

CALL TO ORDER

Mayor Paul Helenberg called the January 8, 2018, regular meeting of the Castle Rock City Council to order at 7:30 pm., followed by the Pledge of Allegiance. The following councilmembers were present: Art Lee, Earl Queen and Ellen Rose. Councilmember Paul Simonsen was excused from the meeting.

Also present: Librarian Vicki Selander, Acting Chief Scott Neves, City Attorney Frank Randolph, City Engineer Tom Gower, Public Works Director Dave Vorse, Clerk-Treasurer Ryana Covington, and Deputy Clerk II Carie Cuttonaro.

Clerk-Treasurer Ryana Covington administered the Oath of Office to Leon (Lee) Kessler for City Council Position Number 2, for a four-year term. Following the oath, Councilmember Kessler assumed his council seat. Covington noted that Councilmember Kessler was unable to attend the last council meeting of 2017 and for this reason, the administration of the oath was conducted at this meeting.

Mayor Helenberg asked for a Moment of Silence in honor of the fallen police officer from Spanaway, Washington.

Terry Lorentson, Mount Saint Helens Motorcycle Club submitted a request to use city leased property located south of the motorcycle track (High Banks) to hold a motorcycle Grand Prix event on February 24, 2018. Councilmember Queen made a motion, seconded by Rose to approve the request submitted by Mount Saint Helens Motorcycle Club for use of city-leased property. By roll call vote, unanimous 'Aye'.

Mr. Lorentson stated he checked with Castle Rock Fairboard and there are no conflicts for that weekend. Covington reminded Lorentson that he still needs to provide proof of liability insurance, listing the city as an additional insured.

BUSINESS FROM THE FLOOR - None

DEPARTMENT REPORTS

Acting Police Chief Scott Neves -

- reported on several active assault cases
- provided funeral procession assistance involving several truck drivers
- reported arresting twenty people for minor in possession
- announced there will be a Town Hall meeting and dinner on January 18th from 5:30 p.m. to 7:30 p.m. This is the first of three meetings to discuss opioid issues. Castle Rock Police Department, Castle Rock CARE Coalition, Pathways 2020 and Cowlitz County Sheriff Department are the sponsors.

Public Works Director Dave Vorse –

- provided a summary of projects completed in 2017 and a list of proposed 2018 projects for the Public Works Department. In 2017, his department completed 75 different projects including the Huntington Avenue South entrance feature. In addition, his department applied for seven grants, including funding for street projects. Vorse stated several completed projects were recommendations from the America In Bloom critique comments. One project not included in the 2018 list is the dog park, which will be completed this year. Vorse credited other city departments and community volunteers for helping to get projects completed.

Vorse noted in 2018, the city will be developing several pollinator gardens and complete additional

landscaping at the Entrance Feature.

Councilmember Lee asked if the cameras would be networked to the police department. Vorse stated the cameras are on a recording system. Connection and sight-line issues need to be resolved before the cameras can be networked.

Council And Ad Hoc Committees –

Nancy Chennault, Castle Rock Community Development Alliance-
 - announced the annual Castle Rock Community Development Alliance meeting is scheduled for March 5th. She encouraged councilmembers to attend this meeting to hear an outline of goals for 2018.

Paul Helenberg – appointed the following committee and department representatives for 2018:

COUNCIL LIAISON TO CITY DEPARTMENTS		
Law Enforcement	Earl Queen	
Court	Lee Kessler	
Finance	Art Lee	
Library	Ellen Rose	
Parks/Public Works	Paul Simonsen	
COMMITTEE APPOINTMENTS		ALTERNATE
Mosquito Board	Paul Helenberg	
9-1-1 Council *	Earl Queen	
Lower Columbia Community Action Council	Paul Helenberg	
Emergency Mgmt Advisory Committee	Paul Helenberg	
Cowlitz Public Health Advisory Comm	Ellen Rose	
Cowlitz-Wah. Council Of Govts (CWCOG)	Dave Vorse	Ryana Covington
Regional Transportation Planning Organization (TAC)	Dave Vorse	
Southwest Wa. Regional Transportation Planning (SWRTPO)	Paul Simonsen	
Regional Information Forum	Dave Vorse	Ryana Covington
Cowlitz Economic Development Council	Paul Helenberg	
Watershed Mgmt/Salmon Recovery Committee	David Vorse	Paul Helenberg
Regional Utility Board (2 Elected Reps)	Paul Helenberg	Art Lee
CDBG Home Rehab Committee	Ellen Rose	Art Lee

