

Mayor Larsen called the workshop meeting to order at 7:00 p.m., with the following councilmembers present: Ed Smith, and Julie Bean. Councilmember Yund arrived at 7:20 p.m. Councilmembers Marcil and Skeie were absent. Staff included Police Chief Bob Heuer, City Attorney Tom O'Neill, Police Officers Gann and Worley, Sergeant Neves and Clerk-Treasurer Ryana Covington.

Sergeant Neves distributed copies of a memorandum outlining project needs and cost estimates for renovation of the upstairs courtroom area into new police department offices. Specs for Phase 1 of the project include repair of existing handrail and installation of additional handrail, replacement of windows, installation of interior walls and doorways for offices, upgrade of electrical system, wall heaters, installation of a drop ceiling and light system, drywall, and carpeting. Cost estimates do not include the need to replace and/or update the existing phone system. Chief Heuer stated the estimated cost for construction is \$20,200, with an additional request of \$6000 for equipment needs, for a total cost of \$26,000. Funding for the remodeling will be derived from sales and use tax revenues specified by the State for criminal justice needs. Currently the State has distributed to the city \$17,633 in 2005 and \$9,467 in 2006, for a total revenue source of \$27,101.

The city clerk asked if the cost estimates were based on prevailing wages and in accordance with bid law requirements. Sergeant Neves stated that he has contacted Public Works Director David Vorse and all perspective contractors are now listed on the city's Small Works Roster.

Chief Heuer stated upgrade of the upstairs area is estimated to be completed in three phases. Completion of the first phase would allow offices to be relocated to the new area and subsequent phases would include a BAC room and completion of the rear doorway and stairs.

In answer to council's question, Chief Heuer stated ADA accessibility of officers during the day would be met by installing a wireless intercom in the foyer. Those needing an officer after normal working hours can still use the phone booth outside of City Hall to call 911 for emergency dispatch operators.

Councilmember Smith requested that Chief Heuer establish a more definitive budget for equipment needs for the new office space.

Mayor Larsen adjourned the workshop meeting at 7:28 p.m

Mayor Barbara Larsen

Clerk-Treasurer

- 1218 Mayor Barbara Larsen called the Regular Meeting of the Castle Rock City Council to order at 7:32 p.m., followed by the Pledge of Allegiance. The following councilmembers were present: Khembar Yund, Julie Bean and Ed Smith. Councilmembers Greg Marcil and Jeff Skeie were absent.
- 1255 Councilmember Smith made a motion, seconded by Yund to approve the minutes of the April 24, 2006 Regular Council meeting. By roll call vote, Councilmember Bean abstained, the rest 'Aye', motion passed.
- 1280 Councilmember Bean presented a proclamation to Lower Columbia Community Action Council (LCCAC) Director Ilona Kerby declaring May, 2006 "National Community Action Recognition Month" in the City of Castle Rock. The LCCAC has made a significant contribution to the City of Castle Rock by developing and managing programs to help individuals and families become self-sufficient, contributing members of the community.

Kerby described programs provided by the LCCAC that improve the quality of life for all people within the community. Some of those programs are Self Help Housing, Meals on Wheels, Senior Community Lunches, In-Home Care Services, Help Food Warehouse and the CAP I-5 Van. Kerby encouraged councilmembers to continue their partnership with LCCAC to expand the CAP I-5 Van service to Castle Rock, as has been requested by some residents.

- 1470 Councilmember Smith presented to Police Chief Bob Heuer, Sergeant Scott Neves, Officer Charlie Worley and Officer Jeff Gann, a proclamation declaring May 14-20, 2006 "National Police Week" in Castle Rock. The Congress and President have designated May 15th as Peace Officers Memorial Day, and the week in which May 15th falls as National Police Week.

Police Chaplain Steve White summarized sacrifices that law enforcement officers have made in the line of duty. During National Police Week citizens are called upon to recognize and understand the duties, responsibilities, hazards and sacrifices of law enforcement officers. Flags will be flown at half mast on Peace Officers Memorial Day to honor law enforcement officers who have made the ultimate sacrifice in service to their community.

- 1762 Pathways 2020 Director Paul Youmans spoke on behalf of Cowlitz County Health Educator Melanie Willis for 'Cowlitz on the Move'. Cowlitz on the Move (COTM) Healthy Lifestyles Coalition assesses the livability of cities.

