

CALL TO ORDER

Mayor Paul Helenberg called the March 28, 2016, regular meeting of the Castle Rock City Council to order at 7:30pm., followed by the Pledge of Allegiance. The following councilmembers were present: Art Lee, Lee Kessler, Ellen Rose, and Earl Queen. Councilmember Mike Davis was absent due to work conflicts.

BUSINESS FROM THE FLOOR

1. Carolyn Kennington, chairperson for the Annual Spring Clean-up Day event, submitted a letter requesting the city's support by paying for printing of the event fliers that will be distributed to students in their Friday folder. The city has covered this cost for the past several years; estimated at \$130- \$150. Councilmember Queen made a motion, seconded by Rose to approve paying up to \$150 for printing of the Annual Spring Clean-Up Day event fliers. By roll call vote; unanimous 'Aye'
2. Jeremiah Cameron, President of Mount Saint Helens Club provided councilmembers will a summary of the last motocross race event. Promotors felt the race was well attended and the community was very supportive. He asked permission to hold another race event on city leased property on April 23, 2016. Covington noted that Mr. Cameron would need to submit another Indemnification Agreement and proof of insurance to the city.

Councilmember Queen made a motion, seconded by Kessler seconded to approve use of city leased property for the motocross race scheduled for April 23<sup>rd</sup>, 2016. By roll call vote; unanimous 'Aye'

DEPARTMENT REPORTS

1. Sgt. Scott Neves attended training for, "Bargaining Best Practice".
2. Brian Engkraf, Public Works assistant, reports that the Castle Rock Visitor's Center is progressing on schedule, and Public Works will be ready for the busy season ahead.

COUNCIL AND COMMITTEE REPORTS

1. Mayor Helenberg attended a public meeting to review and hear testimony on the draft environmental impact statement for the proposed Kalama Methanol Plant.
2. Councilmember Kessler was provided with data from the Humane Society of Cowlitz County and has spent over 30 hours overseeing and reconciling their data.
3. Nancy Chennault, Economic Development representative for the city, also attended the public meeting relating to the proposed Kalama Methanol Plant.

Chennault reported on attending the Cowlitz Economic Development (CEDC) Board Meeting, where key speaker Dr. Vines, County Health Department, spoke about healthy lifestyles and their effect on economic development.

The America In Bloom "AIB" judges will be in Castle Rock July 20<sup>th</sup>- July 21<sup>st</sup> 2016. Judges will be Douglas Earhart of Tennessee and previous judge, Bruce Riggs. The city will be competing with other cities in the population category of 3,000 and under.

4. Mayor Helenberg reported he has drafted letter in support of Northwest Innovations project at the Port of Kalama for the proposed methanol plant.

#### CONSENT AGENDA

1. Mayor Helenberg deferred review and approval of the March 14, 2016, city council minutes until next regular meeting.

#### OLD BUSINESS

1. Sgt. Scott Neves, requested approval to submit a Notice of Intent to the State of Washington LOCAL assent lending program in the amount of \$60,000 for a new police car. This program is administered through the State Treasurer's office and the estimated loan interest rate would be approximately .99%. Councilmembers Rose made a motion, seconded by Queen to authorize Mayor Helenberg to submit and Notice of Intent for program funding. By roll call vote, unanimous 'Aye'. Covington stated interim financing will be through an interfund loan from the Sewer Bond Reserve Fund to General Fund. If the city is able to secure funding from the LOCAL program; the interfund loan could be repaid in August when funds are received from the State.

#### NEW BUSINESS

1. Deborah Johnson, City Contracted Planner, requested council consider extending the preliminary approval of the Jacobson subdivision plat. The Jacobson subdivision was given preliminary approval on September 29, 2008. State legislation was passed in 2013 that afforded plat approvals to be valid for a period of seven years.

In early 2013, Mr. Jacobsen had communicated to the city's planner his intent to request a two-year extension of the plat approval because economic conditions did not allow him to proceed with the project. However due to changes in contracted planners, no action took place to authorize the extension.

