

CALL TO ORDER

Mayor Paul Helenberg called the September 14, 2015 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: Lee Kessler, Earl Queen, Mike Davis and Ellen Rose.

Department Reports

1. Police Chief Bob Heuer advised councilmembers of an incident involving fraud relating to an IRS scam. He reported that Officer Yeager was assigned the incident and was able to get the victim's funds back to them.
2. Councilmembers reviewed correspondence from Planning Commission Chairperson Brenda Hornbuckle outlining a recent interpretation of code under Castle Rock Municipal Code 17.80.040 relating to allowable signage in the Mixed Use (MX) zone. Covington noted when the city council adopted the new zoning designation, the section pertaining to allowable signs also needed to be updated. A business located within the Mixed Use Zone has applied to the city for a sign permit and the oversight in the zoning regulations was discovered. The Planning Commission has concluded it appropriate to regulate signs within the Mixed Use zone equally with commercial signs under Castle Rock Municipal Code 17.82.070, except for the allowed height. The commission has imposed a temporary maximum height of twenty feet measured from top of the sign to average grade. This interpretation shall be in effect until a code amendment to address this deficiency is enacted.
3. Public Works Director Dave Vorse reported the construction of the new Visitor's Center will begin next week. In addition, the Fourth Avenue water main project should be completed later this week.

In response to Councilmember Davis' question, Vorse stated Wolf Industries has been contracted to do the rough-in work and foundation. The utility work will be done by city forces and the finish work will be completed by Public Works personnel and volunteer labor.

4. Clerk-Treasurer Ryana Covington provided councilmembers with a copy of the June 16, 2015 and September 2, 2015 correspondence from FEMA advising that the city must amend the municipal code to formally adopt the updated FIRM map. This action must be completed by December 16, 2015 to still qualify for participation in the National Flood Insurance Program (NFIP). In answer to council's question, Covington stated the September 2nd letter advised that no significant changes were made to the draft maps and the city will need to rely on those for adoption. The finalized maps will be sent to the city within the next upcoming months. Vorse noted it is difficult for councilmembers to adopt the finalized maps, if they are not available for review. Vorse stated this has been an ongoing process; and city council has made formal requests for specific changes.

Councilmember Kessler summarized that FEMA is asking the city to adopt maps that are not available to be reviewed. Covington stated this was correct and if the city has any issues with the finalized map when it becomes available; they would need to apply for a formal map amendment through FEMA.

5. Covington requested council consideration to add an item to the city council agenda. She was notified by Marc Greenough, Bond Counsel that USDA Rural Development has amended certain language pertinent to the bond ordinance recently adopted by city council. Mr. Greenough has provided amending ordinances to restate the bond ordinances that were adopted. Covington stated the proposed numbers are Ordinance No. 2015-08 and 2015-09. The amount to be bonded is unchanged from originally adopted by council. Covington stated if council agrees to include consideration at this meeting of the proposed ordinances; a Special Meeting will need to be scheduled to adopt on second reading. Councilmember Kessler made a motion, seconded by Davis to amend the September 14, 2015 agenda to include proposed Ordinances 2015-08 and 2015-09 restating the originally adopted bond ordinances. By roll call vote; unanimous 'Aye'.
6. Mayor Helenberg reported he attended the Bike Park Blowout event last Saturday. There was a great turnout, with a large number of children attending.
7. Nancy Chennault, city representative to Cowlitz Economic Development Council (CEDC) reported the board will be meeting on Wednesday.

CEDC representatives also participated in the first annual Castle Rock Community Development investment Open House. Chennault stated she received good feedback from business owners on this event. Mayor Helenberg also attended this event.

Chennault attended the Cowlitz-Wahkiakum Council of Governments round table meeting on September 2nd. State representatives reported on how education impacts development investments. There was also discussion on the number of perspective jobs that will be available once the Methanol Plant in Kalama is completed.

Nancy Chennault, Jim Chennault and Carolyn Kennington will be attending the America In Bloom Symposium next week in Holland Michigan. This event will be telecast over the Internet.

Reported that she distributed Castle Rock informational packets to a group of recreational vehicle visitors staying at the Toutle River RV Park.

Chennault hosted tours of the city with several plant grower groups who came to Castle

Rock from their conference in Portland, Oregon.