COTM's top priorities over the next five years are:

1. Increase the number of people who have access to free or low cost recreational opportunities for physical activities
2. Increase the number of active community environments
3. Reduce hunger and food insecurity

On April 12th, COTM recognized the City of Castle Rock as a Champion in promoting healthy lifestyles by improving community livability. COTM points to Castle Rock as a positive example of what is going right in Cowlitz County.

The cowlitzonthemove.org website has been established through a Kaiser Permanente grant to market statewide community resources, activities and events. Youmans made two requests: 1) Keep up the good work and 2) Provide a letter of support for a grant to continue funding for COTM services.

- 2280 Councilmember Yund made a motion, seconded by Bean to provide a letter to COTM in support of their grant application to allow continued funding for their programs. By roll call vote, unanimous, 'Aye'.
- 2300 Mayor Larsen stated that Ryan Hunter's program has been rescheduled. He will provide a 30 minute presentation on the proposed Mt. St. Helens mine prior to the June 12th Regular Council meeting.
- 2350 Police Chief Bob Heuer reports that Sergeant Scott Neves received a plaque and Officer Charlie Worley received a certificate of recognition for outstanding work on domestic violence at the March 23rd Justice and Hope Conference. Clerk-Treasurer Ryana Covington noted that Councilmember Khembar Yund also received a certificate of recognition at that conference.

Side B

- 2545 Heuer requests a budgetary amendment to fund the proposed remodeling project to relocate the Police Department to the upstairs vacant courtroom area. An estimate of \$20,220 for construction plus \$6,000 for furnishings was provided.
- 2660 By consensus, councilmembers approved a budgetary amendment to create a budget to remodel the second floor at City Hall for the relocation of the Police Department.
- 2695 Public Works Director David Vorse reports that Officer Jeff Gann has volunteered to be the Relay for Life captain this year for the Castle Rock team.
- 2740 Blake Olofson, Gray & Osborne Project Engineer, presented the preliminary design for the Front Avenue North Sidewalk Project. Olofson requests a public hearing to seek input on this project. Abutting property owners should receive special notice of that hearing.

Construction cost for this project is estimated at \$93,800. Funding was obtained through a Transportation Improvement Board Grant of \$100,000 plus a city contribution of \$13,800.

This project will construct a five foot wide ADA sidewalk along the east side of Front Avenue North from Cowlitz Street West, north to Barr Street NW. A crosswalk at Barr Street NW will then transfer the sidewalk to the west side of Front Avenue North, continuing to Huntington Avenue North. A short extension would be needed to connect to the Riverfront Trail. Another crosswalk with ADA curbs will be located where the west side sidewalk currently ends at Shintaffer Street NW. The locations of these crosswalks provide ample visibility for both vehicle and pedestrian safety.

Front Avenue North narrows north of Shintaffer Street NW, with no space for parking lanes. A buffer planters strip will be situated between the curb and the east sidewalk which will provide a location for utilities and future road widening projects. The city could plant trees in this strip as part of grant match requirements. To reduce costs, there will be no buffer strip along the west sidewalk, north of Barr Street NW as that area will require fill. There currently is an existing curb the entire length of Front Avenue North, with drops for driveways.

The engineers estimate for project construction is \$126,550. The funds available for construction are \$93,800. It is difficult to estimate cost fluctuations due to the price of oil. Olofson recommends going out for bids to ascertain actual market costs for this project. Another option is to separate the west side portion, as a bid additive. Councilmember Smith likes the idea of separating this project into two sections.

Olofson estimates that this project should take approximately 30 working days for completion. However, allowing more time for project completion could reduce bid amounts. The parallel arterial street will help alleviate traffic concerns during construction. Olofson stated that he hopes the city receives a minimum of three bids, which will help to determine fair market costs. In response to a question from Councilmember Smith, Olofson specified that parking would be limited only during construction hours.

Public Works Director David Vorse reports that the east sidewalk will be located on the far side of the right-of-way to allow space for future projects, without interfering with the sidewalk. Councilmember Smith pointed out that any future development requiring alteration of this new sidewalk system would be required to do so at their own cost.

In response to a question from Councilmember Smith, Vorse reports that the long curb opening on the Tri-Tex property will need to be reduced to standard specifications for pedestrian safety. Olofson explained that the cost of curb is \$20

per foot and the Tri-Tex opening is 150 feet. The property owner may have some responsibility for frontage improvements.

