

Castle Rock City Council  
Regular Meeting  
September 26, 2011

#### CALL TO ORDER

Mayor Paul Helenberg called the September 26, 2011 regular meeting of the Castle Rock City Council to order at 7:33 p.m. followed by the Pledge of Allegiance. The following councilmembers were present: Ray Teter, Glenn Pingree, Earl Queen and Jack Reilly.

#### DEPARTMENT REPORTS

##### City Engineer Mike Johnson

- Johnson reported on the Cowlitz Street West Revitalization Project. Cowlitz Street West is now open to traffic. Utilities are being installed along the 100 block of First Avenue, curbs will be poured next week, followed by the sidewalks.
- Johnson noted that the interior coat has been applied to the Wastewater Treatment Plant Primary Digester and the exterior preparation has begun. A new exterior tint should be applied next week, weather permitting.

##### Clerk-Treasurer Ryana Covington

- Councilmembers reviewed the August Fund File Report. General Fund year-to-date disbursements have exceeded receipts by approximately \$60,000. This trend will continue until the city begins receiving the second half of property taxes.

The Municipal Water Capital Improvement Fund is overspent by \$30,336.88 due to unanticipated expenses relating to the Cedar Water Main Replacement Project. This will be resolved with a budgetary amendment transfer from the Water Fund.

The Boat Launch Facility Fund shows a negative balance of \$9,592.66 which was resolved with receipt of \$155,000 from Cowlitz County Rural Facility Development. In response to a question from Councilmember Pingree, Covington stated that she would provide the amount received from boat launch fees at the next meeting. Councilmember Queen noted that the parking lot was full last Saturday.

- Covington specified that the Washington State Auditor has scheduled the city's regular two year accountability audit to begin October 17<sup>th</sup>. This audit is anticipated to take approximately two weeks. The city will be audited again next year, due to receiving over \$500,000 in federal assistance in the current fiscal year.
- Covington reports that staff is training on the new budgetary and payroll software programs. The computer conversion for those functions were installed last week. This

software will require some restructuring of clerical job duties at City Hall. Once the conversion is complete, reports will be available online to both the public and department supervisors.

#### Exhibit Hall Director Karen Johnson

Johnson reports that two computers were received from the Office of the Secretary of State for the Obituary Scanning Project. Volunteers will be scanning obituaries from the city's historic newspaper "The Cowlitz County Advocate" into a database collection. The Exhibit Hall will retain the computers and software following this project.

#### COUNCIL AND AD HOC COMMITTEE REPORTS

##### Mayor Paul Helenberg

Mayor Helenberg read a letter from Myron and Mary Nelson thanking the City for the honor of being the first recipients of 'The Rock Award'. Recognition of the Senior Center for 30 years of volunteer service was also appreciated by the membership. The Nelson's are proud to be a part of Castle Rock.

##### Councilmembers

Councilmember Reilly attended a Cowlitz Housing First Coalition meeting.

##### Student Council Representative Genevieve Grant

Grant will conduct a poll on September 28<sup>th</sup>, of Castle Rock High School students to ascertain student understanding and gain input on medical marijuana collective gardens in Castle Rock. She will provide council with a report on the poll results. Grant also thanked council for the Certificate of Appreciation for her work as student representative to the council.

#### CONSENT AGENDA

1. Councilmember Reilly made a motion, seconded by Teter to approve the minutes of the September 12, 2011 Regular Council Meeting. By roll call vote, unanimous Aye.

#### OLD BUSINESS

2. Councilmember Queen made a motion, seconded by Reilly to approve Ordinance 2011-10 increasing compensation for councilmembers, in accordance with RCW 35A.12.080 and re-establishing compensation for the mayor, on second reading.

Discussion: Covington clarified that this ordinance has been amended, as requested, to specify that for terms beginning January 1, 2012 and thereafter, compensation shall be fixed at \$50 for each meeting attended, not to exceed two meetings per month.

Vote on motion: Councilmember Teter Nay, the rest Aye, motion passed.

3. Councilmember Queen made a motion, seconded by Reilly to approve Ordinance 2011-09 adopting findings of fact supporting Ordinance 2011-08, an interim zoning ordinance regarding medical marijuana collective gardens, on second reading. By roll call vote, unanimous Aye.

#### NEW BUSINESS

4. Mayor Helenberg recommended appointment of Ellen Rose to Council Position No. 5 which was recently vacated by Mike Mask. This appointment is for the remainder of the current term which expires on December 31, 2011. Rose is the challenger for this position, for the term beginning January 2012, which will be decided in the November general election.

Councilmember Pingree made a motion, seconded by Teter to appoint Ellen Rose to Council Position No. 5 for the remainder of the current term which expires on December 31, 2011.

Discussion: Councilmember Reilly pointed out that a full council should be seated as a majority plus one (4total) is needed for passage of Ad Valorem Taxes and budgetary items.

Councilmember Teter disclosed that Rose is a member of his extended family. City Attorney Frank Randolph confirmed that there is no conflict of interest in this regard.

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

Covington administered the 'Oath of Office' to Ellen Rose.

