

## CALL TO ORDER

Mayor Paul Helenberg called the August 22, 2011 regular meeting of the Castle Rock City Council to order at 7:32 p.m. followed by the Pledge of Allegiance. The following councilmembers were present: Ray Teter, Glenn Pingree, Earl Queen and Jack Reilly.

## BUSINESS FROM THE FLOOR

- Donna Setters, 120B Second Avenue SW, read a letter thanking the Mayor and Council for purchasing paint and allowing volunteers to paint the Library. Ms. Setters also thanked Public Works Director David Vorse and Councilmember Glenn Pingree for sacrificing their Saturday and Commissioner James Misner and his assistant for use of the labor saving paint sprayer and the design and ideas that made the building pop. A special thank you was extended to Librarian Vicki Selander for project inspiration and continuing dedication to the kids in this community. Ms. Setters thanked volunteers Melissa Murray, Aaron Bush, Stacey Billheimer, Kevin Lampshire and one other who does not wish to be named for contributing so much towards the successful completion of this project.

Stacey Billheimer, 120B Second Avenue SW, distributed before and after photos. She was grateful for this project, as her son spends a great deal of time at the Library.

- Sheri Ball, 311 Kirby Avenue NE, reports that we are entering the seventh week of the Cedar Water Main Replacement Project. Residents were notified that this would be a two week project. Ms. Ball pointed out safety concerns:
  1. Plywood covered open ditches,
  2. A nonfunctioning hydrant,
  3. A large concrete catch basin left in the street without reflective tape or warning and
  4. Loose gravel throughout the intersection. Mr. Ball swept this intersection last Sunday to decrease this hazard.
  5. In addition, the intersection has been reduced to one lane without any warning signs even though there is no visibility from either direction due to the hill to the north and the corner to the south.

After voicing these concerns to Public Works Director David Vorse gravel was cleaned up. On two days last week there was work on this project, however there was no work during the two proceeding weeks. Ms. Ball inquired how long this project will actually take.

Public Works Director David Vorse stated that there have been several issues associated with this project, he apologized. Six of 13 services have been connected to this new main. The last seven should be connected this week. The ditches are filled as the services are connected. The new main has been disinfected and is now online. The

sweeper is scheduled to remove loose gravel tomorrow. Every effort will be made to improve communication with residents.

Councilmember Reilly requests that the catch basin be moved off the street, in addition, warning signs should be placed and reflective tape used. Councilmember Pingree would like project updates, the website could be utilized.

Jeff Lockwood, 201 Maple Street NE, voiced the same safety concerns as Ms. Ball. Mr. Lockwood cautioned that children play in this neighborhood.

## DEPARTMENT REPORTS

### City Attorney Frank Randolph

Randolph confirmed that the Public Hearing Special Meeting will be held August 24<sup>th</sup> regarding the interim zoning ordinance relating to collective gardens. Speakers include a master gardener, law enforcement officer, substance abuse counselor, medical marijuana advocate, this will be followed by public comments. Council may conduct a 'findings of fact' discussion following the hearing. This will provide council direction.

City Planner T.J. Keiran specified that the Planning Commission will attend this meeting to help determine council direction towards the formation of a zoning ordinance.

Mayor Helenberg thanked Randolph and Keiran for all their work on this issue.

### Police Chief Bob Heuer

Heuer reports that he received email notification of grant approval from Homeland Security Region 4 for laptop computers in the amount of \$6,526.

### City Engineer Mike Johnson

Johnson reviewed the proposed Transportation Improvement Board (TIB) Small City Sidewalk Program (SCSP) grant application. This application is to provide a sidewalk along both sides of Mt. St. Helens Way (SR504 east of Exit 49) from North Pacific Hwy to El Compadre Restaurant on the north side and from Dougherty Drive NE past the Mt. St. Helens Motel up to Bredfield's property on the south side. This would be an eight foot wide pedestrian path along the uptown business district where there is currently no accommodations for pedestrians. This is a 95% grant for \$216,125 with \$11,375 match for a total project cost of \$227,500.

In response to a question from Councilmember Teter, Johnson detailed that although this sidewalk would provide trail connectivity, there would not be a direct link. Pedestrians would still have to use the widened shoulder along the Exit 49 overpass. WSDOT approval and

specifications would be required to place a pedestrian separation at this overpass. Councilmember Teter would like a connecting extension to the Riverfront Trail pursued.

