

0029 Mayor Barbara Larsen called the 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: Khembar Yund, Greg Marcil, Earl Queen, Jack Reilly and Mike Mask.

0074 Councilmember Queen made a motion, seconded by Reilly to approve the minutes of the May 11, 2009 Regular Council Meeting. By roll call vote, unanimous Aye.

0199 By consensus, approval of the May 26, 2009 Meeting Cancellation Notice.

0250 Councilmember Queen noted that a video recorder and monitor have been installed at the Senior Center. The audio recording has not been installed at this time as new microphones and a speaker would greatly enhance acoustics for this system. This equipment will provide a higher quality, easily accessible recording of meetings.

0365 Police Sergeant Scott Neves clarified that Chief Heuer will present the annual crime report at the next regular council meeting. Neves reported the annual dodge ball event hosted by his department was held on May 26th. Fifty to sixty students participated in this event. This year an injury occurred when Reserve Sergeant Lee Kessler broke his finger while catching a ball.

0419 In response to a question from Betty Uhlenkott, 123 Shintaffer Street NW, Sergeant Neves explained that residents may play basketball on the street as long as they do not obstruct traffic. He has observed that these residents move off the street when vehicles approach. This does not create a traffic hazard.

0536 City Engineer Mike Johnson reports that the Water Treatment Plant Improvements Project is nearing completion. Johnson requests approval of Water Treatment Plant Improvements Change Order #3 in the amount of \$51,362.08. A project cost summary was provided. Change Order #3 consists of the following 12 items:

Item 1 - Includes all labor, materials, and equipment necessary to replace the existing alum and soda ash feed piping in the Chemical Room. The existing feed piping is plugged and no longer is serviceable. Temporary piping has been routed through the room but is not permanently secured and color coded. The total lump sum cost for this change is \$4,563.59 (without tax).

Item 2 - This additional work includes all labor, materials, and equipment necessary to replace the existing lights in the chemical room and filter room with fifteen new fluorescent light fixtures. The existing lighting in the water treatment plant was no longer functional and needed to be replaced. This work was

previously approved by council. The total lump sum cost for this change is \$4,850.39 (without tax).

Item 3 - The additional work includes all labor, materials, and equipment necessary to increase the height of the antennas at the well and reservoir sites, replace motor starter coils at the Pioneer and Control wells, and replace the motor starter at the Pizza well. The design antenna height at the reservoir and booster station sites did not produce adequate signals back to the WTP for the new telemetry system. Antenna extensions were required to achieve an adequate signal. The existing motor starter coils were 240V and the telemetry signal required a 120V coil to function. The Pizza well starter was too old to find a replacement coil so the starter needed to be replaced. The total lump sum cost for this change is \$6,824.40 (without tax).

Item 4 - This additional work includes all labor, materials, and equipment necessary to replace the pressure transducer for the Bond Reservoir with a transducer that is properly scaled. Johnson noted that due to a misjudgment on his part, the pressure transducer was improperly scaled to monitor the reservoir properly. A new pressure transducer was required. The total lump sum cost for this change is \$2,040.50 (without tax). He will provide an engineering services credit in this amount to resolve this miscalculation.

Item 5 - Includes all labor, materials, and equipment necessary to replace a broken, undersized, lighting conduit and wire, replace PVC instrumentation conduit to the turbidimeters, and remove the cathodic protection conduit and wires then reinstall cathodic protection on the filters. An existing conduit above the MCC is broken and over filled to meet code and needs to be replaced. The existing turbidimeter conduits are PVC and share signal conduit with power to the cathodic protection. The turbidimeter conduits should be replaced with RGS conduit to ensure proper signal is transmitted. The cathodic protection conduits are no longer needed and are in the way. The total lump sum cost for this change is \$4,281.20 (without tax).

Item 6 - This additional work includes all labor, materials, and equipment necessary to increase the size of new service ground at the water treatment plant from #3 to #1. The ground needs to be increased in size to meet electrical code requirements. The total lump sum cost for this change is \$185.00 (without tax).

