

Castle Rock City Council  
January 14, 2013

Regular Meeting  
Castle Rock Senior Center

**CALL TO ORDER:**

Mayor Paul Helenberg called the January 14, 2013 regular meeting of the Castle Rock City Council to order at 7:30 p.m. followed by the Pledge of Allegiance. The following councilmembers were present: Ray Teter, Glenn Pingree, Earl Queen, and Mike Davis. Councilmember Ellen Rose was absent.

**PRESENTATION:**

Chad Hancock, SW Region Traffic Engineer for Washington State Department of Transportation (WSDOT) stated his department will be implementing a system to install flashing arrows at designated intersections within the state. The purpose will be to reduce congestion at intersections to allow better traffic flow. In the Castle Rock area, this system will be installed at the following locations:

- State Route 504; eastbound left turn to northbound I-5
- State Route 504; eastbound and westbound left turn to Old Pacific Highway
- State Route 411; westbound left turn to southbound I-5

Mr. Hancock distributed an informational flier describing the project and traffic flow improvements. Intersections were chosen based on low speed, good sight distance and low collision history. Hancock stated WSDOT has successfully installed this system in Camas and Long Beach, with no increases in collisions. They are also considering installation of this signal system in Woodland. Each of the intersections will cost WSDOT between \$2,000 to \$5,000. He stated that crews will begin installing the new signal heads in Castle Rock during the week of January 21<sup>st</sup>. All signals will be active no later than January 25<sup>th</sup>. In answer to Councilmember Pingree's question, Hancock stated if there were any increase in collisions, their traffic engineers would initially make adjustments and reassess. However, taking out the lights could be considered as an option.

Mr. Hancock stated WSDOT Public Information Officers are working on a public outreach to include informing local newspapers and electronic media.

**DEPARTMENT REPORTS:**

1. Clerk-Treasurer Ryana Covington advised that proposed draft Ordinance No. 2011-03 relating to a franchise agreement with Cowlitz PUD has not been resolved by city council. The ordinance number was reserved by the city attorney in anticipation that negotiations could be completed with the PUD. At this time, negotiations are still pending and Covington asked councilmembers to formally purge that ordinance number. Once negotiations are completed, a new ordinance number would be assigned for council consideration. Councilmember Pingree made a motion, seconded by Teter to purge Ordinance No. 2011-03 as not being used. By roll call vote; unanimous 'Aye'.

2. Mayor Helenberg reported that the Friends of the Library recently donated \$8,600 to the Library Fund to support services until the 2013 excise tax revenues are received. The mayor applauded the successful efforts from the Friends of the Library to raise funds to keep the library open in 2012.

#### **COUNCIL AND AD HOC COMMITTEE REPORTS:**

1. Mayor Helenberg stated he would designate committee and department appointments at the next council meeting, when Councilmember Rose can attend.

2. Nancy Chennault, Economic Development Representative, noted that as part of the city's economic grant, managed by Cowlitz County, she was tasked with four points relating to the implementation of the city's marketing plan. These include:

- outline and description for an Ombudsman position. This was completed and the position renamed Economic Development Coordinator.
- formation of a community business committee. This has been completed with the formation of the Castle Rock Community Development Alliance (CRCDA).
- improved signage.
- design of a cohesive entry feature.

Last spring Chennault met with representative from WSDOT and Public Works Director Dave Vorse to identify locations to develop signage and entry features. Three locations were identified as possible locations; PH-10/Westside Highway intersection, I-5 southbound on-ramp next to the Park and Ride, and at Exit 48 northbound off-ramp along Huntington Avenue.

None of the locations have any irrigation or power availability; therefore plants used in the design need to be drought tolerant and must be maintained for the first two growing seasons to allow root systems to develop. Chennault provided sketches of proposed designs for each of the denoted locations and distributed pictures of the proposed plants to be used. Chennault noted that all designs will be based on the 'northwest theme' already implemented in the downtown area.

Chennault recommended a floral design concept for signage at Exit 28 off-ramp, which would include red roses forming a 'C R' within a round diameter.

Councilmembers did not offer any changes to the design. Chennault stated she would now schedule a final meeting with WSDOT to seek formal approval for the three proposed sites. Councilmember Queen complimented Chennault on her proposed designs and encouraged her to begin implementation. Mrs. Chennault stated funding for the implementation has not yet been identified; however she will begin seeking volunteers for implementation.

