycle enthusiast Jim LeMonds explained that a pump track is a continuous loop, constructed to allow bicyclists to ride the course without pedaling. Not only is it a great workout and a lot of fun, but pump track skills translate directly to mountain biking skills. Pump tracks sometimes have gap jumps that can be either rolled over or aired out depending upon the rider’s skill. He felt that the area where the current BMX track is located could contain a world class pump track. LeMonds added that track development would be cost effective through the use of volunteer time and equipment. An unofficial volunteer group called ‘Growlers Gulch Racing’ regularly forms large volunteer work parties for trail development and maintenance. He added that one of the volunteers is a Master Gardener and that person has volunteered to oversee landscaping, with assistance from high school students.

Castle Rock School District (CRSD) Superintendent Susan Barker stated that this would be an opportune time to appoint a student representative to City Council due to the substantial student interest in this project. There is already a student representative on the School Board and the Chamber of Commerce. Ms. Barker requests that council add a nonvoting student representative that could help bring this project to a successful conclusion. In addition, the CRSD has been awarded a \$21,000 grant for middle school bicycle training and safety equipment to increase healthy student activities, this grant would complement the pump track project.

Mayor Helenberg commented on the amount of enthusiasm that this project has produced. This project would foster working relationships within the community while enhancing amenities.

Pump track designer Al Hansen pointed out that the proposed design includes practice areas for all skill levels and he felt that development could begin in the spring. Castle Rock Park Board Commissioner Roy Henson verified that the Park Board is excited about this project and recommends council approval.

Councilmember Pingree made a motion, seconded by Reilly to move forward with allowing volunteers to develop a pump track course. By roll call vote, unanimous Aye.

Councilmember Pingree made a motion, seconded by Reilly to allow a nonvoting Castle Rock High School student representative on council. By roll call vote, unanimous Aye.

## BUSINESS FROM THE FLOOR

None

## DEPARTMENT REPORTS

Clerk-Treasurer Ryana Covington: 2010 Fourth Quarter Budget Report: councilmembers received the following year-end reports for review and discussion: 2010 Year End Budget Report, 2010 Year End Revenue Comparison Report, a 10 Year General Fund Balance Comparison and 2010 Final Revenues and Expenditures Report. Covington noted that the Fund Balance Report also includes information pertaining to differences between the actual year end balances and the projected balances, which were used as projections for the 2011 adopted budget. In answer to Councilmember Pingree's question, Covington noted that fund balances in the Exhibit Hall Fund show a fluctuation over the past ten years due to appropriated expenditures for participation in the Awesome Brochure and the unpredictability of Hotel-Motel tax revenues. In 2010, tax revenues showed a decline through most of the year, with the exception of December which showed a significant increase in tax revenue. Councilmember Pingree asked if a portion of the business license revenues could be used to fund signage in the commercial districts. Covington stated business license fees are a General Fund revenue and that type of expenditure be allowed, however council did not adopt this as an appropriated expense in 2011. In answer to Councilmember Pingree's question, Covington stated building permit fees are no longer reflected in General Fund, but have been transferred to the Building Code Fund, which was created earlier in 2010. Councilmember Pingree requested additional information regarding the PSEA and JIS revenues and expenditures. Covington stated the city collects these revenues for the state through citations. She will provide the RCW information to Pingree.

The following also had differences between the estimated fund balance and the actual 2010 fund balance:

DOT Spoil Site – the Riverfront Trail project estimated to begin at the end of 2010 was delayed until this fiscal year.

Arterial Street Fund – Cowlitz Street reconstruction project was delayed until this year.

Regional Water Fund – the city did not received \$45,000 in anticipated revenue from Cowlitz County to be used toward the new Cowlitz Street water main replacement project. This revenue will be received by the end of January. In

addition, the city did not provide their portion of the water main replacement contribution of \$55,000.

2010 Fourth Quarter Utility Use Report – councilmembers reviewed the summary which included a final combined net gain of \$44,915 for the Water-Sewer Fund. In answer to Councilmember Reilly’s question, Covington stated that usage in the fourth quarter was less than in the third quarter because the third quarter is during the summer months when the weather is warmer.

City Planner, T.J. Keiran: Planning Commission outline of 2011 goals and 2010 accomplishments. Keiran summarized the reports. Planning Commission’s primary goal in 2011 is the completion of the Westside Annexation and associated Comprehensive Plan Amendment and zoning designations. Mayor Helenberg noted that expansion to bring properties within the Urban Growth Boundary into city limits will smooth irregular boundaries and facilitate future development.

#### COUNCIL AND AD HOC COMMITTEE REPORTS

Mayor Paul Helenberg: Attended an annexation meeting with the City Planner.

Councilmembers: No report

#### CONSENT AGENDA

Approval of January 10, 2011 regular meeting minutes

Councilmember Pingree made a motion, seconded by Reilly to approve the minutes of the January 10, 2011 Regular Council Meeting. By roll call vote, unanimous Aye.

#### PUBLIC HEARING

Public testimony to be taken on the Amendment of the city’s Six-Year Transportation Plan (2011-2016) to include two projects proposed for Front Avenue NW. Mayor Helenberg opened the public hearing at 8:14 p.m. City Engineer Mike Johnson explained that this amendment updates Front Avenue Northwest Reconstruction Project components and costs to be consistent with limits identified in the grant application. In response to a question from Councilmember Pingree, Johnson affirmed that projects are listed in a general order of priority. There being no comment, Mayor Helenberg closed the Public Hearing at 8:16 p.m. and resumed regular session.

