

**CALL TO ORDER**

Mayor Paul Helenberg called the February 8, 2016 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: Art Lee, Lee Kessler, and Earl Queen. Councilmembers Mike Davis and Ellen Rose were absent.

**BUSINESS FROM THE FLOOR**

1. Jeremiah Cameron, President of Mount Saint Helens Motorcycle Club (MSHMC), requested city council permission to use a portion of land leased by the city for a grand prix motorcycle race scheduled for February 28<sup>th</sup>, from noon to 6:00 p.m. Cameron distributed copies of the event notice and a 2016 Flat Track Schedule. MSHMC will be partnering with three other race tracks to develop a series to increase the number of racers and spectators. At this time, there are 40 racers wanting to participate in the February 28<sup>th</sup> grand prix race. Cameron pointed out the economic advantage these races could bring for local businesses.

Cameron noted the club currently has approximately fifteen active members. Their focus is to build membership and increase participation from both racers and spectators. Terry Laurensen, MSHMC member, announced an opportunity for their race schedule to be included in a publication that serves 6,000 riders. He added this will help the club with their outreach goals.

Cameron stated he has already submitted to city staff a completed Facility Use Insurance and Indemnification Agreement and will be providing proof of insurance to the city prior to the event date.

Councilmember Kessler made a motion, seconded by Queen to approve MSHMC request to use city leased property for a Grand Prix race event on February 28<sup>th</sup> contingent on submitting required insurance documentation listing the city as an additional insured. Discussion: Public Works Director Dave Vorse stated the following weekend is another event. He requested any changes to the landscape be restored and any debris removed. Vorse also noted a contractor is currently working in the area and asked Cameron to notify Public Works if the race course will be infringing on that area. Vote on the motion: unanimous 'Aye'.

2. Jim and Donne Grose, Rod Run To the Rock Car Show Committee, requested council permission to hold the 23<sup>rd</sup> annual car show in downtown Castle Rock on July 23<sup>rd</sup>. This event will require various streets to be closed on that date from 5:30 am to 4:30 p.m. A map showing the requested street closure was provided to councilmembers. Ms. Grose also requested permission to post event signage on city right-of-way.

Councilmember Kessler made a motion, seconded by Queen to approve the use of city streets for the 23<sup>rd</sup> annual Rod Run To The Rock car show, including street closures and use

of city right-of-way to post event signage. Discussion: Covington advised that a Facility Use Insurance and Indemnification Agreement will need to be completed and proof of insurance submitted as outlined in that agreement. Vote on the motion: unanimous 'Aye'.

#### DEPARTMENT REPORTS

1. Librarian Vicki Selander reported the Winter Reading Program will continue for two more weeks.

2. Dominic Miller, City Engineer, reported the Trenchless Sewer project is ongoing. The contractor has just submitted the DVD and reports for review by the engineer. In addition there are still a few items to be completed.

Miller reported last Thursday were bid openings for the following two projects;

- Water Treatment Filter Repair project received two bids. Both bid amounts exceeded the engineer's estimate. Bids will be reviewed and a recommendation will be available at the next council meeting.

- Rebid for the Exit 49 Sidewalk Improvement project received nine bids; all of which exceeded the engineer's estimate. This project was originally bid last August, with bids exceeding the amount of available funding. Miller stated the project was re-evaluated and rebid with alternates. Miller noted the engineer's estimate was not updated from the initial call for bids. He felt that the grouping of the bids within the \$460,000 range is basically a good indicator for the project cost. Staff will be evaluating available funding options and present a recommendation for award at the next council meeting.

#### Council and Ad Hoc Committee Reports

1. Mayor Helenberg read a report from Nancy Chennault advising of the following events:

- CECD Annual Meeting on February 26<sup>th</sup>. Pre-registration is required.

- CRCDA Annual Meeting, March 7<sup>th</sup> at 6:30 p.m.

- Castle Rock America In Bloom; plants are arriving at the High School greenhouses.

#### PUBLIC HEARING-

Mayor Helenberg closed regular session at 7:45 p.m. for a public hearing to take testimony on proposed updates to the City of Castle Rock and Castle Rock School District #401 Park and Recreation Plan.

