

Castle Rock City Council  
Regular Meeting  
July 25, 2011

#### CALL TO ORDER

Mayor Pro Tempore Earl Queen called the meeting of the Castle Rock City Council to order at 7:29 p.m. followed by the Pledge of Allegiance. The following councilmembers were present: Ray Teter, Glenn Pingree and Mike Mask. Not attending: Mayor Paul Helenberg and Councilmember Jack Reilly

#### OLD BUSINESS

Cowlitz County Commissioner James Misner reviewed the proposed Interlocal Agreement for Cowlitz County Regional Tourism Development Partnership Program known as "The Big Idea". "The Big Idea" designates a Tourism Board of Directors comprised of 19 voting members consisting of three representatives from each city plus two from Cowlitz County and one each from the unincorporated Hwy 503 and Hwy 504 districts. The board would also consist of three nonvoting ex officio members who shall be Cowlitz County's Tourism Director, a representative of the United States Forest Service and Cowlitz County's Exposition/Conference Center Director. This Board of Directors will encourage communication and be formed as a 501(c)(3) nonprofit tourism department which will increase grant eligibility.

Commissioner Misner detailed that Cowlitz County collects a lodging tax to stay in any facility with 40 beds or more. Two percent of that tax stays in the city or unincorporated area of service and another two percent is used in the promotion of countywide tourism. Projections indicate that a day visitor spends about \$85 per day while an overnight guest spends approximately \$250 per day. Cowlitz County Tourism must be directed towards multiday visits to increase lodging tax revenue, which in turn is used to market tourism. Robust tourism increases the potential for rural development.

Misner stated that Woodland's Visitor Center is on the verge of closing within a year. The City of Woodland has been offered the option of receiving the first year's funding on the condition that those funds are used to keep their Visitors Center open for the purpose of promoting destinations within Cowlitz County.

"The Big Idea" requires that each city contribute 10% of their lodging tax with the exception of Kelso which would provide 5% as that is triple the amount the other cities would contribute. The Unincorporated Cowlitz County Advisory Council has offered 20%. Cowlitz County will match this total with event planning funds. Each entity can significantly increase these funds when used as match for grant funding. Additionally, KLTV is producing six to eight promotional Sasquatch siting video clips using PEG (Public Educational Government) funds.

Councilmember Mask made a motion, seconded by Pingree to approve the Interlocal Agreement for Cowlitz County Regional Tourism Development Partnership Program known as "The Big Idea", pending approval from the City Attorney.

Discussion: In response to a question from Councilmember Teter, Commissioner Misner explained that funds can be used prior to the allotted year to secure contracts or during following years if the proposal is approved by the board. Expenditure of the funds are not locked into the year received, however the funds must be active, not banked to draw interest.

Councilmember Teter expressed concern that a Board of Directors comprised of 19 members may be too large to reach an agreement on proposed projects. Commissioner Misner clarified that each city's board of director representatives only have to pass that particular city's Big Idea proposal through the individual city's Lodging Tax Advisory Council or City Council. Misner added that the reason for the Tourism Board of Directors is for county-wide tourism communication. Castle Rock's Big Idea would be decided by the city council. Covington asked if the Tourism Board of Directors would have authority to override city council decision on how the city could expend the allotment. Misner stated the Tourism Board of Directors would not have that authority. Their function is to communicate, to match/set itineraries and to decide what the county will expend their funds on. The Tourism Board of Directors also will have authority to decide on the order for distributing allotments to participating cities. In summary, Commissioner Misner agreed with Councilmember Teter's understanding that Castle Rock's Big Idea would be decided by city council. The commissioner also noted that the city's three representatives on the Tourism Board of Directors would allow Castle Rock to help the county make decisions on how the county is marketing tourism overall.

Vote: By roll call vote, unanimous Aye.

#### BUSINESS FROM THE FLOOR

Greg Marcil, 245 Shear Street SW, pointed out that vehicles have been parking on Leaming Avenue NW in front of the Riverview Apartments. This reduces Leaming Avenue to one lane and prevents delivery trucks from using the west exit at Cascade Select Market without damage to either the vehicle or right-of-way. In addition, these vehicles are parked in front of a fire hydrant and some never move. He noted there is not sufficient room for street parking on Leaming Avenue NW. This has increased traffic issues during the Cowlitz Street West Revitalization Project. Mayor Pro Tempore Queen concurred, with a parking lot on both sides of Leaming Avenue, there is no reason for on-street parking.