Johnson stated she has met with Mr. Jacobson and he is in the process of trying to sell the property. He has requested the city allow the extension. Johnson stated that city codes have not significantly changed and conditions that have already been established would apply. As a result she recommends council consider approving Mr. Jacobson's request for a plat approval that will establish a new expiration date of September 29, 2018. No additional extensions will be allowed.

Councilmember Kessler made a motion, seconded by Queen to approve plat extension for the Jacobsen Subdivision Plat, retroactive to September 29, 2015 and establishing a new expiration date of September 29, 2018. By roll call vote, unanimous 'Aye'.

2. Mayor Helenberg tabled consideration of a reimbursable work agreement with Cowlitz County until additional documents are received.
3. Engkraf recommended council consider approval of a Contract For Services with U.S. Fleet Services. U.S. Fleet Services is an acquisition and remarketing company. Currently the City of Longview also uses this company, which provides the city with another avenue to find and purchase used equipment. Engkraf explained the process and stated the city has the opportunity to inspect the equipment prior to purchase from US Fleet. City Attorney Frank

Randolph also has reviewed the contract and agrees that that it is allowable under State procurement laws. Councilmember Kessler made a motion, seconded by Queen to approve the contract with US Fleet to purchase used equipment. By roll call vote, unanimous 'Aye'.

4. Mayor Helenberg summarized the process to review proposals for City Engineer services. He noted the city's committee reviewed all proposals and interviewed the top three firms. Based on this review, the committee recommended the city enter into contract negotiations with Gibbs and Olson to provide city engineering services. The mayor recommended council approves the Professional Engineering Service Agreement with Gibbs & Olson, for a term of April 1, 2016 through March 31, 2018.

The mayor noted that Gibbs & Olson had been the city's contracted engineer from 1950-1980, and he spoke in favor of the work that they had done.

Primary contacts for Gibbs and Olson would include: Rich Gishman (General engineering services), Carol Ruiz (transportation planning) and Tom Gower (utility projects).

Councilmember Art Lee stated he had concerns regarding Article M- "Opinion of Construction Cost". Lee noted the city had issues with engineer project estimates from another firm. Gishman provided an explanation on how the estimates are attained, and stated that the goal is to be in the middle range. He stressed that engineer estimates are not done the same as contractors. Lee stressed that estimates should be reasonably close to allow for budgeting. Gishman agreed and responded by stating that they can't be perfect all the time but they will try to keep prices as reasonable as possible.

Councilmember Kessler stated he also has concerns involving on the matter of incorrect estimates, and the effects this can have on the City. In response to Councilmember Kessler's concerns, Gishman stated they have an understanding with budgeting constraints, and they understand they will need to be conservative enough to allow for the City's budget planning. He also stated that the company is willing to provide any paperwork necessary, if requested, to support their estimates and to ensure that they are providing the best service to the City.

Mayor Helenberg noted that Public Works Director Dave Vorse has completed a reference check regarding service provided by Gibbs & Olson. The mayor stated that Vorse found the company is held in very high regard with their customers and they have a reputation to deliver excellent results.

Councilmember Kessler made a motion, seconded by Lee seconded to approve the Professional Engineering Service Contract with Gibbs & Olson effective April 1, 2016 through March 31, 2018. By roll call vote, unanimous 'Aye'.

The mayor stated that Tom Gower was assigned by Gibbs and Olson to be the main contact for the city.

5. The Castle Rock Library Board requested city council submit a resolution to voters asking them to approve a Special Excess levy to support library services in 2017.

Councilmember Kessler made a motion, seconded by Rose to approve Resolution No. 2016-02, a

resolution asking qualified voters of the City of Castle Rock to fund by Special Excess levy the furnishing of public library services to the citizens of Castle Rock, on first reading. By roll call vote; unanimous 'Aye'

ADJOURNMENT

There being no further business, Mayor Paul Helenberg adjourned the regular meeting at 8:01pm.

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Mayor Paul Helenberg

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Clerk-Treasurer Ryana Covington