City Attorney Tom O'Neill agreed that a public hearing is needed, with special notice given to abutting property owners. Clerk-Treasurer Ryana Covington suggested that the Exhibit Hall would be an ideal location for this public meeting. Olofson would like an open house type meeting with a table available on which he could lay out the design and invite the public to write comments on the design. Covington will try to arrange this meeting at the Exhibit Hall in early June.

4190 Public Works Director David Vorse requests approval to enter into a contract for services with Adriatic, Inc. to provide an aquatic survey of the city property located in the Cowlitz River channel. This appraisal is needed before the city is able to negotiate a property trade with the Department of Natural Resources for the property known as the 'high banks'. The Cowlitz County Commissioners approved providing funding in the amount of \$14,000 for the aquatic appraisal report. If this property trade is successful, the city would own approximately 85 acres on the west side of the Cowlitz River. Plans for the property are to market the site for a future RV Resort. This project is listed in the Capital Facilities Plan, Business & Marketing Feasibility Plan and the Park & Recreation Plan.

1297 Councilmember Bean made a motion, seconded by Yund to enter into a contract for services for \$14,000 with Adriatic, Inc. to provide an appraisal report.

During discussion: In response to a question from Councilmember Yund, City Attorney Tom O'Neill reports that he has reviewed this contract.

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

4325 Vorse requests approval to submit applications for Cowlitz County Rural County Public Facility Funds (RCPF) and project prioritization. The proposed applications are:

- Cowlitz Street West Revitalization Phase I for a \$200,000 grant and \$50,000 loan. The proposed loan terms are for a 10 year loan at 1% interest rate with 10 annual payments to commence in 2008. This project would reconstruct the main business arterial street, sidewalks, stormwater and sanitary sewer along Cowlitz Street W.
- West Side Hwy RV Resort Infrastructure for a \$150,000 grant and \$100,000 loan. The proposed loan terms are for a 10 year loan at 1% interest rate with 10 annual payments to commence in 2010. This delay would allow time for the RV Resort to become operational before payments begin. In response to a question from Councilmember Smith, Vorse stated that this property would be annexed into the city and the funds for loan payment would be generated from the lease of this property. This project would extend a potable water main and sanitary sewer main with a lift station to the site to make an RV Resort marketable.

- North County Boat Launch Infrastructure for \$200,000 grant and \$50,000 loan. The proposed loan terms are for a 10 year loan at 1% interest rate with 10 annual payments to commence in 2009. Payment of this loan would be generated from launch fees. This project consists of the construction of an access road, water line extension, sanitary sewer system, stormwater retention system and a restroom for the Boat Launch facility.
- North County Sports Complex ADA Access for a \$51,000 grant on behalf of the North County Recreation Association. This project would provide asphalt in areas that would make the Sports Complex ADA compliant.
- Castle Rock Regional Water Treatment Plant Improvements for a \$200,000 grant. This project would improve the water treatment process to meet current and foreseeable regulations and enhance system controls.
- Utility Extension to Exit 48 for an \$185,500 grant and \$79,500 loan. The proposed loan terms are for a 10 year loan at 1% interest rate with 10 annual payments to commence in 2012. This project would extend the pressurize sewer main and natural gas line to Exit 48. This infrastructure will make the commercial and industrial property located at Exit 48 marketable. The delayed loan payment would allow time for property development before utility payments begin.

After discussion, council consensus of project priority is:

1. Castle Rock Regional Water Treatment Plant Improvements
2. Cowlitz Street West Revitalization Phase I
3. West Side Hwy RV Resort Infrastructure

Tape 2 of 2

Side A

4. Utility Extension to Exit 48
5. North County Boat Launch Infrastructure
6. North County Sports Complex ADA Access

0183 Councilmember Smith made a motion, seconded by Bean to submit the RCPF applications with the above priorities. By roll call vote, unanimous 'Aye'.

0210 Vorse summarized the Annual Drinking Water Quality Report showing the results of water monitoring and testing of more than 266 constituents in 2005. The EPA has determined that the drinking water is safe.

Vorse requests approval to include a 'Preventing Sewage Backups' information sheet, to be distributed to customers, in addition to the Annual Drinking Water Report. In response to a question from Councilmember Bean, Vorse explained that the majority of sewage backups are a result of grease in the line. By consensus, Councilmembers gave approval to distribute the 'Preventing Sewage Backups' information sheet, along with the Annual Drinking Water Report.