CONSENT AGENDA

1. Councilmember Queen made a motion, seconded by Rose to approve the minutes to the August 24, 2015 regular council meeting. By roll call vote, unanimous 'Aye'.
2. Councilmember Kessler reviewed August invoices and did not denote any issues. Councilmember Queen made a motion, seconded by Davis to approve August 2015 invoices as described on the Fund Transaction Summary and further described as adjustment number 418-8/15, check numbers 46260 through 76353 for general expenditures, adjustment numbers EFT Payroll Draw 8/15/2015 and EFT Payroll 8/31/2015, NACHA Batch numbers 1728058 (Draw pay) and 1730412 (Month end pay), and payroll check numbers 24534 through 24557. By roll call vote, Councilmember Kessler abstained; Councilmembers Davis, Queen and Rose voted 'Aye'. Motion carried.

OLD BUSINESS –

1. Councilmembers continued discussion regarding Mr. Gordon Higgins's request for consideration to issue parking permits at the boat launch to qualified disabled veterans who do not own a boat or trailer. Mayor Helenberg noted the city has issued fourteen permits for disabled veteran exemption parking permits to veterans owning a boat or trailer. The mayor suggested developing a special parking pass sticker similar to the ones already issued for qualified disabled veterans who own boats. He noted there is a similar parking issue for volunteers working at the community gardens. Mayor Helenberg stated there needs to be some identification that is easily seen by the police officers patrolling the lot. Councilmember Queen noted there are only twenty-two parking spaces for single spots. In answer to Councilmember Kessler's question, during fishing season, it is not uncommon to see the parking lot fully occupied. There is an overflow parking area, located nearby the boat launch site that could be used. Councilmember Davis stated he would like to abstain from voting on this issue because any decision made would directly affect him. However Davis noted that he feels it would be too costly to develop a new parking sticker. Councilmember Queen requested further discussion be tabled until additional information can be obtained.
2. Public Works Director Vorse stated the Lois Dye developer paid the city \$10,000 to be used for the construction of park facilities at that development. This was a requirement imposed on the developer by the city as a condition of final subdivision plat approval. Vorse stated the Park Board has made numerous efforts to request input from residents of the subdivision; however few recommendations were received. He then requested demographic information from CAP to ascertain age groups that the park would serve and research several playground equipment vendors. Vorse distributed copies of a proposal from PlayPros which includes play features including parallel bars, lily pad

steps, balance beam, horizontal ladders and trapeze rings. The cost for this equipment is \$7,903.68; excluding concrete for curbing and bases and tax. Public Works personnel would be doing the installation of the equipment. This equipment is intended to serve the age group of 5 to 12 year old children. The equipment is currently on a special sale price; which is valid for the next 30 days. Staff is recommending purchase. Councilmember Davis made a motion, seconded by Kessler to approve purchase of the playground equipment as outlined in PlayPros proposal. By roll call vote, unanimous ‘Aye’.

3. Councilmember Kessler made a motion, to approve the clerical collective bargaining agreement for January 2016 –December 2018. Motion died due to lack of a second.

NEW BUSINESS-

1. Councilmember Queen made a motion, seconded by Davis to approve renewal of the National Flood Insurance coverage for City Hall in the amount of \$2,746 (Coverage option A). By roll call vote, unanimous ‘Aye’.
2. Gray and Osborne requested approval of Amendment No. 4 for engineering services relating to the design of the 2014 City-Wide Pavement Preservation Project; in the amount of \$6,208. Engineer Mike Johnson explained that additional work was needed to meet USDA funding requirements. In addition, the amendment would include engineering services to provide striping layout design for the parking lot at City Hall. Councilmember Davis made a motion, seconded by Queen to approve Amendment No. 4 for engineering services in the amount of \$6,208. By roll call vote, unanimous ‘Aye’.
3. Councilmembers reviewed the Gray and Osborne Engineering Proposal for work on the Water Treatment Plant Filter Repair and Telemetry Upgrade project, in the amount of \$26,363. Mike Johnson outlined the scope of the project and noted the city has obtained an RCAC loan to fund the work. Councilmember Queen made a motion, seconded by Rose to approve the engineering proposal in the amount of \$26,363 for work on the Water Treatment Plant Filter Repair and Telemetry Upgrade project. By roll call vote, unanimous ‘Aye’.
4. Jordan Sheen, resident on Cherry Street NW, provided a letter to city council pertaining to a \$620 utility bill that she received. She stated there are only two adults and one infant living at the residence. Sheen stated she had recently moved to Castle Rock and immediately contacted the city when she received the bill. She noted city staff came and checked the meter and determined it was functioning correctly. Ms. Sheen also included documentation from the City of Kelso showing that her usage in that city, from August 2012 through June 2015 was 1400 cubic feet for two months of service. Vorse noted the resident had filled a pool more than once, and had sustained a broken water pipe

