

Castle Rock City Council  
Regular Meeting  
August 8, 2011

#### CALL TO ORDER

Mayor Paul Helenberg called the 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, Glenn Pingree, Jack Reilly and Mike Mask. Councilmember Queen was absent due to family illness.

#### PRESENTATION

Washington State Department of Ecology (DOE) Compliance and Enforcement Officer Pat Bailey presented Wastewater Treatment Plant Operator Paul Petersen with a 2010 "Wastewater Treatment Plant Outstanding Performance" award for the Castle Rock Wastewater Treatment Plant. This award is for compliance with the effluent limits, monitoring and reporting requirements, spill prevention planning, pretreatment and overall operational demands of the National Pollutant Discharge Elimination System (NPDES) permit. Of approximately 300 wastewater treatment plants statewide, Castle Rock is one of 104 that achieved full compliance with the NPDES permit in 2010. Ms Bailey noted that the operator would not be able to meet 100% compliance without the support of council and staff.

Ms. Bailey read a letter to Mayor Helenberg from DOE Water Quality Program Southwest Regional Manager Robert Bergquist, recognizing the efforts and commitment required from plant operators, maintenance staff, engineering staff, administrative support and the management needed to consistently and reliably meet compliance with all the conditions of the wastewater plant permit. Permit requirements can only be achieved through a combined exemplary effort dedicated to protecting the waters of the Pacific Northwest, a great natural resource.

Public Works Director David Vorse detailed that in conformance with the Clean Water Act, the wastewater treatment plant processed over 71 million gallons in 2010. During this year, over 9,000 separate analyses were performed with no days of loss injury. Vorse expressed appreciation to staff members, DOE for prompt assistance when called, and the vision and leadership of City Council.

Mayor Helenberg noted that City Council is proud of the efforts from public works. In celebration of the event, Vorse presented and cut a cake frosted with the image of the Castle Rock Wastewater Treatment Plant sign.

#### NEW BUSINESS

1. Claire Mancha, Portland, Oregon, requests approval to mow the invasive scotch broom along the plateau west of the 'High Banks', in 50 footquadrants for dog club use. At this time the scotch broom is too thick to allow for competitive runs. Jerry Ells, Regency Road, would do the mowing. Mr. Ells is an experienced tractor driver with the correct attachment for this use. Twice yearly mowing's would maintain the ground for dog club trials, which are held in the spring and fall. She noted that dog club trials in Castle Rock will generate revenue in the community as members repeatedly enjoy multiday visits with four to five events each year.

Vorse commented that the Association of Washington Cities recommends a signed liability release for use of equipment or volunteer labor and inclusion of the city as an additionally insured on the clubs' insurance policy.

Councilmember Mask made a motion, seconded by Reilly to approve the request to mow the scotch broom along the plateau west of the 'High Banks', in 50' quadrants for dog club use. Jerry Ells will perform this mowing after completing a Liability Release Form. The City of Castle Rock must be included as an additionally insured on the dog clubs' insurance policy for each event. By roll call vote, unanimous Aye.

2. Donna Setters, 120-B Second Avenue SW, requests approval for the residents of this 4-plex to paint the Library building, at no cost to the City. With the Cowlitz Street West Revitalization Project beautifying the downtown corridor, these neighbors would like to also revitalize the Library. She has met with Library Board Chair Peggy Goodfellow who supports this improvement. Ms. Setters can obtain a bargain on paint, however she will not have the ability to choose which of two color combinations will be available at that bargain rate. The paint will be either gray with Cape Cod Blue trim or tan with Evergreen Forest trim. Setter stated the tan would better coordinate with the area.

Mayor Helenberg specified that the backside of the Library was recently painted tan with a specialized coating. He would like the rest of the building to match. Councilmember Reilly noted that this is a request to approve painting of the Library without a guarantee of color. He does not want the Library to clash with the color theme along the downtown corridor which is tan and brown. Cowlitz County Commissioner James Misner, former painting contractor, volunteered the donation of a tint darkening which could change the paint color to a darker shade of tan or brown.

Mayor Helenberg indicates that an insulation rebate has been received for recent work in the library, and these funds could be used to purchase the paint, if the residents still wanted to volunteer the labor. Commissioner Misner volunteered to determine the amount of paint needed and also offered labor and equipment for this project.

Councilmember Mask made a motion, seconded by Reilly to purchase tan paint for the Library that matches the back of the building, with the amount not to exceed \$400.

