

CALL TO ORDER

Mayor Paul Helenberg called the August 11, 2014 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 (arrived at 7:34 p.m.), Lee Kessler, Earl Queen and Ellen Rose. Councilmember Mike Davis was absent.

BUSINESS FROM THE FLOOR

Tim Goodman and Tess Fields, representing Comcast distributed information on a new program called Internet Essentials. Families enrolled in this program may purchase low cost computer access and participate in free online training to those who do not have this service. Mr. Goodman stated he has been the city's Comcast representative for the past three years and he will be moving to another area. Ms Fields has been assigned to take his place as Cowlitz County representative.

Goodman noted that Comcast has been a sponsor of the Castle Rock Festival of Lights for the past two years. He presented a check in the amount of \$1,000 to Castle Rock Chamber of Commerce Vice-President Laura England for purchase of additional lights for the festival. Mayor Helenberg and Ms England both voiced their appreciation for this donation.

DEPARTMENT REPORTS

City Attorney Frank Randolph – advised of significant changes required of cities to provide indigent defendant defense. He noted that the city's defense attorney, Debra Burchett will attend the next council meeting to discuss those changes and possible impacts to the city budget.

Mike Johnson, City Engineer – provided estimates for paving of the two parking areas located at City Hall. Paving of the south parking lot would be \$21,000 and the east side lot would be \$36,000; total of \$57,000. When the city solicited bids for the City-Wide Pavement project, unit prices for the material were very good. To take advantage of the unit price, the city would like to apply for the USDA Rural Development (RDA) loan to do additional street sections that were listed as option in the bid solicitation. The city has scheduled a Public Hearing for the next meeting to take comment on this application. RDA cannot process the application until after the public hearing and the city cannot expend funds until RDA processes the application and obligates the money.

As such, the low bidder received a Notice of Award for only the base bid and can amend the bid award for the other schedules if additional funding is approved. Public Works Director Dave Vorse stated awarding the base bid will allow 16 to 18 street sections and the ADA ramp work to be completed during good weather. If additional funding is received, the city council can consider amending the bid to allow additional bid schedules to be completed. Vorse stated at the next council meeting, councilmembers will be able to decide if they want

to include the City Hall parking lots in the RDA loan application for additional funding.

Public Works Director David Vorse -

1. Announced the city has received a response from FEMA regarding the four residential properties being questioned regarding flood mapping. FEMA has provided notice that they will be evaluating the Canton and Henson properties on Larsen Lane for possible change in the flood map. The other two parcels, located on the west side of the Cowlitz River will be recognized as a comment by FEMA; but probably will not qualify for the map change of the flood designation that FEMA has assigned. Following evaluation, FEMA will release a final FEMA map.
2. In answer to Councilmember Queen's question, Vorse stated that Congresswoman Herrera-Beutler will assign a staff member to accompany city representatives to meet with Army Corps of Engineers environmental staff regarding the boat launch environmental application.

Vicki Selander, Librarian -

1. Announced that it appears voters have supported the library excess levy requested in the Primary Election. There were 429 votes cast; with 64.6% voter approval. Cowlitz County Elections will validate the election results next Tuesday.
2. Representatives from Cowlitz-Wahkiakum Council of Governments have left surveys at the library asking people to evaluate transportation needs within the county. She noted that surveys can also be completed on-line. The mayor asked if Selander could share some of those survey forms with City Hall to provide more public exposure.
3. Advised councilmembers of positive remarks made by recent out-of town visitors. They appreciated the floral presentations in our city and also the services provided by the library. She noted they plan to make a return trip to our community.

Council and Ad Hoc Committee Reports

1. Councilmember Kessler reported that National Night Out event was well attended and provided a family-friendly atmosphere and numerous activities for children. Mayor Helenberg and Councilmember Queen also attended the event.
2. Nancy Chennault, city Economic Development Council (CEDC) representative;
 - reported they are working on a Strategic Plan for the upcoming biennium. She noted it is very important for Castle Rock to have representation as this plan is being developed. Chennault also will be encouraging the Castle Rock Chamber of Commerce to form a reciprocal membership agreement with CEDC to allow further coordination of economic development strategies.
 - Castle Rock America In Bloom activities were nominated in four categories for outstanding achievement. Those categories are: floral, landscape, community involvement and environmental efforts. Results will be made public at the America In Bloom national symposium in October. In addition, Castle Rock will receive an extensive evaluation report including recommendations from the AIB judging team.