Mrs. Chennault reminded councilmembers of the next CRCDA meeting scheduled for February 4<sup>th</sup> at 6:00 p.m. at Castle Rock Elementary School. During this meeting, the newly incorporated organization will elect and install their board of directors.

**CONSENT AGENDA:**

1. Councilmember Queen made a motion, seconded by Pingree to approve the minutes of the December 17, 2012 Special Council Meeting. By roll call vote, unanimous Aye.

2. Councilmember Pingree made a motion, seconded by Teter to approve payment of December invoices in the amount of \$307,054.09, as described in the Fund Transaction Summary as check numbers 43295 through 43375 for general expenditures, check numbers 23305 through 23353 for payroll expenses and adjustment numbers EFT Payroll 12/31/2012 and 264. Mayor Helenberg noted these invoices have been reviewed by Councilmember Rose. By roll call vote, unanimous Aye.

3. Councilmembers reviewed the proposed 2013 Salary Schedule which reflected Collective Bargaining Agreement cost of living increases for Public Works (2.88%) and Police (2.8%). There were no cost of living increases for non-bargaining personnel or for the Clerical Collective Bargaining unit. Longevity changes also were denoted on the schedule. Councilmember Queen made a motion, seconded by Pingree to approve the 2013 Salary Schedule. By roll call vote, unanimous 'Aye'.

**OLD BUSINESS:**

1. Councilmember Pingree made a motion, seconded by Queen to adopt Ordinance No. 2012-10, an ordinance amending the budget for the City of Castle Rock fiscal year ending December 31, 2012, on second reading.

Discussion: Clerk-Treasurer Covington clarified that the budget amendment required for the Regional Water Fund was for the purchase of additional chemicals for the plant and not attributed to the remodeling project at the shop area.

By roll call vote, unanimous 'Aye'.

2. Public Works Director Dave Vorse provided an update summary on the Boat Launch Improvement project as follows:

- Restrooms; need to have grab bars installed in the ADA restrooms, door locks and timers need to be installed and finish the epoxy coating on the inside.

- The sidewalk leading from the parking lot to the restrooms needs to be finished.

The anticipated dates to finish these tasks are January 24<sup>th</sup> (door locks/timers/epoxy coating), February 2<sup>nd</sup> (grab bars). Completion of the sidewalk is weather dependent.

- The city is waiting for a spacer to complete the end float. The angle iron for the bumpers needs to be installed before the bumper material can be installed. A deflector for the step-

down needs to be installed for the end float; which keeps debris from directly hitting the float. Work is anticipated to be completed by the end of this month.

- the concrete ramp still needs to be completed, which includes building forms, putting in the rebar and concrete poured; with work anticipated to be completed by February 14<sup>th</sup>.

- lighting in the parking lot and on the trail need to be installed. The lights are in stock; still need to purchase wiring. Work anticipated to be completed by April.

- picnic shelter; need to install the metal roof and pour a concrete pad. Work anticipated at end of February.

- in water work; currently being reviewed by regulatory agencies. If permits are allowed, work would begin in September.

Vorse stated between \$50,000 to \$60,000 remains from grant funding. He added that the city does not have an estimated cost for the in-water work because the permitting requires mitigation work, with the scope to be determined by the regulatory agencies as a condition of the in-water permits. In answer to Councilmember Queen's question, Vorse stated the in-water work would include a rock bar; however this is subject to regulatory approval. The city does not know what off-site remediation will be required as a condition of the permit; and this is the unknown cost.

Vorse stated there is approximately \$10,000 in work needing to be completed, using city work force and volunteer labor. If the city wants to hire contractors to complete the work; the cost would be about \$21,000.

Vorse explained the requirement for off-site mitigation. For every foot of riverbed used, regulatory agencies expect the developer to compensate for the loss of that footprint. The city has proposed two options for consideration by the regulatory agencies, which include work on the Arkansas and Whittle Creeks. Hopefully approval will include an option that the city can financially afford to do.