#### REGULAR AGENDA

##### OLD BUSINESS

Resolution No. 2011-01, a resolution authorizing application for funding assistance for a Boating Facilities Program (BFP) project to the Recreation and Conservation Office (RCO) as provided in Chapter 79A.25 RCW, on second reading.

Councilmember Reilly made a motion, seconded by Queen to approve Resolution 2011-01, on second reading. By roll call vote, unanimous Aye.

Resolution No. 2011-02, a resolution approving annexation petition and authorizing an Intent to Annex be filed with the Cowlitz County Boundary Review Board, on second reading.

Councilmember Reilly made a motion, seconded by Queen to approve Resolution 2011-02, on second reading. By roll call vote, unanimous Aye.

Review of quote for cost estimates to construct a fence around the Jackson Street stormwater retention site. Public Works Director David Vorse reviewed the two quotes received by the city to install 169 feet of four-foot high commercial grade chain link fence with a twelve foot swing gate to allow vehicular access. Quotes included: Cowlitz Fence for \$3405.54 and Hartgrove Fence and Hydroseeding for \$3835.94. The estimated expenses for parts only, is \$2200. The fence would provide a barrier along the sides abutting Jackson Street NW and the downtown public parking lot. Vorse noted that this action is being considered at the recommendation of the risk manager from Association of Washington Cities Risk Management Services Agency, to limit any city liability concerns. In response to a suggestion from Councilmember Queen, Mayor Helenberg specified that aesthetics are a priority as the site is located in a highly visible area within the downtown business district. Councilmember Queen is opposed to the project, due to the expense.

Councilmember Reilly made a motion, seconded by Pingree to accept the quote in the amount of \$3405.54, from Cowlitz Fence Company to install a fence around the Jackson Street Stormwater Retention Pond. By roll call vote, Queen Nay, the rest Aye, motion passed.

#### NEW BUSINESS

Approval for mayor to sign the interlocal agreement with Castle Rock School District for participation in their Drug Free Communities grant.

Councilmember Pingree made a motion, seconded by Queen to approve the Interlocal Agreement between the Castle Rock School District and Castle Rock Police Department to provide law enforcement support for the Drug Free Communities Grant activities. By roll call vote, unanimous Aye.

Review of bid results for sanitary sewer cleaning and inspection and recommendation to award project to low bidder.

Councilmember Queen made a motion, seconded by Pingree to approve the bid submitted by Pipe Experts, LLC in the amount of \$10,491, for 5,000 feet of Sanitary Sewer Cleaning and Inspection Services.

Discussion: Vorse pointed out that this cost is lower than the engineers estimate of \$15,000, which was used as a basis for the budgeted service. At the proposed rate per foot, another 2,000 feet could be completed for the amount budgeted. Johnson clarified that the goal is to complete the entire system within a period of five years. In response to a question from Councilmember Teter, Johnson estimates that the entire system is approximately 35,000 to 40,000 feet.

Vote: By roll call vote, unanimous Nay, motion failed.

Councilmember Pingree made a motion, seconded by Queen to contract with Pipe Experts, LLC for Sanitary Sewer Cleaning and Inspection Services, to receive the maximum footage based on their footage bid, not to exceed the budgeted amount of \$15,000. By roll call vote, unanimous Aye.

Update on boat launch status following recent high water episode.

Vorse detailed that he is trying to arrange an onsite meeting with the boat launch engineer and designer to evaluate the float malfunction during the recent winter high water event. The floats are now usable again and sediment was also cleared from the downstream ramp to make it usable. The upstream ramp remains closed due to a tree which was lodged on the log boom.

Councilmember Pingree requests to be briefed via email when any type of city incident occurs.

In response to a question from Councilmember Reilly, Mayor Helenberg explained that the float failure was due to the upstream edge of the float dipping below water level allowing debris to gather.

In response to a question from Councilmember Reilly, Vorse detailed that the river current diversion component of the Boating Facilities Program application would redirect the current at the floats. Mayor Helenberg cautioned that when the current is redirected, sediment buildup increases.

Vorse noted that the floats are floating freely and there does not appear to be any major structural damage. In response to a question from Councilmember Reilly, Mayor Helenberg pointed out the city should not incur any costs due to this failure as the design engineer had historical river flow data. This was not a significant high water event.

Resolution No. 2011-03, a resolution amending the city's Six-Year Transportation Plan for 2011-2016, on first reading.

Councilmember Queen made a motion, seconded by Pingree to approve Resolution 2011-03, on first reading. By roll call vote, unanimous Aye.

Police Chief Bob Heuer read a report that he received announcing that in the past 24 hours, eleven police officers have been shot in the United States. He expressed concerned over stress that this causes his staff and their families.

In response to a question from Councilmember Pingree, Johnson clarified that the costs to extend sanitary sewer service to Exit 48 are contained in the Regional Sewer Plan, however these costs need to be updated. Vorse added that the costs to provide industrial quantities of water at Exit 48 are contained in the Regional Water System Plan. Mayor Helenberg detailed that he will meet on Friday with Cowlitz County Commissioner James Misner, the Hornstra property manager, adjoining property owner Roy Henson, City Planner TJ Keiran, Public Works Director David Vorse and Clerk-Treasurer Ryana Covington regarding potential development at Exit 48.

#### EXECUTIVE SESSION

Mayor Helenberg adjourned regular session at 8:39 p.m. for a ten minute executive session to discuss a personnel issue, with no action anticipated.

#### ADJOURNMENT

Mayor Helenberg resumed regular session at 8:51 p.m. and adjourned the meeting with no action taken.

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Mayor Paul Helenberg

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Clerk-Treasurer