Donna Setters, former Longview Housing Authority Section 8 Supervisor, clarified that her successor applied a restriction within the Riverview Rental Agreement that uninsured vehicles could not use the parking lot.

Police Sergeant Scott Neves recommends directing staff to review this issue and bring a recommendation to council. By council consensus, staff will review parking on Leaming Avenue NW and bring a recommendation to council.

#### DEPARTMENT REPORTS

##### Police Sergeant Scott Neves

Mayor Pro Tempore Queen commended the Police Department on a job well done during the Fair Parade, without assistance from other law enforcement agencies. Queen feels that Police Chief Bob Heuer should lead the parade each year.

##### Public Works Director David Vorse

Public Works Director David Vorse reports that tomorrow the Cowlitz Street West Revitalization Project is entering Phase 2. Revisions will be made to reverse traffic to travel north in the 100 block of First Avenue SW. The intersection of Front Avenue will remain open while one lane is closed on Huntington Avenue. When the Huntington Avenue intersection is opened, then the Front Avenue intersection will close.

##### City Engineer Mike Johnson

In response to a question from Councilmember Mask, City Engineer Mike Johnson confirmed that the Cowlitz Street West Revitalization Project is on schedule for completion by the end of October.

Johnson reported he has reviewed the parking concern brought by Donna Setters at the last meeting. With the new bulbout, there is not sufficient room for four parking stalls on the east side of the 100 block of Second Avenue SW. One ADA stall could be established in the parking area designated for the Fire Department. In response to a question from Councilmember Mask, Johnson clarified that angled parking would eliminate parking on the west side and could reduce the street to one lane.

Joe Godinho, 70 PH10, noted that ADA parking is usually only provided for public facilities. He questioned why the city would consider creating an ADA parking space at a private residence. Donna Setters, 120 Second Avenue SW #B, noted that a space could be established for the Library. Vorse specified that the nearest ADA space is located across the street, at the Post Office. Vorse noted that a parking spot has been lost due to the bulbout, but it was not ADA. No council decision was made on the issue.

#### BUSINESS FROM THE FLOOR

North County Recreation Association (NCRA) President Joe Godinho reports that their irrigation pump failed, which forced the use of city water for the community garden project. NCRA does not object to paying for the water used, however he requests an adjustment of July's sewer bill, to an average amount. Godinho noted that councilmembers cannot take action on his request at this meeting, however, he will not be available to attend the next meeting and he wanted to formally make his request.

Councilmember Pingree made a motion, seconded by Teter to table consideration of a utility adjustment for July's billing to the North County Recreation Association until the next regular meeting.

Discussion: Vorse recommends NCRA make an average payment on their bill, to prevent additional charges due to delinquency. Covington specified that delinquent charges will still be incurred, however council can reduce those with an adjustment.

Vote: By roll call vote, unanimous Aye.

#### Clerk-Treasurer Ryana Covington

Councilmembers reviewed the following documents provided for the second quarter budget report: June Fund Balance reports for all funds, Budgetary Comparison Report for all funds, General Fund Revenue Second Quarter Comparison Report (2007-2011) and a Second Quarter Utility Use report showing year-to-date gain/loss.

Covington noted that revenue resources that have not met 50% of the estimated projections are noted on the General Fund Revenue Comparison report. At this point, property tax revenues are meeting the projected estimate. Local sales and use tax revenues received are at 45% of the projection. Proceeds from the recent annexation should be allocated to the city beginning in the fourth quarter. Initial revenue estimates for sales tax revenues were initially based on the annexation revenues to be received by the end of the first quarter. Covington stated that revenue reimbursements for the current construction projects, especially for the Riverfront Trail, Cowlitz Street West and Boat Launch Phase 2 projects will be key to staying solvent within those budgets. Covington reminded councilmembers that the DOT Fund still needs to repay the interfund loan this year. Other issues pertaining to General Fund include possible overages in the city's planning contract. If planning service needs continue at the same rate, there will be an overage projected of approximately \$30,000. Covington stated she will be recommending a meeting be scheduled between CWCOG Director and the mayor to discuss this issue. A public hearing will be scheduled in the near future to allow for various budgetary amendments. Utilities are still showing a net loss, which means these funds currently require the use of

contingency funds (fund balances) to meet operational needs.

Exhibit Hall Director Karen Johnson

Exhibit Hall Director Karen Johnson reports that there were a lot of visitors during Mountain Mania. In response to a question from Councilmember Mask, Johnson indicated that she will provide a visitors count.