City Planner Deborah Johnson reported the Castle Rock Park Board worked in conjunction with staff to develop proposed updates to the Park and Recreation Plan. Plans need to be updated every six years to allow the city to be competitive in several grant opportunities. Several events were identified in the plan to highlight the positive economic influence generated from use of the city's recreational facilities. She stated several points of reference are also included in the plan to allow a reference for future updates. Public Works Director Dave Vorse stated there were over 660 responses to the community survey

which provided information on current and future uses of the city's recreation needs. In addition, a copy of the draft Park Plan update is also available for review on the city's website.

Jeremiah Cameron, President of Mount Saint Helens Motorcycle Club stated he was happy to see their facility listed in the city's plan. Cameron agreed that provision of recreational opportunities can be a positive economic factor within the community.

There being no further public comment offered, Mayor Helenberg closed the Public Hearing at 7:58 p.m. and resumed regular session.

#### CONSENT AGENDA

1. Councilmember Queen made a motion, seconded by Kessler to approve the minutes to the January 25, 2016 regular council meeting. By roll call vote, unanimous 'Aye'.
2. Covington noted that Councilmember Rose reviewed and signed the January 2016 expenditure vouchers. In response to Councilmember Kessler's concern; Mayor Helenberg noted if there were any issues, Councilmember Rose would have provided notation of them. Covington stated a copy of the full Fund Transaction Summary report also was provided electronically to allow review by councilmembers prior to the meeting.

Councilmember Queen made a motion, seconded by Lee to approve the January expenses in the amount of \$466,822.63 and further described as check numbers 46787 through 46887 for general expenditures and check numbers 24648 through 24668 for payroll expenses, adjustment number 433-1/16, EFT Payroll Draw 1/15/16 and EFT Payroll 1/31/16 and NACHA Draw and Month End NACHA Batch#1754932. By roll call vote, unanimous 'Aye'.

OLD BUSINESS - None

#### NEW BUSINESS

1. Councilmember Kessler made a motion, seconded by Queen to approve Resolution No. 2016-01, a resolution amending the 2016 City of Castle Rock and Castle Rock School District #401 Park and Recreation Plan, on first reading. Discussion: Public Works Director recognized the Park Board members and city planner for their efforts to update the plan to allow the city to qualify for the RCO grant funding cycle. By roll call vote on the motion; unanimous 'Aye'.
2. City Engineer Dominic Miller provided correspondence outlining the final progress estimate and recommendation to accept the Front Avenue SW Sidewalk project as complete. Once the project is accepted as complete, staff can begin closeout and provide payment of retainage to KBH Construction Company. Miller stated he has

measured all of the final sidewalks, ramp slopes and determined ramps met ADA compliance. He also has completed a project walk-thru and recommends accepting the project as complete. Councilmember Queen made a motion, seconded by Lee to approve the Final Progress Estimate #3 and deem the project as complete. By roll call vote, unanimous 'Aye'.

3. Carl Crabb, representing Castle Rock Lions Club submitted a copy of a letter from Kristin Shelton, Touch of Wheatlands dated January 28, 2016 giving permission for the Lions Club to sell fireworks on property she is leasing. Site location is 209 Huntington Avenue North. Crabb also provided a copy of certificate of liability insurance for Castle Rock Lions Club, with an expiration date of Sept 1, 2016. Covington noted the documentation was submitted in accordance with Castle Rock Municipal Code 5.32 ( c), notifying city council of their intent to sell fireworks within city limits.

Covington stated that Mr. Crabb noted not all documentation was submitted; and it will be provided to the city, when the Lions Club receives it. Covington also stated that Ms. Shelton is not the property owner; however last year the city accepted a letter from her to allow the siting of the stand. Shelton also denoted that she may not be leasing this site for the full year and the approval is contingent on that.

Councilmember Kessler made a motion, seconded by Queen to approve the Castle Rock Lion's Club intent to sell fireworks, contingent on them providing to the city a completed fireworks application and proof of insurance. By roll call vote, unanimous 'Aye'.

#### ADJOURNMENT

There being no further business, Mayor Paul Helenberg adjourned the regular meeting at 8:09 p.m.

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Mayor Paul Helenberg

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Clerk-Treasurer Ryana Covington