

Castle Rock City Council
Regular Meeting
May 9, 2011

CALL TO ORDER. Mayor Paul Helenberg called the regular meeting to order at 7:30 p.m., followed by the Pledge of Allegiance.

ROLL CALL. The following councilmembers were present; Ray Teter, Glenn Pingree, Earl Queen, Jack Reilly and Mike Mask.

PROCLAMATIONS-

Bike To Work Week, May 16 – 20, 2011. Mayor Helenberg presented the proclamation to Steve Harvey and Stephanie Dunn. Mr. Harvey touted the benefits of bike riding as well as noting the various routes available throughout the county. They encouraged city councilmembers to consider placement of bicycle racks on Cowlitz Street to provide for parking opportunities in the local business district.

Mental Health Month. Councilmember Teter presented Eric Yakovich, CEO of Lower Columbia Mental Health Center, with the proclamation. Mr. Yakovich spoke of the need for treatment and the risks when treatment is not available. He stated that two issues provide barriers for treatment options; public stigma regarding mental health problems and the State budget crisis. He thanked the council for recognizing the importance of this issue.

National Police Week, May 15-21, 2011. Councilmember Queen presented Chaplain Steve White with the proclamation. Chaplain White provided a historic overview of National Police Week and the significance of the event. He noted how the recent loss of two local law enforcement officers impacted the community. In 2011, there have been 68 line of duty deaths reported nationally, which is a 9% increase over last year. Mayor Helenberg directed flags to be flown at half-mast on Sunday, May 15th which is Peace Officer's Memorial Day.

BUSINESS FROM THE FLOOR.

Linda Knowles, representing Fraternal Order of Eagles, stated that every year the Castle Rock Eagles holds a banquet to recognize accomplishments within their organization, as well as providing special recognition for a selected community member. Ms. Knowles presented the Castle Rock Fraternal Order of Eagles 2011 Citizen of the Year award to librarian Vicki Selander for her efforts in keeping the library going during good time and lean times and for her work in organizing, compiling and recording the history of Castle Rock.

Richard Skreen, C Street SW, request to remove walnut trees located within city right-of-way and replace with new plantings in front of his property. He does not feel that the walnut trees are suitable for boulevard planting and he suggested replacing with Norway Maple trees, which are columnar in growth. He stated one of the replacement trees will be placed 30' south of the C Street curb and all will be centered on the nine-foot wide boulevard strip. Councilmember Queen agrees that the trees will become a future liability. Public Works Director Vorse also agreed that these were not appropriate street trees, and he noted one of the walnut trees have been pruned significantly to avoid the electric wires. Vorse added that the city frequently refers

to the Vancouver Street guide the replacement trees and planting plan that Mr. Skreen is proposing conforms to the specifics in the referenced guide. Councilmember Queen made a motion, seconded by Mask to allow the walnut trees to be removed, at the owner's expense, using a bonded professional tree removal company. And to replant with five Norway Maple trees. By roll call vote, unanimous 'Aye'.

Mr. Vorse informed Mr. Skreen that his contractor needed to secure an approved Right-of-Way permit prior to beginning the work.

Phone system upgrade proposal for the following departments; public works, library, finance, building/planning and Exhibit Hall. Public Works Director Vorse explained that for the past few years, the city has been researching ways to replace the existing outdated phone system. After reviewing numerous systems, staff felt that Cascade Networks best fit the needs for these departments. Cascade Networks system are fiber optic based, and therefore there are no long distance charges. The cost comparison submitted for review by the council outlines annual cost savings and the one-time activation charge for equipment needs for each department. The phone system at the Exhibit Hall/Visitor's Information Center currently is not connected to the city's system and monthly phone charges are paid by the Exhibit Hall Society. In addition, the visitor's center is on a dial-up internet service and does not include long-distance capabilities for the volunteers. Covington stated the Castle Rock Chamber of Commerce has offered to pay up to \$50/month toward connection to a more advanced internet service system. If the Exhibit Hall/Visitor's Information Center is included on the new city system, it would require an annual cost of approximately \$2343 which would need to be adopted into their current operating budget. Covington noted the city currently pays the Exhibit Hall Society \$200/month for the building's operation/maintenance costs. Mayor Helenberg suggested that in lieu of the monthly payment, the city could pay the monthly phone charges to allow for the upgraded Internet and phone system. Karen Johnson, Exhibit Hall/Visitor's Information Center director, agreed that this system would be a huge benefit to the center and would allow them to provide better services to the city's visitors. Helenberg stated the new system would allow the city hall business offices (with the exception of the police department) to become independent of the system currently managed by Cowlitz Fire Protection District #6. The mayor noted that the Interlocal Agreement between the city and fire district expires in 2014 and he felt this would be a good opportunity to make the change. Brian Magnuson, representing Cascade Networks, stated installation of the system would take approximately 30-60 days. In answer to Councilmember Teter's question, Magnuson stated it would also be possible for the city to go wireless and he explained examples of costs for this capability. Cascade Networks felt that availability of internet services at the library was important for a community, therefore the quote provided for that department waives the monthly internet service charges. Councilmember Mask made a motion, seconded by Pingree to authorize acceptance of the Cascade Networks phone plan submitted for the city departments (excluding the police department) and also to continue discussion for the availability of wireless Wi-Fi in the city business district. By roll call vote, unanimous 'Aye'.