- announced that Proven Winners, the company who has been providing flowers for the Castle Rock America In Bloom project did a 'secret shopper' drive through. They were very impressed with the community and posted several pictures on the Proven Winners website. This website had 56,000 'web hits', which provided further national exposure for our city.
- Chennault stated she has met a couple from the United Kingdom that came to Castle Rock because of the mountain bike trails at Growlers Gulch. Chennault stated these travelers specifically like to visit small communities and that Castle Rock was a 'must look at' community. Mayor Helenberg thanked Chennault for all of her hard work.

CONSENT AGENDA

1. Councilmember Queen made a motion, seconded by Kessler to approve the minutes to the July 14, 2014 city council meeting. By roll call vote, unanimous 'Aye'.
2. Councilmember Queen made a motion, seconded by Kessler to approve the minutes to the July 28, 2014 city council meeting. By roll call vote, unanimous 'Aye'.
3. Councilmember Teter reported he has reviewed invoices for July 2014 as presented in the Fund Transaction Summary report. He stated efforts are still being made to 'buy local', when possible. Councilmember Teter made a motion, seconded by Kessler to approve the July expenses in the amount of \$328,666.31 and further described as check numbers 45107 through 45187 for general expenditures and check numbers 24170 through 24200 for payroll expenses, and adjustment numbers 353-7/14, 332-3/14, 333-3/14, EFT Payroll 7/15/14 and 7/31/14 and NACHA Batch#1674444 and 1675929. By roll call vote, unanimous 'Aye'.

OLD BUSINESS

1. Councilmember Rose recommended that a Task Force be created to decide the use of the former Exhibit Hall building. Currently volunteers are continuing to man the tourist information center located in that building. Rose felt it is important to begin evaluation and public input on the building's future use. She requested that Nancy Chennault, local business representatives, Chamber of Commerce members and local citizens be involved. Councilmember Kessler stated he would like to know what the cost would be to keep the building. Mayor Helenberg noted the building was initially purchased with proceeds from a Business and Occupation (B&O) tax. When the city initially instituted this tax, they included a sunset clause; so the city no longer has this tax option adopted. If businesses feel this is still important to keep, possibly the Business and Occupation tax will need to be reinstated to support operations. Mayor Helenberg appointed Councilmember Rose and Nancy Chennault to coordinate this Task Force. Dave Vorse also noted this project is within the economic development tasks that Chennault is already working on as part of the grant requirements for implementation of the city's Strategic Marketing Plan.

NEW BUSINESS

1. Councilmember Kessler made a motion, seconded by Queen to approve the written request submitted by the Castle Rock Civil Service Board for an additional \$500 budget allocation to allow completion of testing requirements for development of a list for entry level police officer. Covington stated a portion of this request will be offset by the \$25 testing fee paid by applicants. Covington noted this budgetary amendment must be by ordinance; and council action could be considered a first reading for that ordinance amendment. By roll call vote, unanimous 'Aye', on first reading.
2. Vorse requested council permission to prepare a Letter of Intent on behalf of North County Recreation Association to file a grant application to Washington State RCO for playing fields and other improvements. Vorse noted the Letter of Intent must be submitted by August 22nd. By consensus, council approved the request.
3. Mayor Helenberg stated North County Recreation Association, a nonprofit organization, has requested permission to place two event banners on city right-of-way to provide public information for their annual auction. By consensus, council approved the request.
4. Dave Vorse explained he has been working on an update of the city's shoreline master plan. This plan refers to 'reaches' on the river. Each of these reaches have separate characterization and environmental significance that define allowable uses. Currently the city does not have any accurate of those areas. Vorse requested council approval to expend \$1500 to pay for flyover photography performed for mapping purposes. The city has also received additional funding from Washington State Department of Ecology to pay for costs associated with updating the city's critical areas. These flyover maps would also be used for defining those critical areas along the levee and river area. Vorse stated the cost of this flyover could be covered by grant funds received for both the shoreline project and also the critical area update. Councilmember Kessler made a motion, seconded by Teter to approve expending \$1500 for flyover mapping as requested by Vorse. By roll call vote, unanimous 'Aye'.
5. Vorse distributed copies of a proposed update to the city's Capital Facility Plan. He noted this is a draft only; and asked councilmembers to review the plan for possible adoption at the next regular council meeting. Many of the projects including in this draft are also included in other adopted plans, such as the Park Plan and Six-Year Transportation Plan. The city is required to adopt a Capital Facility Plan and in many cases, projects must be listed on this plan before consideration for grant funding. Councilmembers discussed several of the projects listed on this plan. Vorse noted that the estimated cost for the project is not as important as identification of the project on the Capital Facility Plan. The mayor requested this issue be included as an agenda item for the next council meeting.

ADJOURNMENT

There being no further business, Mayor Paul Helenberg adjourned the regular meeting at 8:20 p.m.

Mayor Paul Helenberg

Clerk-Treasurer Ryana Covington