Item 7 - The additional work includes all labor, materials, and equipment necessary to install new low level switches in the four filters, install new wire to the new control panel, connect new conductors to the PLC, and incorporate into the control programming. The underdrain manufacturer has recommended installing new level switches in the four filters to better control the filter backwash sequence. The total lump sum cost for this change is \$4,899.00 (without tax).

Item 8 - Includes all labor, materials, and equipment necessary to install new solenoid valves on the water supply to the four filter effluent control valves, install new wire to the new control panel, connect new conductors to the PLC, and incorporate into the control programming. The new solenoid valves are necessary to allow the filter to fully drain down during backwash and allow the air scour system to function most effectively. The total lump sum cost for this change is \$4,800.00 (without tax).

Item 9 - This additional work includes all labor, materials, and equipment necessary to remove the existing butterfly valve and it with replace a 6" butterfly on the backwash supply line. The existing valve leaks and needs to be replaced. This leaking valve could be a source of lost and unaccounted for water. The total lump sum cost for this change is \$1,777.00 (without tax).

Item 10 - The additional work includes all labor, materials, and equipment necessary to replace worn instrument supply water and chemical piping around the filters in the filter room. The existing piping was worn and leaking and needs to be replaced. The total lump sum cost for this change is \$6,066.00 (without tax).

Item 11 - Includes all labor, materials, and equipment necessary to install a 64' free standing antenna and foundation the Water Treatment Plant. The initial height of the antenna at the WTP site did not receive an adequate signal from the well and reservoir sites for the new telemetry system. Temporary extensions and guys have been added to the antenna to allow adequate signals to be received. The temporary extensions and guy wire are not considered a good long term solution for the antenna. The 64' free standing antenna will provide a more durable long term base for the radio and will be more accessible than the current temporary antenna. The total lump sum cost for this change is \$9,514.00(without tax).

Item 12 - This additional work includes all labor, materials, and equipment necessary to replace conduit at the existing chlorine analyzer and flow meter. The existing conduits were old and did not meet current requirements. Replacement of the conduits is necessary for long term successful operation of these instruments. The total lump sum cost for this change is \$1,561.00 (without tax).

Johnson reviewed the project cost summary prepared by his office. Approval of change order #3 will leave \$48,508 of available contingency funding.

In response to questions from Councilmember Mask, Johnson clarified that the installation of an antenna at the raw water intake was previously considered even though it was not included in the project design. Instead the radio modem was replaced as the construction design indicated. Eleven of these change order items are necessary for the plant to operate properly. Johnson stated that Item 11 could

be omitted, even though long term maintenance would be difficult with the temporary antenna extensions and guys. Startup preparations are currently being completed at the water plant with production anticipated within a week. Johnson clarified that he believes that if another change order is needed before project completion it would be, at the most, \$10,000 to \$15,000. Johnson noted that unforeseen expenses are expected during construction on older structures. Contingency funds are budgeted for these unidentified expenditures that are necessary to realize a twenty year service life from these improvements. Councilmember Queen noted that the expense for these items will be much greater is not completed at this time.

In response to a question from Councilmember Marcil, Public Works Director David Vorse detailed that \$187,000 is available from the Regional Water Reserve Fund for capital improvements at the water plant, with \$140,000 of that amount budgeted for this project.

Clerk-Treasurer Ryana Covington suggested that Johnson may want to review the telecommunications ordinance with the city planner to ascertain antenna height regulations.

Councilmember Yund thanked Johnson for providing a credit for Item 4.

- 1443 Councilmember Queen made a motion, seconded by Reilly to approve the Water Treatment Plant Improvements Change Order #3 in the amount of \$51,362.08.

During discussion: In response to a question from Donna Williams, 221 Second Avenue SW, Johnson explained that it is anticipated that some expenses will only be discovered during construction when working on older structures.

Vote: By roll call vote, unanimous Aye.