Phone system upgrade proposal for the police department, including system sharing with Cowlitz Fire Protection District #6. Councilmember Mask made a motion, seconded by Pingree to approve the proposal from Cascade Networks for a new phone system in the police department. By roll call vote, unanimous 'Aye'.

Chief Heuer stated the police phone system will include different enhancements than what was included in the new city system. Mr. Magnuson noted that enhancements for either system are easy to install. In answer to Librarian Vicki Selander's question, Mr. Magnuson stated Cascade Networks has been working with the Noah Net system that will be installed later this year. Judy Jones, Information Technologist for the City of Longview spoke in support of the upgraded phone system for the police department. She stated that Castle Rock Police Department is the only agency remaining on the frame relay system. All other police departments in the county have upgraded their systems, which provide for more efficient and faster communication responses.

DEPARTMENT REPORTS

<p>Police Chief Bob Heuer</p>	<p>Reported on a recent drug arrest involving a Castle Rock student and the student's parents. The chief summarized the incident and noted that positive values instilled on students by the CARE Coalition allowed for communication between his department and students that led to information on the case. Councilmembers praised the work done by the officers involved.</p> <p>At request of Councilmember Pingree, Chief Heuer will discuss his department's purchasing directives.</p>
<p>Public Works Director, Dave Vorse</p>	<p>Updated councilmembers on the extent of vandalism that occurred on April 26th. Vorse stated he estimated a loss of approximately \$2000 in damages throughout the city. Vorse credited Officer Worley for his efforts to assist public works with identifying affected areas.</p> <p>Announcement of new employee; Kevin Foultnier. His background includes some knowledge of utilities, experience in public works projects and he has his CDL certification.</p>
<p>City Engineer, Mike Johnson</p>	<p>Sanitary sewer inspection project results. Johnson presented a video highlighting various defects and sewer line issues. Work completed to date includes Phase I of the project. Johnson distributed two matrixes identifying and ranking O/M issues and issues associated with the need for capital repairs. Before making any priority recommendations to the council regarding, Johnson stated he would like to wait until the entire system has been inspected.</p> <p>Announced that the Notice To Proceed has been sent to the contractor for the Cowlitz Street West project. Work will begin on Monday, May 16th. Any questions pertaining to the project should be directed to public works employee, Don Curtis. Mr. Curtis will serve as a liaison during the project. For additional public outreach, Johnson suggested that the weekly work schedules could be published on the city's website along with city contact information.</p>

<p>Clerk-Treasurer Ryana Covington</p>	<p>Summaries for the first quarter budget report were distributed to councilmembers. In addition, 2010 and 2009 budget summaries for the same fiscal period were also provided for comparison. Covington noted that the DOT Dredge Spoil Fund and Boat Launch Fund both have negative fund balances. This will be rectified when pending grant reimbursements are received. She noted that the city also has not received the Port of Longview's \$32,000 donation. First quarter General Fund revenue totals for the years 2009, 2010 and 2011 were presented. State revenues relating to population were adjusted by Department of Revenue in March because preliminary results of the 2010 Census showed the city lost 145 residents. Covington stated that the city planner has been working with the federal census bureau to investigate this loss.</p>
<p>Librarian Vicki Selander</p>	<p>It was announced that the library now has a Facebook page. Covington advised the librarian to contact Washington State Archives for information on retention schedules governing electronic media.</p>

COUNCIL AND AD HOC COMMITTEE REPORTS

<p>Mayor Paul Helenberg</p>	<p>Stated the annual city clean-up event was well attended and he expressed appreciation for the volunteers and local donations. In addition, Helenberg thanked Councilmembers Pingree, Queen and Mask for working to re-roof four picnic structures at Lion's Pride Park. Local resident, Tom Byrne also assisted. Councilmembers noted that the mayor also worked to grade the parking area at Lion's Pride Park.</p>
<p>Councilmember Reilly</p>	<p>Attended a Housing Advisory Meeting. Issues included discussion on budget cutbacks to various programs.</p>
<p>Councilmember Mask</p>	<p>Provided a summary of the Cowlitz-Wahkiakum Council of Governments (COG) 50th Anniversary Banquet. The mayor complimented the demonstration provided by city planner Keiran on a new mapping process which uses Google Earth.</p>
<p>(CEDC) Community Economic Develop Representative, Nancy Chennault</p>	<p>Announced that she will be attending a free workshop in Vancouver, Washington entitled, "So You Want To Start A Business, Now What?"</p>

CONSENT AGENDA

Approval of April 25, 2011 regular meeting minutes. Councilmember Reilly made a motion, seconded by Pingree to approve the minutes as submitted. By roll call vote, unanimous 'Aye'.