5. Mayor Helenberg appointed Councilmember Rose to fill the vacant position on the Audit Committee. This committee reviews monthly expenditures.
6. Mayor Helenberg clarified that the formation of a Cowlitz County Regional Tourism Development Partnership Program known as "The Big Idea" should eliminate the need to contribute funds toward publication of 'The Awesome Brochure'. By council consensus, funds will not be contributed for publication of 'The Awesome Brochure'. Covington will notify the Cowlitz County Tourism Bureau.
7. Covington provided an overview of proposed budgetary adjustments as outlined in Ordinance 2011-11 as follows:

- General Fund for Building and Planning due to unanticipated code amendment expenses for land use issues such as medical marijuana collective gardens, census and environmental review (\$5,000).
- General Fund for Police
  1. Appropriations to meet Collective Bargaining Agreement relating to holidays occurring on an employee's day off or vacation. Including appropriations owed for 2011 and previous years (\$33,245).
  2. Receipt of loss insurance settlements for a patrol vehicle (\$16,696), equipment damages (\$1685) and uniform damage (\$266).
  3. Additional equipment required for the replacement patrol vehicle (\$1100).
  4. An interlocal agreement with the Castle Rock School District to provide police services for Drug Free Community grant (\$12,600)
  5. An interlocal agreement with the Educational Service District #112 to provide School Resource Officer services for the Safe Schools, Healthy Students grant(\$26,000) for overtime activities from September 1, 2010 to August 31, 2011.
- Boat Launch Facility Fund for receipt of Cowlitz County Rural Facility Development grant (\$155,000) and Washington Recreation and Conservation Office Boating Facilities Program grant (\$479,000) for the Al Helenberg Memorial Boat Launch Project Phase 2.
- Municipal Water Capital Improvement Fund for expenses to complete the Cedar Water Main Replacement Project (\$47,000).
- Regional Sewer Fund for unanticipated repair of the Wastewater Treatment Plant Primary Digester (\$140,000).
- DOT Spoils Site Fund for unanticipated permitting expenses required for the Riverfront Trail Extension Project. Funding was provided by Cowlitz County (\$22,000).
- Arterial Street Fund for receipt of Washington State Department of Transportation Safe-T-Lu grant (\$100,000) and Transportation Improvement Board grant (\$13,500) for the Cowlitz Street W Revitalization Project.

Councilmember Pingree made a motion, seconded by Reilly to approve Ordinance 2011-11, on first reading. By roll call vote, unanimous Aye.

8. Public Works Director David Vorse clarified that due to state budget reductions, Washington State no longer provides required bridge inspection services. The city must provide inspection of the railroad bridge west of Exit 48 every three years. He noted that \$300 has been budgeted for this service.

Councilmember Pingree made a motion, seconded by Teter to enter into a Reimbursable Services Agreement with Cowlitz County for Bridge Inspections services. By roll call vote, unanimous Aye.

9. Vorse detailed that bids were received for Cedar Water Main Replacement Paving this morning. The only bid received was from Lakeside Industries for approximately 3200 square feet at \$4 per square feet for an estimated contract total of \$12,800 which includes material, equipment, labor, mobilization, and taxes. This work requires extensive preparation and handwork.

Vorse clarified that \$28,000 was budgeted this year for a water main replacement project prior to determining that the water main in the Cedar Street area was the most vulnerable. This project required a larger replacement than budgeted. In addition numerous issues were encountered. Hiring a contractor could have easily doubled the cost of this project. Some stormwater, paving and cleanup work remains to be completed.

Councilmember Reilly made a motion, seconded by Teter to accept the bid from Lakeside Industries of \$4 per square feet for an estimated contract total of \$12,800 for the Cedar Water Main Replacement Paving. By roll call vote, unanimous Aye.

10. Vorse explained that in 2007, the city entered into a location specific License Agreement with Cowlitz County for placement of a ballot box on Cowlitz St West; in front of Hatties Restaurant. This box required relocation during the Cowlitz Street West Revitalization Project. The Cowlitz County Auditor and city staff prefers that a new location be established in front of the Library.

Councilmember Queen made a motion, seconded by Reilly to amend the License Agreement with Cowlitz County for ballot box placement on Cowlitz Street West, in front of the Castle Rock Library. By roll call vote, unanimous Aye.

11. Covington reviewed the Humane Society contract renewal request for 2012 animal control services in the amount of \$7,000. This amount has been the same for the last three years.

Councilmember Teter would like to know the amount received for dog licenses issued within the city, the number of responses within the city and time spent on those calls. Councilmember Queen specified that providing in-house animal control services has been researched in the past, and determined to be cost prohibitive.

Councilmember Reilly made a motion, seconded by Pingree to enter into an agreement with the Humane Society for 2012 animal control services in the amount of \$7,000. By roll call vote, unanimous Aye.

- In response to a question from Mayor Helenberg, Johnson clarified that he will have preliminary plans for Front Avenue NW Improvements next week. The Public Works Board has recommended funding for the water and sewer main replacement on Front Avenue NW.
- In response to a question from Mayor Helenberg, Johnson detailed that the Safe Routes to School Project is still 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.

#### ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 8:10 p.m.

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Mayor Paul Helenberg

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Clerk-Treasurer Ryana Covington