- 1564 Public Works Director David Vorse presented an engineering services proposal from Cornforth Consultants for Castle Rock Levee Certification Project Phase 2. Vorse reviewed that Phase 1 identified analyses and documents that are necessary to obtain FEMA levee certification. All diking districts must meet these requirements to retain FEMA levee certification for flood insurance. The Army Corps of Engineers completed levee stability and seepage analysis as part of their Castle Rock Levee Improvement Project. This saved the City hundreds of thousands of dollars by fulfilling the two most costly items of the FEMA requirements. The remaining FEMA required items in this proposal are:
- Interior drainage analyses which is the most extensive of the remaining analyses. These analyses will evaluate the infrastructure that removes stormwater from the City side of the levee.
 - Settlement analyses which addresses embankment loads, compressibility of embankment soils, the age of the levee system and construction compaction methods.

- The embankment protection analysis which will evaluate the erosion potential of the levee embankment during a 100 year flood event.
- A report with the results of evaluations and analyses that will be submitted to the City.
- Assistance with the FEMA Certification Application Package.

Vorse reports that the current Stormwater Fund balance is \$16,700. In addition, \$6,600 will soon be received from FEMA and the Washington State Public Assistance Program as reimbursement for damage sustained during the January flood event. The estimated stormwater revenues for the remainder of 2009 are \$41,300. The estimated stormwater expenditures for the remainder of 2009 are \$23,100. Approval of the Cornforth engineering proposal would leave an estimated ending fund balance of \$2,800 in the Stormwater Fund.

In response to a question from Councilmember Yund, Vorse clarified that Cornforth Consultants believes that this evaluation, and tree removal is all that is needed to meet the levee certification requirements after the Corps project is complete. The Corps anticipates beginning the Levee Improvement Projects around the first of August with completion by November. FEMA levee certification is due in September. By then, the City will be able to demonstrate that all requirements are met apart from the completion of the Corps project. At that time a FEMA map revision will be requested to retain current flood levels while the Corps completes their project. Vorse noted that numerous diking districts nationwide will have a difficult time meeting FEMA's deadline.

In response to a question from Councilmember Mask, City Attorney Tom O'Neill specified that this study is required from a qualified firm for levee certification. If the Castle Rock Levee System is not certified there will be a significant impact on flood insurance rates throughout the City.

- 1911 Councilmember Mask made a motion, seconded by Yund to approve the engineering services proposal from Cornforth Consultants for Castle Rock Levee Certification Project Phase 2 in the amount of \$38,700. By roll call vote, unanimous Aye.
- 1938 Vorse requests the following street closures or modification on June 20th during the "I Topped The Rock to Save the Castle Rock Library" fitness walk/fun run:
- Cowlitz Street West from Huntington Avenue to Second Avenue SW will be closed to all traffic and vehicles removed from the shoulders for the entire event.
 - Front Avenue NW from Huntington Avenue North to A Street SW will be closed to all traffic and vehicles removed from the shoulders until pedestrians pass.
 - Front Avenue SW from A Street SW to Dike Drive will only have the west shoulder closed.

This event will begin and end at the Library. Volunteers will assist at each street crossing. The Police Department has offered to provide traffic control on A Street SW. There will be food and live entertainment on Cowlitz Street West when walkers return. Vorse anticipates that this event should be finished by 1:00 or 2:00 p.m. A volunteer meeting will be held tomorrow at 6 p.m. to assign duties.

- 2087 Councilmember Marcil made a motion, seconded by Yund to approve the street closures, as described, for the “I Topped The Rock to Save the Castle Rock Library” event on June 20th.

During discussion: In response to a question from Councilmember Mask, Sergeant Neves specified that police officers will not be paid overtime for assistance during this event. Vorse added that some firefighters along with a group of soldiers from the Army and National Guard have also volunteered their time.

Vote on motion: By roll call vote, unanimous Aye.