Councilmember Pingree made a motion, seconded by Queen to submit a grant application to TIB Small City Sidewalk Program for \$227,500 to construct sidewalks at Mt. St. Helens Way. By roll call vote, unanimous Aye.

- In response to a question from Mayor Helenberg, Johnson detailed that the Safe Routes to School Project is in the process of being added to the Washington State Transportation Improvement Plan. Once this project is included on the plan the funds can be obligated.
- Johnson reports that the underground utilities have been installed between Huntington and Second Avenue on the Cowlitz Street W Revitalization Project. Curbs will be poured this week then the sidewalks completed in this section. Mayor Helenberg noted that Resident Inspector Ken Harris has done an outstanding job on this project.

#### Clerk-Treasurer Ryana Covington

- Covington reports that due to the transfer to a new banking institution, the conversion to the new computer software system will be delayed until September 19<sup>th</sup>.
- Covington reviewed the July Fund File Report. The Municipal Water Capital Improvement Fund has an overage of -\$30,229.99. Revenues are transferred from the Water Fund into the Capital Improvement Fund, \$8,000 to date with another \$2,000 pending. \$5,600 was budgeted for new services but none have been received to date. \$28,000 was budgeted for the Cedar Water Main Replacement Project with \$52,521.99 expended. This fund will require a budgetary amendment.
- Mayor Helenberg noted the reduction in property value which equates to a reduction in tax revenue. Covington specified that Ad Valorem Taxes are limited to a 1% annual increase.

#### Librarian Vicki Selander

Selander thanked all the volunteers, Councilmember Pingree and Public Works Director David Vorse for the great job painting the Library. Mayor Helenberg concurred that the Library looks wonderful

#### COUNCIL AND AD HOC COMMITTEE REPORTS

##### Mayor Paul Helenberg

Mayor Helenberg reports that many favorable comments have been received about the Cowlitz Street W Revitalization Project. Street lights should be installed in October.

Councilmember Reilly suggests the placement an evergreen tree in the planter at the Post Office to be decorated during the Christmas Festival of Lights. Vorse affirm that this project includes four planters for evergreen trees withpower provided for that purpose.

#### Councilmembers

In response to a question from Councilmember Teter, Vorse confirmed that 'No Parking' signs will be placed on Leaming Street NW this week. In response to a request from Councilmember Queen, Chief Heuer will notify the manager at Riverview Apartments of this parking revision.

Mayor Helenberg would also like 'No Parking' signs placed at the Mosier Road cul-de-sac. Vehicles are parking at the cul-de-sac to avoid the parking fee at the boat launch. Thisleaves no room for emergency vehicles and blocks access to the hydrant. By council consensus, 'No Parking' signs will be placed at the Mosier Road cul-de-sac.

Councilmember Pingree reports that the CARE Coalition Meeting was rescheduled. He spent Saturday painting the Library. Councilmember Pingree has been talking to Representative Dean Takko regarding medical marijuana legislation.

Councilmember Reilly attended a Cowlitz Housing First Coalition meeting.

Councilmember Queen, on behalf of Councilmember Mask, recommends increasing councilmember compensation from \$20 per meeting to the City of Kalama's rate of \$100 per month. Covington clarified that in accordance with RCW 35A.12.070, any increase shall not be applicable during the term that is being served. An increase would only apply to newly or re-elected councilmembers. Councilmember Teter stated that this makes sense as citizens must have an opportunity to vote out representatives that vote to increase compensation for the position that they hold. Councilmember Queen believes that more citizens would be interested in serving if the compensation was increased. Councilmember Pingree noted that no one serves on council for the money.

Councilmember Queen made a motion, seconded by Reilly to increase compensation for councilmembers to \$100 per month.

Discussion: Mayor Helenberg cautioned that if compensation is increased for councilmembers then staff will also ask for an increase. Covington observed that this is not on the agenda for action but rather as a discussion item. Adoption of an ordinance is needed for action.In response to a question from Councilmember Queen, Covington clarified that council compensation was last increased in January 1998 from a maximum of \$40 per

month. Covington suggests amending the motion to provide for the preparation of an ordinance to increase council compensation to \$100 per month.

