

CALL TO ORDER

Mayor Paul Helenberg called the February 23, 2015 regular meeting of the Castle Rock City Council to order at 7:31 p.m., followed by the Pledge of Allegiance. The following councilmembers were present: Ray Teter, Lee Kessler, Earl Queen, Mike Davis and Ellen Rose.

BUSINESS FROM THE FLOOR - None

DEPARTMENT/COMMITTEE REPORTSDepartment Reports

1. Public Works Director Dave Vorse noted that almost \$575 in donations has been received in memory of Jon Gosselin. Mr. Gosselin was an avid fisherman and his wife has requested donations be made in his memory, to benefit the Al Helenberg Memorial Boat Launch.
2. Mayor Helenberg reminded councilmembers that the annual Cowlitz-Wahkiakum Council of Governments meeting will be held March 26th. In addition, the mayor encouraged councilmembers to attend the Castle Rock Community Development Alliance (CRCDA) annual meeting on March 2nd, 6:30 p.m. in the Senior Center.
3. Councilmember Kessler reported he continues to work on the computer system upgrades.
4. Nancy Chennault, Cowlitz Economic Development Council (CEDC) representative distributed fliers for the CRCDA meeting on March 2nd.

CONSENT AGENDA

1. Councilmember Queen made a motion, seconded by Davis to approve the minutes to the February 9, 2015 regular council meeting. In discussion: Councilmember Rose requested the minutes be amended to change the name 'Mr. Taylor', to Mr. Taylor Mustion. By roll call vote minutes approved as amended, unanimous 'Aye'.

OLD BUSINESS

1. Councilmembers reviewed Ordinance No. 2015-01, an ordinance amending the policy for travel reimbursement, on second reading. Councilmember Queen noted that he has received comments requesting a change in Section C 'Lodging' to strike the requirement for mayor or council approval for overnight travel or for travel outside of Washington and Oregon. Mayor Helenberg felt it is necessary to have at least notification that an employee is travelling on city business and would be unavailable for response, if needed. Covington noted the text requiring council pre-approval for travel outside of Washington or Oregon is an existing ordinance that was incorporated into this document. That ordinance was provided to councilmembers at the last council meeting.

In answer to Councilmember Teter's question, Chief Heuer stated most travel outside of Washington or Oregon is grant funded. Councilmember Rose noted pre-approval should

not be a problem, and could be completed when arranging for other travel planning.

Councilmember Kessler made a motion, seconded by Davis to amend subsection C 'Lodging' to read; Notification (replacing the word Approval) of the mayor is required for overnight travel to seminars and conferences within Washington state and Oregon state. Pre-approval by city council is required for travel outside of Washington state and Oregon state. The remaining portions of the proposed ordinance will be unchanged. Motion made, second reading. By roll call vote, unanimous 'Aye'.

2. Councilmember Kessler made a motion, seconded by Davis to approve Ordinance No. 2015-02, an ordinance amending the 2015 budget for the Street Fund and Swimming Pool Construction Fund, on second reading. By roll call vote, unanimous 'Aye'.
3. Councilmember Davis made a motion, seconded by Rose to approve Denali Heating and Air Conditioning Maintenance Agreement in the amount of \$175, plus tax for annual maintenance work. By roll call vote, unanimous 'Aye'.

NEW BUSINESS

1. Lisa Brosnan, contracted City Planner, explained that Georgette Balderree submitted a zone change application to change the zoning of her property from Retail Business (C-1) to High Density Residential (R-2). Applicant plans to convert the first level dental office space into a residential apartment, making the entire building residential; with a total of five apartment units. Location of the property is 309 Front Avenue SW and is denoted as Parcel Number 30049. The Planning Commission held a public hearing to discuss the proposal on January 21, 2015. As a result of this meeting, the Planning Commission is recommending approval of the request. In answer to Councilmember Kessler's question, the unit will be required to provide eight parking spaces. There is currently room for four on-site spaces, with the remaining being off-site.

Councilmember Kessler made a motion, seconded by Queen to approve Ordinance No. 2015-03, an ordinance amending the zoning designation for 309 Front Avenue SW, on first reading. By roll call vote, unanimous 'Aye'.

2. Public Works Director Dave Vorse noted that bids for the new Visitor Center building were opened on January 6th. Staff followed up on the bid tabulations and an error in Wolf Industries Option 2 bid total was discovered. Instead of \$87,696.29, the total should be \$102,416.95; which was still the low bid. Vorse and Mayor Helenberg have continued to negotiate options to bring the project within available funding, including reductions such as windows, roof installation, and other exterior options. Wolf Industries has agreed to the following reductions:
 - installation of a 50 year composite architectural roof instead of a standing seam metal roof;

- eliminating two small windows on the south side of the building;
- changing a solid core entrance door to a six-foot French door;
- eliminating entrance walkway; and
- non-protruding logs along walls into the interior space.