- 2153 Vorse requests approval of the Water Use Efficiency Plan:

City of Castle Rock Water Use Efficiency Plan	
The City will take the following actions to accomplish these goals	Schedule
SUPPLY SIDE GOAL: Reduce the city’s water loss by 2% annually for the next 10 years so that by 2019 the water loss is at 10% or less.	
Require metering of all hydrant use other than that of the Fire Department use.	2009
Start replacing old meters with low flow / leak detection features (10 year project)	2010
Repair / replace leaky mains and services	2011
Conducting water audits every three years	2012
DEMAND SIDE GOAL: Reduce the average consumption by per capita by 1 gallon per day for the next 5 years so that by 2014 the average consumption per capita is 114 gpcd (gallons per capita daily).	
Use reclaimed water at the Castle Rock Wastewater Treatment plant for landscape irrigation and equipment use.	2009
Include water usage history on the monthly water bills	2010
Convert to drip irrigation at the road side and island landscape areas	2011
Develop education on rainwater reclamation program	2012
Develop and initiate a school outreach program on water conservation	2013

These measures are required as part of the water system plan and will be included with the annual water quality Consumer Confidence Report which will be distributed at the end of this month.

In response to a question from Councilmember Reilly, Vorse clarified that these are approximate implementation dates. All fire hydrant use is metered with the only exception being Fire Department use. However, the Fire Department

provides an estimate of usage. Reuse water is currently being used at the Wastewater Treatment Plant for irrigation, although this use will be expanded.

In response to a question from Councilmember Mask, Vorse detailed that when the Fire Department draws water from a hydrant, the cost for that water is absorbed by the entity that supplies water to that hydrant. The Fire Department building is metered although issues have occurred due to unmetered water use.

2273 Councilmember Marcil made a motion, seconded by Queen to adopt the Water Use Efficiency Plan. By roll call vote, unanimous Aye.

2288 Vorse presented a “draft” services agreement to assign Triple S Excavation, LLC, specifically Paul and Adam Helenberg, as the Boat Launch Project Coordinator. Triple S Excavation have been instrumental in the development of the North County Recreation Association Sports Complex and the Riverfront Trail. Volunteers will be used as much as possible on the Boat Launch Project to reduce costs. The Helenbergs are familiar with the water, sewer, stormwater and irrigation systems in the project area. As project coordinator, they would organize the volunteers and equipment on this project to realize the most efficient use of these resources. This agreement would be similar to the Riverfront Trail Project Agreement. Triple S has offered a donation of one hour for each hour of service and equipment used. Vorse noted that these terms will need to be better defined within this agreement.

In response to a question from Councilmember Queen, Vorse clarified that the contractor bids for the in-water work will be opened next Monday June 15th. This agreement is for the uplands works which includes the preparation of the bank for the in-water work in August.

In response to a question from Councilmember Mask, Vorse stated that a spending limit could be established in the Boat Launch Project Coordinator agreement, with council approval required prior to further spending in excess of the established limit.

Tape 1 of 2

Side B

In response to a question from Clerk-Treasurer Ryana Covington, Vorse detailed that the Riverfront Trail Agreement which specified Paul Helenberg as Project Coordinator, was for a lump sum amount. Paul Helenberg stated that the entire amount received was donated back to the City and used as match for the Riverfront Trail Project. The labor and equipment time will be tracked and used as match for the Boat Launch Project also.

2650 Vorse reports that he has requested two youth employees through the Southwest Washington Workforce Development Council ARRA Summer Youth Employment Program. This program is managed by Longview Goodwill. These