Councilmember Teter feels that this would be a poorly timed increase. Although the current pay barely covers the cost for gas to attend meetings, Council is asking for cuts to balance the budget. Everyone is struggling.

Vote on motion: Councilmember Teter Nay, the rest Aye, motion passed. Covington will prepare an ordinance for the next meeting.

Community Economic Development Representative Nancy Chennault

Mayor Helenberg referred to the August 17, 2011 CEDC Board Meeting Report submitted by Chennault.

CONSENT AGENDA

Councilmember Reilly made a motion, seconded by Teter to approve the minutes of the August 8, 2011 Regular Council Meeting. By roll call vote, unanimous Aye.

OLD BUSINESS

1. Vorse reviewed the two bids that were received for the Wastewater Treatment Plant Primary Digester Replacement of Six Inch Stainless Steel Blower Line:

LP&H Longview, WA	\$27,444.00
Triple S Excavation Castle Rock, WA	\$10,903.44
Project Estimate	\$ 8,000.00

Vorse clarified that design changes were made which increased the project cost. However, the WWTP Primary Digester Maintenance Project remains \$15,000 under estimated costs. The Primary Digester will be completely emptied tomorrow and the diffuser will be removed and inspected.

Councilmember Pingree made a motion, seconded by Queen to accept the bid from Triple S Excavation in the amount of \$10,903.44 for replacement of six inch stainless steel blower line in the Wastewater Treatment Plant Primary Digester. By roll call vote, unanimous Aye.

2. Vorse reviewed the three bids received for the Al Helenberg Memorial Boat Launch Phase 2 Paving Project:

Bidder	Location	Access Road Base Bid	Trail Connection Additive #1	Roake Ave SE Additive #2
NW Sealcoat	Troutdale, OR	\$109,600.86	\$34,125.00	\$27,086.00
Lakeside Industries	Longview, WA	\$100,875.96	\$17,850.00	\$21,108.40
Superior Asphalt & Maintenance	Seattle, WA	\$134,259.00	\$24,667.00	\$26,330.00
Project Estimate		\$145,000 with rock work	\$35,000 with rock work	

Vorse clarified that the:

- Base Bid is to complete paving of the access road and the parking lot.
- Additive #1 is for the pedestrian trail from Westside Hwy right-of-way to the existing Riverfront Trail.
- Additive #2 is for paving of Roake Avenue SE from C Street to the south end at the elementary school.

The Base Bid and Additive #1 did not include the necessary rock work need for paving. Additive #1 requires a substantial amount of rock work and may not be ready in time. Lakeside will provide another estimate for Additive #1 that includes mobilization costs in case the trail is not ready when the access road is paved. The \$17,000 in the REET Fund is not enough to fund Additive #2.

Mayor Helenberg detailed that paving the access road is included in the Recreation and Conservation Office Boating Facilities Program grant for the Al Helenberg Memorial Boat Launch Phase 2. A grant application through the Transportation Improvement Board is pending. Mayor Helenberg specified that speed bumps are needed due to the excessive speed that is currently occurring. Hopefully in the future, this street will become a public street which will enable the police to enforce traffic regulations.

Councilmember Pingree made a motion, seconded by Queen to accept the Base Bid from Lakeside Industries in the amount of \$100,875.96, to complete paving of the access road and the parking lot at the Al Helenberg Memorial Boat Launch. By roll call vote, unanimous Aye.

Councilmember Pingree made a motion, seconded by Reilly to accept the bid for Additive #1 from Lakeside Industries in the amount of \$17,850, for paving of the pedestrian trail from Westside Hwy right-of-way to the existing Riverfront Trail at the Al Helenberg Memorial Boat Launch. By roll call vote, unanimous Aye.

3. TJ Keiran requests direction regarding the Shoreline Management Master Program Update. The final budget of the 2011-2013 State Biennium included \$40,000 for Castle

Rock to update its Shoreline Management Plan (SMP). The Shoreline Management Act was originally passed by the voters in 1972 to “protect the environmental resources of state shorelines.” The City of Castle Rock administers the SMP, by referencing Cowlitz County’s Plan (CRMC 18.08.010). The last update to the county SMP was completed in 1977.