Discussion: Commissioner Misner clarified that a quality exterior paint will cost approximately \$30 per gallon. He will determine the amount needed following this meeting. Mayor Helenberg specified that Public Works Director David Vorse will assist. In addition, each volunteer must sign a Liability Release Form. Councilmembers Pingree and Mask also volunteered to assist.

Vote: By roll call vote, unanimous Aye.

3. City Engineer Mike Johnson recommends acceptance of the Riverfront Trail Extension Project as complete. The contractor, Nutter Corporation has completed their portion of the Riverfront Trail Extension Project, in accordance with the plans and specifications. Councilmember Pingree expressed concerns regarding motorized intrusion gained through the space between the bollard and guardrail.

Councilmember Mask made a motion, seconded by Teter to accept the Riverfront Trail Extension Project as complete. By roll call vote, unanimous Aye.

Mayor Helenberg and Councilmember Mask noted that the Riverfront Trail Extension Project has received many favorable comments from users.

## DEPARTMENT REPORTS

### Police Chief Bob Heuer

Heuer detailed that the Grand National Championship Races held last weekend at the Castle Rock Race Park went well, without any issues. Mayor Helenberg relayed compliments regarding an outstanding job done by police officers, reserves and cadets. Councilmember Mask noted the huge event attendance.

### Public Works Director David Vorse

- Vorse reports that the plantings at the North Trailhead have been completed. An irrigation system will be installed and bark chips applied. The Chamber of Commerce is planning a Community Connection Celebration at the North Trailhead in September. In response to a question from Councilmember Reilly, Vorse detailed that Nancy Chennault completed the design and layout and then supervised public works personnel and high school students on these plantings. Councilmembers Mask and Reilly commented on how amazing the Huntington Avenue South Islands look this year, which was also a project that Chennault directed.

- In response to a question from Councilmember Reilly, Vorse detailed that since October, the Department of Corrections work crew has not been available due to medical issues and security concerns. Levee certification requires vegetation removal which was budgeted from the Stormwater Management Fund. Numerous positive comments have been received since this work began. Pedestrians seem to overwhelmingly appreciate regaining sight of the river. In addition, a component of the grant for the Riverfront Trail Extension Project is to create an opening of six 60 foot “windows” along the riverbank. The removed vegetation will then be replaced with low growing plants that are a beneficial food source for wildlife.
- In response to a question from Councilmember Mask, Vorse detailed that the bids for boat launch paving will be received on August 22<sup>nd</sup>.

City Engineer Mike Johnson

- In response to a question from Councilmember Mask, Johnson specified that the Safe Routes to School grant funded construction of sidewalks along Roake Ave SE and C Street SE will be delayed until next summer as WSDOT must obligate funds before the design can begin. Construction will be done when school is not in session to reduce congestion and transportation issues.
- Johnson confirmed that the 100 block of Second Avenue SW is not wide enough to allow for angled parking on one side, plus parallel parking on the other. At this time, there are 19 parallel spaces on both sides of the street. Changing to angled parking would reduce the number of parking spaces to 13 or 14 along one side of the street. Council has the option of:
  1. Retain the hashed parking area solely for Fire Department use;
  2. Designate one space from the hashed area for public use or
  3. Designate one space from the hashed area for ADA use.

Councilmember Mask believes that if one space was set aside for ADA use, there would remain sufficient parking area for the Fire Department in the hashed area, behind and around the Fire Department and at City Hall. Councilmember Pingree noted that ADA spaces are provided to serve businesses, adding that an ADA space for the Library patron use should be located in front of the building, along Cowlitz Street West. Vorse specified that parallel handicap parking does not require an oversized space. Two ADA designated spaces in proximity to the Library are located across the street at the Post Office. Councilmember Reilly stated he believes that ADA requires an oversized space and access ramp. A standard parallel space can be designated for handicapped parking which is not ADA.

Chief Heuer suggests discussing this need with Fire Chief Eric Koreis. Mayor Helenberg agreed that the Fire Department is a vital community component and their needs must be ascertained.

Councilmember Mask tabled consideration of this issue.

- Johnson verified that there is not sufficient room for street parking on Leaming Avenue NW. The pavement width is 18 feet, with a total width of 22 feet between the curb and the landscape boulders. He recommended that on-street parking should not be permitted in this limited space. Councilmember Reilly expressed concern that uninsured vehicles have been parking on the street.

Councilmember Mask made a motion, seconded by Reilly to establish a no parking zone on both sides of Leaming Avenue NW. The no parking zone will be designated with signage and begin north of the parking area at the Grange. By roll call vote, unanimous Aye.