during that billing period. He stated Public Works has taken every measure to try to determine a cause for the high usage, which included the billing period of June 23, 2015 through July 23, 2015. Vorse stated the meter for that residence is a manual read meter; therefore his staff does not have the capability to download data to determine the date or time when the high usage occurred. He noted that a field test of the meter was conducted and found that the meter was reliable, with less than 1/10th of a percent difference. Councilmember Queen noted he also has a swimming pool and has never received such a high bill. Sheen stated before she filled her pool, she called the Finance Office for a cost estimate, based on a 4000 gallon pool; her actual pool size is 3800 gallons. She acknowledged that when the pool was initially filled, there was a leak that required them to add more water.

Clerk-Treasurer Ryana Covington stated Ms. Sheen moved in June 16th. Covington stated the city read her meter several time and noted high usage for those periods. A reading was taken when the account was opened, which resulted in a June billing for 600 cubic feet of usage for a seven day period. July billing was for 4000 cubic feet (31 day period), which included filling the swimming pool and loss due to damaged water pipe. When Sheen notified city staff of the high usage, her meter was again read and denoted a usage of 800 cubic feet of water for a thirteen day period. Covington notified Sheen of those results and also requested Public Works to follow-up with the customer.

Sheen stated she does not know the reason for the high usage, noting that she has high efficiency appliances and the broken water pipe was capped within a short period of time.

Covington provided councilmembers with a copy of Castle Rock Municipal Code 13.06.130 Basis of Adjustment outlining city policy for utility adjustments. She noted staff was unable to identify any leak or malfunction of city property; therefore the customer's only option was to appeal to city council. Public Works made the offer to replace her meter with an updated radio read meter and the customer agreed to their offer. The new meter was installed on August 17th and a copy of the data log reports were provided to city council. Vorse noted there are specific times during the day when usage is high and he hopes this will help the customer identify when usage spikes occur. City Attorney Frank Randolph stated council must adhere to adopted city code outlining adjustments to utility bills. Councilmembers Davis and Queen recommended staff continue to monitor the usage for the next month and report back to city council.

In answer to Ms. Sheen's question Mayor Helenberg stated at this time, she is still responsible for payment of the utility balance.

5. Councilmember Queen made a motion, seconded by Rose to accept Ordinance No. 2015-08, an ordinance amending and restating Ordinance No. 2015-05 providing for the

issuance and sale of a \$329,000 principal amount limited tax general obligation bond to pay the costs of certain street improvements; providing the date, form, terms and maturity, interest rate, terms and covenants of the bond; and approving the sale and providing for the delivery of the bond to the United States of American, acting through the United States Department of Agriculture, on first reading. By roll call vote, unanimous 'Aye'.

6. Councilmember Queen made a motion, seconded by Rose to accept Ordinance No. 2015-09, an ordinance amending and restating Ordinance No. 2015-06 specifying and adopting, ratifying and confirming a plan of additions and betterments to its combined system of water and sewerage; providing for the issuance and sale of a \$103,400 principal amount water and sewer revenue bond to pay the costs of certain improvements relating to the City's sewer mains and a \$220,000 principal amount water and sewer revenue bond to pay the costs of water lines and meters; providing the date, form, terms and maturity, interest rate, terms and covenants of the bond; and approving the sale and providing for the delivery of the bond to the United States of American, acting through the United States Department of Agriculture, on first reading. By roll call vote, unanimous 'Aye'.
7. City Councilmembers scheduled a Special Meeting to be held on Wednesday, September 16th at 7:00 p.m. to discuss proposed Ordinances 2015-08 and 2015-09, with council action expected following public comment. Meeting will be held at the Castle Rock Senior Center.

EXECUTIVE SESSION

Mayor Helenberg adjourned regular session at 8:30 p.m. for a fifteen-minute Executive Session to discuss potential litigation. City Council action may be taken following the Executive Session.

REGULAR SESSION

Mayor Helenberg reconvened regular session at 8:44 p.m. Councilmember Davis made a motion, seconded by Kessler to approve the proposed clerical collective bargaining agreement for January 2016 –December 2018. By roll call vote, unanimous 'Aye'.

ADJOURNMENT

There being no further business, Mayor Paul Helenberg adjourned the regular meeting at 8:49 p.m.

Mayor Paul Helenberg

Clerk-Treasurer Ryana Covington