- young workers will be able to mow, do weed control, paint, etc. although they will require immediate supervision while on these projects. There will be no cost to the City for these services which will extend for six weeks, from July 6th to mid August. In response to a question from Councilmember Mask, Vorse noted that a memorandum of understanding is needed with the union to allow these summer workers.
- 2845 Councilmember Mask made a motion, seconded by Marcil to accept two volunteers from the ARRA Summer Youth Employment Program. By roll call vote, unanimous Aye.
- 2905 Clerk-Treasurer Ryana Covington reviewed the April 2009 Budget Report. General Fund revenues exceeded expenses by \$19,044.35 in April, however, year to date General Fund expenditures still exceed revenues by \$38,024.75. In April Water/Sewer Operating Fund revenues exceeded expenses by \$7,902.90, however the cumulative year to date expenditures in that fund still exceeds revenues by \$18,927.83. Covington explained that Regional Water Fund expenditures exceeded revenues by \$394,842.19 in April due to the Water Treatment Plant Improvements Project. The year to date Regional Water Fund expenditures exceeds revenues by \$152,555.20. However in May, the city received a \$300,000 loan from Cowlitz County and reimbursement from the Drinking Water State Revolving Fund for the Water Treatment Plant Improvements Project to offset these expenses.
- 3047 Covington reviewed the Utility Use Comparison Report for the month of April. The report illustrates that water revenues continue to supplement sewer expenses in the Water/Sewer Fund.
- 3126 Clerk-Treasurer Ryana Covington requests payment of May expenditures in the amount of \$552,980.66 as outlined on the Summary of Claims and further described as check numbers 38654 through 38754 for general expenditures and check numbers 20668 through 20716 for payroll expenses.
- 3195 Councilmember Yund made a motion, seconded by Marcil to approve payment of May 2009 invoices in the amount of \$552,980.66, as described in the Summary of Claims. By roll call vote, unanimous 'Aye'.
- 3212 Covington noted that a letter was received from Anthony Mejia, Cities Insurance Association of Washington (CIAW) asking for the opportunity to present a comparison of rates and coverage. The city's current insurance is with the Association of Washington Cities (AWC). AWC requires two years notice before changing insurance programs. In response to a question from Councilmember Yund, Covington noted that Mr. Mejia does not want to meet with an AWC representative to provide a comparison, but rather would like to meet with council.

3338 Librarian Vicki Selander reports that she had applied for a grant last year. When she submitted her proposed budget for fiscal year 2009, she had included the grant amount. However, following the failure of the library levy, her proposed budget was reduced, including the amount proposed for the grant. She has since learned that the city was successful in obtaining a grant through the Bill and Melinda Gates Foundation. The \$5850 grant for the purchase of three computers, has been received by the city and the grant requires the computers to be purchased by July 1st. A budget amendment is needed for this purchase. However, to meet the grant deadline, Selander requests approval to purchase these computers prior to a budget amendment being completed.

Covington added that the current Library Fund balance is \$16,588. The grant and match is \$7,850.

3436 Councilmember Queen made a motion, seconded by Marcil to expend the Bill and Melinda Gates Foundation grant funds prior to amending the Library Budget.

During discussion: In response to a question from Councilmember Mask, Selander specified that a cost of \$500 per computer was received from Commwise, Inc. Once the computers are purchased the remainder will be used for peripherals and software.

Vote on motion: By roll call vote, unanimous Aye.

3541 Report of Meetings

Councilmembers Yund and Marcil have attended union negotiation meetings for the Public Works Bargaining Agreement.

Mayor Larsen and Councilmembers Queen and Reilly attended the 'Dine at the Dump' grand opening event for the new Waste Control Transfer Station. Approximately 200 to 250 city and county elected officials and staff attended this event.

Councilmember Mask and Public Works Director David Vorse have been attending Park Summit Meetings on Wednesdays.

Mayor Larsen also attended a Health Board Meeting.

3677 Vorse stated that he received a cost estimate of \$322 to install a non-skid coating for the Lions Pride Park bathroom floors. He estimates that \$400 from the DOT Dredge Spoils Fund should be enough for this floor coating, along with some modifications to one of the bathroom units. The DOT Dredge Spoils Fund is dependant upon the sale of dredge spoils and the revenue received from the RV Disposal Station. This fund also finances a portion of one public works employee wages and the Boat Launch Project. Councilmember Queen stated that these bathrooms need to be maintained in good condition.

- 3854 Councilmember Queen made a motion, seconded by Reilly to expend up to \$400 from the DOT Dredge Spoils Fund for the purchase of non-skid floor coating for the Lions Pride Park bathroom and some modifications to one of the bathroom units.

During discussion: Kari Murfitt, 545 Pioneer Avenue NE, reports that while walking the trail each evening, she has twice observed a small pickup dumping trash on Monday evenings. The trash is then scattered by animals.

Vote on motion: By roll call vote, unanimous Aye.