Audit Committee Members (3)	Meetings: Ellen Rose, Art Lee Signature: Ellen Rose, Art Lee, Lee Kessler	
Chamber of Commerce	Paul Helenberg	Dave Vorse
CARE Coalition	Art Lee	Earl Queen
Housing Advisory Committee	Ellen Rose	
Vulnerable Adult Task Force	Scott Neves	
Public Information Officer (PIO)	David Vorse	
Tourism 'Big Idea' Board of Directors	(4 yr term), Chris Gould (Appt 2018; expires 2022) (2 yr term); Paul Helenberg (Appt 2018; expires 2020) (6 yr term), Ellen Rose (Appt 2014; expires 2020)	

CONSENT AGENDA

1. Councilmember Queen made a motion, seconded by Lee to approve the minutes to the December 18, 2017 Special Council Meeting Minutes. By roll call vote; Councilmember Lee, Queen and Rose voted 'Aye'. Councilmember Kessler abstained. Motion passed.
2. Councilmember Lee reviewed December 2017 invoices prior to the meeting. Covington requested councilmembers approve the invoices as presented and allow staff to keep the Open Period active until January 16th. She stated staff would process payments for those December invoices received between January 9th and the 16th, after review by Councilmember Lee. A list of those invoices will be provided to councilmembers at their next regular meeting. Councilmember Queen made a motion, seconded by Lee to approve December invoices in the amount of \$215,495.23 and further described as adjustment EFT559-12/2017, EFT560-12/2017, EFT561-12/2017 and check numbers 48916 through 48998 for general expenditures, check number 25155 through 25171 for payroll expenditures, EFT Payroll Draw 12/15/17, NACHA Draw batch#1877852, NACHA December pay batch#1880817 and EFT Payroll Month End 12/31/17. By roll call vote, unanimous 'Aye'.

Councilmember Queen made a motion, seconded by Rose to allow Finance staff to pay any additional December invoices received after this council meeting, with initial review conducted by Councilmember Lee. By roll call vote, unanimous 'Aye'.

PRESENTATION -

Nancy Chennault provided a PowerPoint presentation of the 2017 America In Bloom (AIB) Symposium held in Holliston, MA. Over 250 attendees took advantage of the several sessions offered. Public Works Director Dave Vorse and volunteer Carolyn Kennington were honored at the Symposium as nominees for the Community Champion award. Mayor Helenberg also spoke at the Mayor's Meeting on the benefits of the AIB program. Helenberg cited this program has helped the city reduce the commercial building vacancy rate from 35% to 7% and has helped to increase the tourism industry in the city.

Mayor Helenberg stated he was impressed with the urban forestry gardens that were developed in Boston. Food grown in these gardens are sold to local restaurants.

Chennault also provided pictures and discussed completed projects within Castle Rock, which were recommended in previous AIB evaluations. In 2018, Chennault stated the city will focus on development of urban forestry, historic preservation and environmental improvement efforts. Some of those projects include pollinator gardens at the Visitor Center and Lion's Pride Park. For urban forestry, Castle Rock Chamber is working to develop an inventory (type and age) of trees within the city. Vorse stated environmental efforts include continued uses for reclamation of dredge spoil material for parks and open spaces. Historic preservation efforts in 2017 included an interpretative signage at the Old Historic Jail Park. In 2018, the city will move the historic monuments located near 'The Rock' to make those more accessible to the public. Interpretive signs also will be developed for the historic Timber Grove, located at the Visitor Center.

Chennault reviewed judge's comments from the 2017 evaluation and outlined plans to address several of the recommendations to improve our community.

Vorse stated the walkability assessment conducted by Dan Birden in 2017 was the catalyst to complete and adopt a Complete Street ordinance to improve accessibility for all persons. Castle Rock was the first community in Cowlitz County to adopt such an ordinance.

Mayor Helenberg noted that of all new businesses within the city, over one-third are owned and operated by Castle Rock alumni. He noted the demographics of those alumni are from classes graduating between 1988 to 1998. Chennault stated it is gratifying to see these young entrepreneurs investing in the community.

Chennault stated 2018 will be the city's seventh year to participate in the America In Bloom (AIB) program. Mayor Helenberg stated at the symposium he spoke with representatives from cities of all sizes. Helenberg stated Castle Rock is blessed with having more volunteers than cities of larger population. The mayor thanked city council for allowing him to attend the AIB Symposium and for their support of this program.

OLD BUSINESS -

1. Councilmember Kessler made a motion, seconded by Queen to adopt the 2018 Salary Schedule. By roll call vote, unanimous 'Aye'. Covington noted this schedule would need to be amended when the police bargaining agreement is settled.
2. Councilmember Queen made a motion, seconded by Kessler to adopt Ordinance No. 2018-01, an ordinance authorizing an interfund loan in the amount of \$10,000 from the Swimming Pool Fund to the DOT Spoil Site Fund for completion of the DNR/City land swap, on second reading. By roll call vote, unanimous 'Aye'.