Vorse noted these reductions will reduce the bid amount by \$5,500 from the revised option #2 price. Staff recommends city council approve Option #2, with reductions, in the amount of \$96,916.95, plus tax. This will leave approximately \$100,000 to complete the interior finish work. The contractor will be given 22 weeks to complete the work.

In answer to Councilmember Teter's question, Vorse outlined the estimate for completing the project to 'turn-key' level and outlined those costs. Mayor Helenberg stated the city has also received commitments from local contractors for donated labor.

Councilmember Kessler made a motion, seconded by Davis to approve award of the bid to Wolf Industries, Battleground, WA., for Option 2, with reductions, in the amount of \$96,916.95, plus tax, based on staff's recommendation. By roll call vote, unanimous 'Aye'.

3. Councilmembers reviewed Gray and Osborne Engineering Service proposal to prepare specifications and other services relating to the reservoir cleaning and inspection project; proposal amount of \$2,879. Councilmember Davis made a motion, seconded by Rose to approve the engineer proposal, as submitted. By roll call vote, unanimous 'Aye'. Vorse noted funding for the project is included in the 2015 adopted budget.
4. Councilmembers reviewed the Agreement with Cowlitz County for reimbursable work by county forces. Example of work to include spraying, mowing, striping, chip seal, de-icing, and sign replacement; for a total not to exceed \$35,000. In answer to Councilmember Davis' concern, Vorse clarified that payment of the work for chip sealing selected roads would be paid by the Transportation Benefit District, with other work to be paid from the Street Fund. Councilmember Teter made a motion, seconded by Kessler to approve the Request And Agreement for Reimbursable Work By Cowlitz County, Washington as submitted. By roll call vote; unanimous 'Aye'.
5. Washington State Department of Transportation (WSDOT) correspondence dated December 12, 2014 requesting the city Quit Claim certain sections of public streets between State Route 411 and State Route 5 back to WSDOT. Vorse stated he is seeking clarity on access rights on both sides of the existing Park and Ride to see how far the rights extend and what the limitations would be. Vorse stated he and the engineer do not have any issues with the city completing the quit claim; but staff wants to make sure they are not eliminating access to property. In answer to Councilmember Teter's question, Mike Johnson explained that state routes run through communities and the

State wants to limit access points to make sure the State routes retain an effective through traffic flow. He agreed the city needed to clarify demarcation marks for those quit claim areas. Councilmember Kessler tabled further consideration on the issued until staff is able to obtain answers from WSDOT.

6. Councilmembers reviewed a proposal to consolidate the delinquency billing notice and the shut off notice into one monthly billing, to be sent on the 25th of each month to those customers who have not paid their utility bill by the 20th of the month.

Covington explained monthly utility bills would still be outsourced at the end of each month and due twenty days later. Disconnection of accounts for nonpayment would still be conducted as outlined in current adopted policy. Covington provided a calendar timeline showing the current and proposed policy.

Covington requested council decision on the amount of penalty to charge for the combined disconnect notice. She provided an outline comparing the cost for outsourcing, postage and staff time to complete delinquency collections. She recommended council consider a penalty of at least \$8 to cover costs for this notice.

In answer to Councilmember Davis' question, Covington stated in cases where a customer is having difficulty making their payment, the city can refer the customer to FISH or other service organizations for financial assistance. In addition, under certain circumstances, city policy also allows staff to enter into a short term payment plan with the customer.

Councilmember Teter made a motion, seconded by Kessler to approve Ordinance No. 2015-04, an ordinance amending Castle Rock Municipal Code 13.06.080 combined billing due date – delinquency – notice of turnoff, on first reading.

Discussion: In answer to Mayor Helenberg's question, Covington stated the proposed ordinance includes a penalty of \$8. The change in collection procedures will be delayed until May billing cycle to allow the city to notify customers.

Vote on the motion; unanimous 'Aye'.

Covington advised that no disconnect notices will be sent to customers in February. This is necessary because there are not enough days in the month to comply with current city policy timelines.

ADJOURNMENT

There being no further business, Mayor Paul Helenberg adjourned the regular meeting at 8:15 p.m.

Mayor Paul Helenberg

Clerk-Treasurer Ryana Covington