- 3942 Councilmember Marcil reports that the cost to fill the 150 gallon propane tank for the emergency generator at City Hall is \$1.69 per gallon. Additional expenses include a \$100 hookup fee and \$100 for the regulator for a total estimated cost of \$500 to fill and hookup the propane tank. A PC Board in the generator is inoperable and needs to be replaced. The estimated cost for a replacement of the PC Board is \$389, with another \$300 service charge for the technician to install the PC Board and start the generator. Maintenance insurance is not available for this generator.

In response to a question from Councilmember Mask, Councilmember Marcil noted that of the \$6,000 allocated by council to get this generator functioning, \$4,842 has been expended with an additional \$1,500 needed for the propane, hookup, regulator, PC Board and labor. This expense is to be shared between ten funds.

- 4068 Councilmember Yund made a motion, seconded by Queen to expend up to an additional \$1,500 on the emergency generator at City Hall. This expense is shared between the following funds: Executive, Police, Finance, Building & Planning, Street, Water, Sewer, Regional Water, Regional Sewer and Stormwater Management. By roll call vote, unanimous Aye.
- 4089 Councilmember Queen reports that a video recorder and monitor have been installed at the Senior Center. There is no audio recording at this time as two new microphones and a speaker are needed to be able to hear proceedings from the back of the room and provide a much needed improvement to the quality of the audio recording. The estimated cost for two microphones and a speaker is \$100. Meetings will be recorded on a hard drive and DVD.
- 4137 Councilmember Yund made a motion seconded by Reilly to expend up to an additional \$100 to purchase two microphones and a speaker for the recording system to record meetings. By roll call vote, unanimous Aye.
- 4190 In response to a question from Councilmember Marcil regarding setting a Town Hall meeting, Sergeant Neves stated that Chief Heuer is unavailable during the

- first two weeks in July. Librarian Selander detailed that the ballots for the August primary will be mailed on July 31st. Covington noted that a minimum of ten days notice is needed to advertise a Town Hall Meeting. Councilmembers recommended June 26th as a date for this meeting, pending confirmation with Chief Heuer's availability.
- 4367 Vorse reminded council that a public workshop meeting is scheduled for next Monday at 7:30 p.m. Cowlitz County Commissioners and county staff members will also be attending to discuss the transfer of the west Castle Rock utility system.
- 4410 Mayor Larsen adjourned regular session at 8:50 p.m. for a 15 minute executive session to discuss potential litigation, with no action anticipated.
- 4443 Mayor Larsen reconvened regular session at 9:04 p.m. with no action taken.
- 4455 Sergeant Neves stated that after reviewing Chief Heuer's schedule, it appears that the Chief will be available for the Town Hall Meeting on Friday June 26th at 7:00 p.m. at the Senior Center. Council also scheduled a second Town Hall Meeting to discuss the Law Enforcement Excess Levy on Friday July 17th at 7:00 p.m. at the Senior Center.
- 4543 City Attorney Tom O'Neill specified that council direction is needed in response to the street vacation request from Kari and Jon Murfitt, 545 Pioneer Avenue NE. If council wishes to consider this request a Public Hearing, with 20 days written notice is required.

In response to a question from Councilmember Marcil, Covington stated that the Public Works Director, City Engineer and City Planner would need to review this request. In response to a question from councilmembers, Covington estimated a cost of \$2,000 to \$3,000 in staff time and resources is expended when considering a vacation request. Covington asked council if they wish to direct staff to begin working on the application. O'Neill noted that if the request is granted, the Murfitt's cannot be charged for staff time but would be required to pay the current fair market value for the vacated property.

Councilmember Marcil noted that a large amount of staff time and resources was expended in consideration of an alley vacation request submitted by Mr. and Mrs Arthur, earlier this year. That request was granted by council, however the Arthur's chose not to pay the fair market value for the property and therefore the matter was not acted upon. The City is not able to recoup the costs incurred as a result of the request. Councilmember Mask does not want to expend the time and resources necessary to consider a vacation request if the applicant is unwilling to bare the expense. O'Neill stated that an ordinance would need to be adopted to recoup City expenses for future consideration of street vacation requests.