NEW BUSINESS

1. Councilmembers reviewed the fourth quarter report from Humane Society of Cowlitz County.
2. Acting Police Chief Scott Neves encouraged councilmembers to adopt Resolution No. 2018-01, a resolution supporting passage of an ordinance and adoption of a Charter by the Cowlitz County Board of Commissioners re-establishing the Cowlitz County Public Safety Answering Point (PSAP) as an independent public authority. Cowlitz County 9-1-1 Board has asked public entities to support this change in governance. This resolution serves as official support for that change and will be forwarded to the Cowlitz County Commissioners. Neves stated the proposed agreement has been

reviewed by City Attorney Frank Randolph and the city's insurance carrier. Councilmember Kessler made a motion, seconded by Rose to approve Resolution No. 2018-01 as presented, on first reading. By roll call vote, unanimous 'Aye'.

3. Mayor Helenberg stated that Councilmember Earl Queen currently serves as the city's designated mayor pro-tempore in accordance with RCW 35A.12.065. This designation must be done biennially at the first meeting of a new council. Councilmember Kessler made a motion, seconded by Rose to designate Earl Queen as mayor pro tempore in accordance with RCW 35A.12.065. By roll call vote, unanimous 'Aye'.
4. Engineering firm, Gray and Osborne Inc., advised that the Trenchless Sewer Repair project has been completed. They recommend city council accept the project as complete and release retainage after approval by State agencies. Contractor for that project is C-More Pipe. Councilmember Kessler made a motion, seconded by Rose to accept the Trenchless Sewer Repair project as complete as recommended by the engineer. By roll call vote, unanimous 'Aye'.
5. Engineering firm, Gray and Osborne Inc., recommends acceptance of the Exit 49 Pedestrian Improvement project as complete. Project contractor is Advanced Excavating Specialists LLC. Vorse supported acceptance of the project as complete, pending approval by State agencies and submission of all prevailing wage data. Vorse noted there is no retainage owed for this project. Councilmember Kessler made a motion, seconded by Lee to approve the Exit 49 Pedestrian Improvement Project as complete as recommended by the engineer and Public Works Director. By roll call vote, unanimous 'Aye'.
6. Vorse requested council approval to allow Mayor Helenberg to enter into an agreement with Cowlitz PUD for participation in their 'CEEP Plus Lighting Offer' to upgrade lighting fixtures to LED lamps at Castle Rock City Hall, Library, City Shop and both Treatment Plant facilities. Vorse provided a copy of the Cowlitz PUD cover letter outlining the estimated energy savings and eligible estimated incentive amounts for each facility. Vorse stated that installation of the LED lighting would be completed using public works personnel and the incentive amount will cover the cost of the fixtures. This project was not included in the 2018 budget because the program was not offered until after passage of the city's 2018 budget. If approved, Vorse stated initial work would begin at the Library, then City Hall and finally the Shop and Treatment Plants. Councilmember Kessler made a motion, seconded by Rose to authorize the Mayor to sign documents for participation in the Cowlitz PUD 'CEEP Plus Lighting Offer' as described. By roll call vote, unanimous 'Aye'.
7. Public Works Director Dave Vorse requested council authorize the engineering services to move forward for the Huntington Avenue South Overlay project and the Exit 49 Pedestrian Improvement Phase 2 project. Vorse stated city council has approved the engineering design proposal for these two projects, however did not authorize work to begin until full funding was obtained. The city was awarded a grant for \$261,000 for the Exit 49 Pedestrian Improvement Phase 2 project, which requires a city match of 13.5% (\$32,000). Total match amount covers both the engineering and construction. Vorse stated the 2018 budget includes the \$32,000 match for that project from the TBD Fund. Vorse is asking councilmembers to consider also authorizing engineering services to begin for the Huntington Avenue South Overlay project, which is a \$1,000,000 project funded from a Surface Transportation Fund grant. This grant also requires a 13.5% city match. Just for engineering services, the city's match for that project would be \$13,000.

Vorse stated the grant agency requires both of these projects to be obligated by July 31st. To be obligated, engineering must be completed to the point of being able to solicit bids for construction. When completed the city will notify Washington State Department of Transportation, Federal Highways Program (FWHA) to obligate the construction funds. If not obligated by July 31st, there could be an impact of the city losing the construction funding and also impact the entire region through the Surface Transportation federal funding program for obligated projects in 2019. If not used within a region, State legislators have the option of reducing regional funding.

At the city the city submitted for FWHA funding, the State Transportation Improvement Board (TIB) had funds available through their federal match program for the city to apply to use as the 13.5% match. By the time the city received notification of the FWHA grant funding for the Huntington Avenue project, TIB had obligated all of their funding to other projects and were not planning to offer the federal match program for a while.