Approval of April expenditures in the amount of \$318,299.60 as described on the Summary of Claims as check numbers 41081 through 41186 for general expenses, check numbers 21778

through 21823 for payroll expenses and adjustment number 159 for excise tax payment. Councilmember Teter reviewed the expenditure claims prior to the meeting. Councilmember Pingree made a motion, seconded by Queen to approve payment of the April expenditures as presented. By roll call vote, unanimous 'Aye'.

REGULAR AGENDA

OLD BUSINESS -

Roake Street SE; street overlay cost summary. Mr. Vorse explained that Cowlitz County has now determined that they need a definitive decision from the city regarding any contracted overlay work. Vorse stated that he recently received the invoice in the amount of \$4,000 for the city's share to pave a small section of Shintaffer Street. The projected cost for the Roake Street overlay was estimated to be \$16,000. That amount, combined with the Shintaffer Street invoice, would exceed funds currently available in the REET Fund account. Vorse added that revenues are received throughout the year for REET funds; however the cost for both projects would greatly deplete this fund by year-end. Councilmember Mask stated that a portion of the REET funds were to be used as contingency, if needed for the Cowlitz Street West project.

Councilmember Mask made a motion to forego paving of any streets this year with Cowlitz County. Motion died for lack of a second.

Mayor Helenberg suggested waiting until June to see how the Cowlitz Street project is progressing. He added if the Boat Launch Phase II project receives Recreation Conservation Organization (RCO) grant funding, then the city could possibly take advantage of lower tonnage costs by using that same contractor for the street overlay. In answer to Councilmember Queen's question, Vorse stated he has not heard any official award for the city's pending 'Safe Routes To School' grant for sidewalk improvements. That funding is contingent on legislative approval. If the city decides not to partner with Cowlitz County, the typical cost difference would be \$100/ton through the city's sources as compared to \$75/ton through the county's bid process. Councilmember Teter made a motion, seconded by Pingree to not partner with Cowlitz County and to defer the overlay on Roake Avenue until funds are available. By roll call vote, Councilmember Queen voted 'Nay' and Councilmembers Teter, Pingree, Reilly and Mask voted 'Aye'. Motion carried.

Pump track update and required environmental permits and costs. Vorse summarized the January 24, 2011 council action in response to a request from Mr. Jim LeMonds to develop a pump track on city owned property. Currently Mr. LeMonds and a group of volunteers have been working to develop plans for the track and are also working on raising funds for the project. Vorse stated it was his understanding that staff was directed to work with Mr. LeMonds and his group to assist with this project. Once built, the facility would be city-owned. To keep the project moving forward, a SEPA, fill/grade permit and a Department of Ecology stormwater permit will be needed. The cost for processing the SEPA is \$200 and the publication costs for the stormwater permit are approximately \$600. Vorse proposed that the city pay for the permitting fees to allow the project to move forward. Payment for the permits would come from the DOT Dredge Spoil Fund. Councilmember Pingree made a motion, seconded by Mask to allocate up to \$1000 for permitting and advertisement requirements for the pump track project. By roll call vote, unanimous 'Aye'.

NEW BUSINESS –

Wastewater Treatment Plant primary digester project. Vorse distributed pictures of the primary digester tank and an outline of proposed costs to remedy problems at the Wastewater Treatment Plant. He noted that immediately after the plant reconstruction was completed in 2005, the city began having problems with the blowers. Vorse provided a quick outline of the treatment process. The primary digester is vital to the treatment process when moving solids through the system. Initial problems with the blowers involved overheating and burnouts. Public Works have worked with the design engineer, blower manufacturer and the city engineer to remedy the problem. Over the years, the city has tried to modify the room where the blowers are located, and also modified the application. The engineer of record is KCM Engineering and the city received some funds from KCM to help mitigate the design concerns. The problems have decreased; but were never eliminated. Since 2008, the city has expended approximately \$21,000 for blower repairs. To address the ongoing problems, Vorse stated he has prepared a package to address both the tank problems, as well as the blower problems.