To facilitate this update process, the Department of Ecology (Ecology) has drafted a scope of work for the SMP update. This update contains six phases:

1. Preliminary Shoreline Jurisdiction and Public Participation Plan
2. Shoreline Inventory & Shoreline Analysis & Characterization
3. Shoreline Environment Designation, Policy & Regulation Development; Cumulative Impacts Analysis
4. Restoration Plan; Revisiting Phase 3 Product as Necessary
5. Local Approval
6. State Approval

There are two issues Council needs to be aware of:

- A. Staff believes the funds provided by Ecology are not sufficient to complete the work as required by state law and recommends requesting additional funds; and
- B. Staff needs direction on the manner with which to proceed and recommends Council authorize working collaboratively with other jurisdictions via the Council of Governments for some or all of the effort.

On August 2, 2011 Keiran sent a letter to Ecology requesting the funding amount be increased from \$40,000 to \$65,400 and provided an itemized justification. Unfortunately, the additional mileage of shoreline and population within the area recently annexed was not taken into account. Ecology’s funding formula criteria is reported to include population and miles of shoreline. An amended request for additional funds has been prepared.

As for the second issue, cooperating as a group would involve pooling approximately \$715,000 from the County and cities and hiring a consultant capable of meeting Department of Ecology’s (DOE) guidelines for this update process. This pool of money would be funneled through the Council of Governments (COG) to manage the consultant’s work. Staff will be involved in monitoring the consultant’s work, public involvement and public hearings.

At this time, staff recommends requesting the COG include Castle Rock when forming an interlocal agreement to pool funds and collectively hire an environmental specialist to complete phases 1 & 2 and to provide information as to the manner with which the other tasks may be completed by working collaboratively.

In response to a question from Councilmember Pingree, Keiran clarified that although the shoreline update may benefit from the analyses that were conducted as part of the levee certification process, the 1977 SMP needs to be updated.

In response to a question from Councilmember Teter, Keiran specified that we are required to complete this update within three years. Interlocal agreements must be finalized by the end of September to be able to submit for grants. At this time, DOE provides \$8,000 to complete phase 1 and 2 which is not sufficient to retain a consultant. However, pooling resources should provide sufficient funding along with economy of scale to retain a consultant that will complete the shoreline inventory. Keiran will again consult council for phases 3 to 6. In the future, the SMP will be required to be updated every seven years without state funding. Covington noted that the Critical Areas Ordinance will also need to be updated to meet requirements within the SMP.

By council consensus, Castle Rock will partner with COG to complete phases 1 and 2.

#### NEW BUSINESS

Vorse requests approval to submit grant applications to the Transportation Improvement Board (TIB) Small City Preservation Program (SCPP). Applications can be submitted in three categories:

1. Overlay; Vorse would like to submit two Overlay Applications in the hopes that one is successful. The maximum overlay grant amount is \$125,000.
2. Chip Seal; there were no streets that qualified for this work.
3. Sidewalk.

TIB provides each street section with a Pavement Condition Rate (PCR). Streets sections that receive an excellent or poor PCR do not qualify for funding. Only street sections with a good or fair PCR qualify. These repairs should also be grouped for economy of scale. A 5% match is required on these grants.

- Overlay Application #1 is for \$123,479 with \$6,499 match. This application is clustered in the southwest quadrant and includes sections of: Sixth Ave, Diane St, Fourth Ave, Shear St, Michner St and Allen Ave SE.
- Overlay Application #2 is for \$125,005 with \$6,579 match. This application is clustered in the southeast quadrant and includes sections of: Allen Ave, Brierwood Ct, Clearwood Ct, Roake Ave, Eaton Ct NE and Fourth Ave SW.
- A Sidewalk Maintenance Application for \$67,944 with \$3,576 is included. This grant provides for sidewalk section replacement.

In response to a question from Councilmember Reilly, Vorse specified that awarded projects will receive funding in 2013. The match can be budgeted in 2013 from the REET Fund.

Councilmember Teter made a motion, seconded by Pingree to submit the grant applications to the Transportation Improvement Board (TIB) Small City Preservation Program (SCPP). By roll call vote, unanimous Aye.

- In response to a question from Councilmember Teter, Vorse specified that a bond is retained from the contractor hauling dredge spoils, T.E. Walrath Trucking, Inc., to repair street damage due to hauling. Typically, this is a chip seal repair.

#### ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 8:51 p.m.

---

Mayor Paul Helenberg

---

Clerk-Treasurer Ryana Covington