Vorse stated city council has two options to consider:

- authorize engineering services for the Exit 49 project and use the TIB funds for the city's match for that grant for completion of both the engineering and construction phases. This would complete that project.
- authorize the engineering services for both the Exit 49 and Huntington Avenue projects. Budgeted TIB funds would be used for the city's match obligation for engineering services only. This would allow both projects to be obligated through FWHA by the end of July. This would protect federal funding authorized for both the city and region. Vorse stated construction funds must be used within two years. The city's match for construction costs for the Huntington Avenue project would be \$113,000. Vorse stated he intends to apply for other funding options for the construction match. Options include applying for Cowlitz County Rural Development funds, applying for additional funding through TAC and the third option is funding through Complete Street Program. By July he would know if any of those applications for funding are successful.

Councilmember Kessler stated he is nervous in such a tight budget year to authorize engineering services to be completed and not have secured funding for the construction phase. He asked Vorse to outline the 'worse case' scenario if engineering was approved for both of the projects. Vorse stated the 2018 budget includes enough funding to pay for the city's required matching funds for engineering services for both projects, which would take the city up to the bid process. Worse case scenario would be that the city complete only the engineering in 2018 for both projects. In July, if there are adequate funds available in the Transportation Benefit District, the city could move forward with construction on the Exit 49 project. If the city has secured additional funding for the Huntington Avenue South project, then the city could reassess potential construction bids at that time. Vorse stated the grant stipulations on the FWHA funds is different than stipulated for Transportation Improvement Board (TIB) funding. TIB funding could require an agency to pay back funds if a project is not completed. Vorse stated it is his understanding that this grant funding does not have that requirement. City Engineer Tom Gower stated he would confirm this and report back to city council.

Councilmember Kessler made a motion, seconded by Rose to authorize initiation of engineering services for both the Exit 49 Pedestrian Improvement Phase 2 project and the Huntington Avenue South Overlay Project to allow the city to qualify to obligate funding for those two projects. By roll call vote, unanimous 'Aye'.

Mayor Helenberg stated he plans to meeting with Cowlitz County Commissioners regarding funding options for these projects as well as Dougherty Drive project.

8. Vorse noted during the course of the recent audit conducted last year, the State Auditor suggested the city consider designating both of the treatment plants as Special Facilities. The reasoning for this classification is that much of the major equipment cannot be purchased from open suppliers and in most cases cannot be purchased through a bid process without compromising warranties or operations. Usually the equipment is available only through limited sales representatives of a specific company and parts/equipment/labor cannot be interchanged. Vorse reminded councilmembers that a couple of times, the city made purchases by designating the provider as a 'sole source'. Using the sole source method requires staff to research and identify suppliers, compare warranty restrictions, compare services and do location visits. He asked councilmembers to favorably consider adoption of proposed Resolution No. 2018-02 designating the Water Treatment Plant and Wastewater Treatment Plant as Special facilities. Councilmember Kessler made a motion, seconded by Rose to approve Resolution No. 2018-02, as described. By roll call vote, unanimous 'Aye'.
9. Vorse requested council approval to authorize procurement of services for utility asset management through Dude Solutions-Mobile 311. Vorse stated he has researched several companies that provide this service. Cowlitz County currently uses this service to track materials, and projects. Councilmember Lee stated he tried to find user reviews on this company and was unsuccessful. Vorse stated he contacted Cowlitz County and received positive comments on this system. The Port of Longview is also considering using this service. Vorse stated the cost is \$8,160 for software and training and \$1,654.17 for the first year of service. Thereafter, the annual renewal cost is \$1,985. In answer to Councilmember Lee's question, Public Works personnel all have Smart Phones issued to them, which can be used for accessing the program and inputting information. Vorse stated this expense is included in the 2018 budget. Councilmember Kessler made a motion, seconded by Rose to approve the procurement of the Dudes Solutions Mobile 311 Asset Management software. By roll call vote, unanimous 'Aye'.

EXECUTIVE SESSION

Mayor Helenberg adjourned regular session at 8:53 p.m. to convene a fifteen minute Executive Session for the following issues: 1) to discuss Collective Bargaining issue, which are not subject to the requirements of the Open Public Meeting Act and 2) to discuss performance of a public employee per RCW 42.30.110(1)(g). Executive Session attendees: Mayor Helenberg, Councilmembers Lee, Kessler, Rose and Queen, City Attorney Frank Randolph and Clerk-Treasurer Ryana Covington. No action is anticipated following the Executive Session.

Mayor Helenberg reconvened regular session at 9:08 p.m.

ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 9:09 p.m.

Paul Helenberg, Mayor

Ryana Covington, Clerk-Treasurer