#### Librarian Vicki Selander

Selander extended appreciation for the enthusiastic support exhibited to paint the Library.

#### Exhibit Hall Director Karen Johnson

In response to a request from Councilmember Mask, Johnson provided Exhibit Hall visitor counts from 2009 through July. The numbers demonstrate a large increase in visits.

#### Clerk-Treasurer Ryana Covington

Covington reports that the conversion to the new computer software system will begin next week. Additionally, the process has begun to change the city's banking institution to Heritage Bank.

### COUNCIL AND AD HOC COMMITTEE REPORTS

#### Mayor Helenberg

Mayor Helenberg noted the huge attendance at the Grand National Championship Races held last weekend. The Mt. St. Helens Motorcycle Club did an excellent job organizing this event.

#### Councilmembers

Councilmember Reilly attended a Cowlitz Housing First Coalition meeting and a Housing Advisory Committee meeting.

#### Community Economic Development Representative Nancy Chennault

Mayor Helenberg referred to the July 20, 2011 CEDC Board Meeting Report submitted by Chennault, listing four proposed "Action Items" from Pathways 2020 Report Card. The CEDC Board requests that council choose a top two items for the board to address.

By council consensus, the highest priority item is Cowlitz County 'Healthy Homes Project' to reduce incidents of asthma. The second highest priority is the American Lung Association smoking cessation programs.

#### CONSENT AGENDA

1. Councilmember Mask made a motion, seconded by Teter to approve the minutes of the July 25, 2011 Regular Council Meeting. By roll call vote, Reilly abstained, the rest Aye, motion passed.
2. Councilmember Pingreemade a motion, seconded by Teter to approve payment of July 2011 invoices in the amount of \$473,672.76, as described in the Summary of Claims. Councilmember Mask had reviewed all of the vouchers prior to this meeting.

Discussion: In response to a comment form Councilmember Mask, Chief Heuer detailed that the large jail invoice is due to a mandatory sentence for an arrest due to asuspended license and DUI sentencing.

Vote: By roll call vote, unanimous 'Aye'.

#### OLD BUSINESS

1. Cowlitz County Commissioner James Misner provided an update on the Interlocal Agreement for Cowlitz County Regional Tourism Development Partnership Program known as "The Big Idea". Commissioner Misner reviewed Councilmember Teter's concerns with Cowlitz County Attorney Monty Cobb and Director of Financial Management Claire Haugeregarding the Tourism Board of Directors' ability to disqualify a project. The board will only have the ability to determine if the project meets the RCW regarding the expenditure of tourism funds. Misner concurred that the interlocal agreement does not directly state this, however specific concerns can be address when the board develops their bylaws. The legal obligation of the board is to verify that the project meets the promotion of tourism criteria specified in the RCW. The primary criterion of this RCW is marketing tourism, attracting multiday visits and the promotion of performing arts. This will be the extent of the board's decision on project choices. The primary goal of the board is to generate interagency communication towards the promotion of tourism. Improved communication will help communities to share itineraries and stagger events for optimal attendance.

Councilmember Teter pointed out that there is no reference within the agreement to limit the decisions of the Tourism Board of Directors to meet the RCW. City Attorney Frank Randolph concurred, at this time the board's discretion is not limit in any way. Bylaws can be written to reduce the board's discretion, however as it is now written, the board has an unrestricted decision on a project. At this point, Castle Rock's representatives are only three votes, in a board of 19 that determines project selection through a majority vote.

Commissioner Misner specified that for the first three months the duties of the board will be refinement of the bylaws, which should be established by October. Prior to the payment of contribution funds, the City has the ability to withdraw without penalty. It is a safe assumption that other communities will feel the same about choosing their own project. Randolph pointed out that the city's contribution is due in October.

In response to a request from Councilmember Reilly, Commissioner Misner will provide a copy of the 'draft' bylaws prior to the first meeting in October. Board members will be assigned during the third week in September.

Commissioner Misner will present The Big Idea Agreements to the Cowlitz County Commissioners tomorrow.

2. Councilmember Mask made a motion, seconded by Pingree to approve a utility adjustment of July's billing for the North County Recreation Association in the amount of \$500.21, in accordance with Resolution Number 2011-07 for non-profit organizations. By roll call vote, unanimous Aye.

#### ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 9:00 p.m.

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Mayor Paul Helenberg

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Clerk-Treasurer