In response to a question from Gail Halverson, a relative of Mrs. Murfitt, Councilmember Marcil noted that recouping this expense was never a concern in the past, but due to current budget issues it is now a concern.

Kari Murfitt noted that their backyard is, and always has been only four feet wide. A setback variance was required when the home was recently rebuilt on the existing foundation. O'Neill specified that the Cowlitz County Auditor could provide the assessed value of the property which can be used to estimate the fair market value.

In response to a question from Ms. Murfitt, O'Neill explained that the RCW referring to half the fair market value is in reference to the requirement that the vacated property be divided between the adjoining property owners. O'Neill offered to provide an estimate of the fair market value for the property to ascertain if the Murfitt's wish to pursue this request. This item should be tabled until that estimate is provided. Ms. Murfitt detailed that the assessed value for their 50 feet by 100 feet lot is \$17,000. This request is for 30 feet by 100 feet vacation. In response to a question from Councilmember Marcil, Ms. Murfitt indicated that they would remain interested if the cost was \$13,000.

Councilmember Marcil tabled further consideration of this vacation request until a cost estimate is obtained.

Tape 2 of 2

Side A

- 0034 Covington reports that the Christian Church, 542 Huntington Avenue South, requests a utility adjustment. A leak was discovered in one of the bathrooms and has since been repaired. Public Works has verified there is no longer a leak at that address.
- 0055 Councilmember Marcil made a motion, seconded by Reilly to approve a utility adjustment for 542 Huntington Avenue South in the amount of \$140.49. By roll call vote, Councilmember Mask abstained as he is a member of this church, the rest of the councilmembers voted Aye, motion passed.
- 0099 Councilmember Mask made a motion, seconded by Reilly to approve Ordinance 2009-03 amending Ordinance 2008-12 by eliminating the reference to Fund 160 (CDBG Home Rehab Fund) and re-authorizing an interfund loan between Fund 300 (Swimming Pool Construction Fund) and Fund 010 (General Fund) in the amount of \$140,000, on first reading. By roll call vote, unanimous Aye.
- 0188 Councilmember Marcil would like to request a proposal for a one year contract to retain a firm for electrical and control services. Vorse stated that a bid process would be required with the numerous facets of the service specified. Councilmember Marcil noted that approximately \$120,000 was spent during each of the last two years for electrical and instrumentation services from Advanced

Electric. He feels that this service could be provided for less. Vorse will research the process for securing this service.

- 0540 Covington reports that Deborah Hayes, 304 Buland Drive, submitted a written complaint regarding utility collection processes, of accounts with small balances owed. Councilmembers reviewed a utility age analysis dated May 12, 2009. Covington noted that sixty-eight accounts showed balances due and those would be processed for collection. Of those accounts, thirty-five owed less than \$10. Covington stated that many times these small balances are the result of unpaid late fees, or customer addition errors. Covington summarized the city's collection policy as outlined in CRMC Section 13.06. She noted that penalty fees for accounts with minor balances do not offset the collection costs (personnel, postage, envelopes and printing) incurred by the city. In response to a question from Councilmember Reilly, Covington suggested council establish a minimum balance for collection proceedings. Those accounts exceeding the minimum balance will be processed in accordance with the established city policy.

In response to a question from Councilmember Yund, Covington specified that the \$80 deposit is retained and applied toward the final bill when an account is closed.

In response to a suggestion from Councilmember Mask, Councilmember Yund is not in favor of the balance carryover being at Covington's discretion. He would rather have an amount specified by council action. Councilmember Marcil recommends allowing a balance of \$10 to be carried over into the next month without initiating the late notice and disconnection process.

In response to a questions from Councilmembers Reilly and Mask, Councilmembers Yund and Marcil detailed that when payment is received it is applied to the past due balance first.

Covington will prepare an ordinance amendment for the next Regular Council Meeting that will allow a \$10 balance to be carried over without initiating the late notice and disconnect process.

- 1160 There being no further business, Mayor Barbara Larsen adjourned the meeting at 9:34 p.m.

Mayor Barbara Larsen

Clerk-Treasurer Ryana Covington