Councilmember Queen requested that Vorse research the cost for blacktop speed bumps. Vorse stated when the City of Longview installed blacktop speed bumps in their city, the cost was \$5,000 each. Councilmember Queen stated the speed bumps need to be less jarring on vehicles and trailers. He stated the fishermen have complained to him that the existing speed bumps are too aggressive. Vorse stated the roadway shares ingress with the youth sports complex and the boat launch; the intent of the existing speed bumps is to slow traffic. Mayor Helenberg noted that Lakeside Industries is only available in August for such a project. The mayor reminded councilmembers that this entryway is a private road and the city needs to obtain approval from North County Recreation Association, before any work is done.

Councilmember Queen stated he does not remember voting on the type of speed bumps that would be installed. Mayor Helenberg stated the design was included in the project

scope, which city council approved as a part of the boat launch development plans.

Lee Kessler, resident, stated he does not use the boat launch because of the existing speed bumps. He owns a 16-foot light-weight boat and going over the existing speed bumps drastically jars his trolling motor. Mayor Helenberg stated the roadway needs some device for slowing drivers.

Councilmember Davis agreed that the city needs to seek estimates for improving the access and that approval needs to be obtained from North County Recreation Association.

In answer to Councilmember Queen's question, Vorse stated the restrooms cannot open until work is completed and approval has been obtained from the building inspector.

Councilmember Pingree stated the city is currently seeking bids for completion of the Front Avenue NW reconstruction project. He suggested the city could negotiate with the successful bidder for a price estimate for new speed bumps.

#### **NEW BUSINESS:**

- 1. City Planner T.J. Keiran summarized the staff report, findings and recommendations for the Castle Rock Front Avenue Shoreline Substantial Development Permit application. Keiran described the scope of the project and noted that the only portion of the proposed project located within shoreline jurisdiction is the northernmost one hundred and sixty feet (160') approximately, north of Mallory Street NE. Because that section is separated from the shoreline by the levee system, Keiran stated there would not be any impact to the shoreline. Staff recommends the Front Avenue North reconstruction project's Shoreline Substantial Development Permit be approved subject to the following conditions:**
  - construction shall proceed in compliance with the plans and specification submitted with this application. Any changes will require additional regulatory review and approval prior to implementation.**
  - proper erosion control measures shall be installed prior to any clearing, grading, or construction activities to prevent the uncontrolled discharge of turbid water or sediments.**
  - fill material shall be clean materials and shall be acquired from a permitted facility. Any construction debris shall be disposed of at a commercial location and outside of shorelines jurisdiction.**
  - any spills, soil or debris accidentally entering the water during construction shall be immediately removed by approved methods. All project work shall cease immediately until clean-up of such spills is completed.**
  - the permittee shall provide a copy of the permit, conditions, and drawings to all contractors performing any of the authorized work.**
  - applicant shall comply with Construction and Operation Regulations in the Cowlitz County Shoreline Master Program.**

If approved by city council, the application will then be sent to Washington State Department of Ecology and to Washington State Attorney General's office.

Keiran noted that the city is in the process of updating their Shoreline Management Plan. As part of this update, a recommended change in practice would be to review projects located on the landward side of the levee for administrative approval and anything on the water side would still require council approval. Vorse stated circumstances such as this, is a good example for requiring updates to the permitting system. In answer to Councilmember Davis' question, Mayor Helenberg stated the cost for this permit will be recouped from grant funds.

Councilmember Davis made a motion, seconded by Pingree to approve the review of the Shoreline Development Permit and authorize the mayor to sign the approval page and submit to Washington State Department of Ecology. By roll call vote, unanimous 'Aye'.

2. Councilmember Davis made a motion, seconded by Pingree to approve Sheri Kasinger utility leak adjustment for C Street SW in the amount of \$399.55. By roll call vote, unanimous 'Aye'.

3. Councilmembers reviewed the leak adjustment request submitted by Michael Gibson, Shintaffer Street NW for October 2012 usage. Covington noted that Mr. Gibson moved into the residence on October 2, 2012; therefore staff was unable to estimate the adjustment amount until at least two months of service was available to establish an average usage for this customer. Covington asked councilmembers to consider approving the adjustment with the amount to be determined in accordance with established municipal code. Councilmembers tabled any decision on the adjustment until after staff is able to establish an average usage for this customer.

4. Councilmembers tabled appointment of the Mayor Pro-Tempore until the next city council meeting.

#### **ADJOURNMENT**

There being no further business, Mayor Helenberg adjourned the meeting at 8:55 p.m.

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Mayor Paul Helenberg

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Clerk-Treasurer Ryana Covington