CONSENT AGENDA

Councilmember Mask made a motion, seconded by Pingree to approve the minutes of the July 11, 2011 Regular Council Meeting. By roll call vote, unanimous Aye.

COUNCIL AND AD HOC COMMITTEE REPORTS

Councilmembers

In response to a question from Councilmember Teter, Vorse indicated that he has not yet obtained a cost estimate to install basketball hoops at the Skate Park.

Councilmember Pingree reports that he attended a Longview City Council Meeting in which a moratorium was declared on medical marijuana collective gardens.

Councilmember Mask noted there was a large turnout for Mountain Mania.

Covington reports that the Budget Committee (Mayor Helenberg and Councilmembers Teter and Pingree) met with Heritage Bank representatives to consider local banking opportunities. Councilmember Teter stated the Budget Committee recommends beginning the process to change the city's banking institution to Heritage Bank. Councilmember Teter detailed that in addition to the benefit of banking locally, there would be a reduction in expenses with Heritage Bank.

Councilmember Teter made a motion, seconded by Pingree to begin the process to change the city's banking institution to Heritage Bank. By roll call vote, unanimous Aye.

OLD BUSINESS

Covington requests council establish a date for a public hearing to take testimony on Ordinance 2011-08, interim land use and zoning control regarding medical marijuana collective gardens. City Attorney Frank Randolph specified that a public hearing must be held within 60 days of the date of the ordinance. By consensus, a public hearing on Ordinance 2011-08, interim land use and zoning control regarding medical marijuana collective gardens, will be held at 6:00 p.m. on August 24, 2011 at the Castle Rock Elementary School.

NEW BUSINESS

City Engineer Mike Johnson distributed bid results for the Wastewater Treatment Plant Primary Digester Recoat Project. Johnson detailed that the bids include three components:

1. A Base Bid for a high performance coating of the interior only;
2. Additive 1, interior coat plus sandblast the exterior lead paint with appropriate containment and disposal then apply a new exterior coat or
3. Additive 2, interior coat plus new exterior coating over the old paint.

Two bids were received and opened this afternoon:

<b>Bidder</b>	<b>Base Bid</b>	<b>Additive 1</b>	<b>Additive 2</b>
Long Painting – Portland, OR	\$70,720.10	\$101,154.76	\$83,793.50
FD Thomas – Central Point, OR	\$80,162.00	\$110,828.00	\$120,512.00

Engineer's Estimate	\$77,000.00	\$97,000.00	\$84,000.00
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Johnson recommends acceptance of the proposal submitted by Long Painting, contingent upon reference verification, for Additive 1, if funds are available. The amount budgeted for this project was \$150,000 to \$160,000 which includes a 20% contingency. Acceptance of Additive 1 will increase the project cost by approximately \$20,000. The existing paint on the digester tested positive for lead. Although it is not mobile at this time, the exterior coating that contains lead will have to be removed at some point.

In response to a question from Councilmember Mask, Vorse clarified that this project is budgeted from the Regional Sewer Fund which contains a beginning fund balance of \$850,000. Councilmember Mask suggested that project funding assistance could be available from Cowlitz County. Vorse noted that the expense to remove the exterior lead paint will be much greater if not completed in conjunction with this other maintenance. Presently, the inside of the digester needs to be recoated to stop the seepage.

Councilmember Pingree made a motion, seconded by Mask to accept the Additive 1 bid submitted by Long Painting, Portland, Oregon, to apply a high performance coating on the interior of the wastewater treatment plant primary digester and sandblast the exterior lead paint with appropriate containment and disposal then apply a new exterior coat, contingent upon reference verification. By roll call vote, unanimous Aye.

- In response to a question from Councilmember Mask, Vorse indicated that the contract with the Recreation and Conservation Office for the Al Helenberg Memorial Boat launch Project Phase 2 is nearing finalization.
- Vorse detailed that the Cedar Water Main Replacement Project should be completed next week.
- Councilmember Mask complimented Vorse, noting that a lot has been done this summer. Vorse credited landscaper, Nancy Chennault on her work to get the flowers at the Huntington Avenue South islands blooming beautifully. She will also direct plantings at the north trailhead next week. Vorse suggests sending a thank you letter.

#### ADJOURNMENT

There being no further business, Mayor Pro Tempore Queen adjourned the meeting at 8:33 p.m.

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Earl Queen, Mayor Pro-Tempore

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Clerk-Treasurer