Blower problems – the current blowers have a maximum of providing only 15 psi. The normal operating pressure at the plant is between 12.5 psi and 14 psi, requiring the blowers to run at 95% of their capacity, 70% of the time. The proposed replacement blowers will provide up to 22 psi, which will allow the operating range to be in the midline, instead of at the higher end.

Ductile iron pipe problems – this pipe is lined with concrete, with rubber gaskets at the joints. The temperature in that airline can exceed 300 degrees Fahrenheit, which has hardened the gaskets. The heat has also created fractures in sections of the concrete lining.

Decant line – section has broken off and is located at the bottom of the tank, over the diffuser. Vorse drew an illustration of the tank in relation to the diffuser pipe and the decanting process showing the relationship of the equipment and the current limitations.

The proposed work and cost estimates to mitigate issues at the plant include the following:

replace two blowers (Aerzen, D-12S hybrid)	\$61,000
air line from blower to digester in stainless steel	\$ 7,000
work on the fine bubbler diffuser	\$ 5,000
addition of swivel joint at decant line	\$ 6,000
replace decant line	\$ 1,000
line the inside of the digester with protective lining	\$63,000
coat the outside of the digester with protective lining	\$42,000
digester by-pass	\$ 6,000
digester clean out work (hauling of solids)	\$17,000
engineering assistance (bid specs, coating inspection etc)	\$20,000
miscellaneous contingencies	<u>\$22,000</u>
Total estimated cost:	\$250,000

Vorse noted that the pictures of the tanks show leaching and the proposed coating would protect the tanks. Johnson stated the leaching could pose potential corrosion damage to the rebar. The engineer explained the evaluation process that has been used since last year in an attempt to ascertain the cause for the blower malfunctions. In response to Councilmember Mask's question, Vorse stated this same digester operated without problems prior to the reconstruction. During that time the blower was located outside of the digester and after the construction, the blower was installed inside a room, where it has continued to create problems. Mask asked if there are any warranties to help with repair costs. Vorse stated that another letter has been sent

to the design engineer and they are in the process of responding back to the city. Vorse added that the tanks are 65 years old and during the upgrade, only a paint coating was applied; not an epoxy lining. Johnson stated standard municipal contracts include a one-year warranty, from date of substantial completion. The engineer felt that asking the design engineer to review, comment and respond is an appropriate action. Councilmember Reilly suggested that moving the blower farther from the digester could have created added pressure. Johnson stated the blowers have not exceeded manufacturer's pressure or temperature standards based on documentation being kept by the city. Vorse stated the fund balance in the Regional Sewer Fund exceeds \$800,000, however each year this balance is reduced in an effort to avoid utility rate increases. He added that repairs are not required immediately; however it does not help the system by not addressing the problem. If the city needs to wait until the fall to make the repairs, there is a potential of the system not recouping when the tank is taken down. Mask voiced concern that using the fund balance would result in sewer rate increases and he asked the clerk-treasurer to provide an analysis. Councilmember Queen noted that repair costs will be even higher if the issues are not addressed. In answer to Councilmember Teter's question, Johnson stated it would cost approximately \$14,000 to replace the blowers, however when the tank is full, the pressure will still be approximately 14 psi. Johnson stated he also would like to know the condition of the diffusers, which may be the cause of some of the issues.

Vorse stated he would not take down the plant until council provides approval for the project. In answer to Councilmember Pingree's question, Vorse stated that the blowers and coating would require bids; the remaining items would use either public works personnel or contractors from the Small Works Roster. Mayor Helenberg tabled this issue until the next meeting.

Landscape plan for parking area at Front Avenue NW/Huntington Avenue North intersection. Vorse distributed a diagram of a proposed planting scheme for the parking lot area adjacent to the newly completed section of the Riverfront Trail. Nancy Chennault submitted the plan which includes seasonal plantings, low grasses, ground cover, dogwood trees and dwarf Mungo pine trees. In the area of the proposed future restroom site, a raised planting area will allow for temporary plantings of dahlias. Estimated cost for this design is approximately \$5,000, or less. Funds for this would come from the Arterial Street Fund. Vorse stated he would defer the purchase of the directional arrows to allow for this allocation. Councilmember Pingree and Mask noted this is also the trailhead for the Riverfront Trail and they suggested a portion be allocated from the DOT Spoil Site Fund. Councilmember Mask made a motion, seconded by Pingree to approve the project in the amount not to exceed \$5,000, with 50% of the funds coming from the Arterial Street Fund and 50% from the DOT Spoil Site Fund. By roll call vote, unanimous 'Aye'.

ADJOURNMENT. There being no further business, Mayor Helenberg adjourned the meeting at 9:30 p.m.

Mayor Paul Helenberg

Clerk-Treasurer