- 0585 Vorse informed council of a water system violation of Drinking Water Standards that occurred April 28, 2006. This violation was the result of a double equipment failure. A chlorine tank transfer switch failed and the alarm failed to call personnel and notify them of that failure. This failure of less than four hours duration allowed water that had not been treated with chlorine to enter the system. However, filtration maintained turbidity levels below .04 NTU throughout the event. When the failure was discovered the Department of Health (DOH) was immediately notified and they determined that there was not an immediate threat to public health. DOH requires the public must be notified of this violation within 30 days of occurrence. To prevent another double system failure an alarm has been installed on the monitoring system. Vorse would like to distribute this notice along with the Annual Drinking Water Report and 'Preventing Sewage Backups' sheet.
- 0872 Vorse reports that the library light fixtures have been replaced and the project has passed inspections. The PUD Rebate should be received in three to four weeks. Vorse requests guidance on how to dispose of the old light fixtures. The fixtures have minimal value and are not worth the time needed to take bids for sale. A fee would be charged to dump them. To recycle them, time and labor is needed to remove the ballasts. After discussions, it was determined that the light fixtures should be taken to the dump and disposed of.
- 1158 Vorse reports that on May 3rd and 4th Public Works personnel and seven volunteers planted 1500 plants at the Huntington Avenue South Entrance Feature.
- 1195 In response to a question from Councilmember Yund, Vorse state that there is a nonprofit board that meets to manage work at the Sports Complex. Yund has received reports that currently there is no field available for kids to use for baseball practice. Vorse recommends contacting Vilas Sundberg regarding this issue.
- 1265 Clerk-Treasurer Ryana Covington requests approval for payment of April 2006 invoices in the amount of \$339,340.03, as described in the Summary of Claims and further described as check numbers 34673 through 34789 for general expenditures and check numbers 18974 through 19015 for payroll expenses.
- 1268 Councilmember Bean made a motion, seconded by Smith to approve payment of April 2006 invoices in the amount of \$339,340.03, as described in the Summary of Claims. By roll call vote, unanimous 'Aye'.
- 1305 Librarian Vicki Selander reports that the new lights are a major improvement. She also announced that Castle Rock Nursery and the Flower Cellar donated plants that volunteers planted in the flower pots at the Library on Castle Rock Cleanup Day.
- 1370 Report of Meetings

- Councilmember Bean attended a CAP Board meeting where they discussed how to revenue alternatives for programs, as a result of the decrease in federal funding.
- 1422 Councilmember Yund made a motion, seconded by Smith to approve Ordinance No. 2006-04 amending Castle Rock Municipal Code, Section 17.36 to include mixed use (residential/commercial) for the C-1 (Commercial) zone, on second reading. By roll call vote, unanimous 'Aye'.
- 1445 Councilmember Smith made a motion, seconded by Bean to approve Ordinance No. 2006-05 granting Cascade Natural Gas Corporation, the right and privilege to use and occupy streets, avenues, alleys, highways and other public places for the purpose of supplying, distributing and selling gas to inhabitants of the City and the right and privilege of constructing and thereafter maintaining a gas works, mains, service pipes and other necessary equipment in the City for distribution of gas for light, fuel, power, heat and other purposes, and repealing Castle Rock Ordinance No. 524, on second reading. By roll call vote, unanimous 'Aye'.
- 1488 Councilmember Bean made a motion, seconded by Smith to approve Resolution No. 2006-04 authorizing the Cowlitz County Treasurer's office to make cash transfers from City of Castle Rock to Cowlitz County Fire Protection District #6 for 2006 tax collections, on second reading. By roll call vote, unanimous 'Aye'.
- 1508 Councilmember Smith made a motion, seconded by Yund to approve Resolution No. 2006-05 deeming certain property (theater seating) as surplus, on second reading. By roll call vote, unanimous 'Aye'.
- 1530 Councilmember Yund made a motion, seconded by Bean to approve Resolution No. 2006-06 amending rates charged for the purchase of dredge spoil material, on first reading. By roll call vote, unanimous 'Aye'.
- 1577 Mayor Larsen stated that Police Chief Bob Heuer reports that the negotiations for the Police Union Contract will be a simple process and he feels there is no need to hire a negotiator. Councilmember Yund stated that hiring a negotiator can draw out the process. Mayor Larsen delegated Councilmember Yund to negotiate the Police Union Contract with Chief Heuer.
- 1702 Mayor Larsen adjourned regular session at 9:15 p.m., for a 10-minute executive session to discuss potential litigation and a 2-minute session to discuss contractual issues, with no action anticipated.
- 1728 Mayor Larsen resumed the regular session at 9:30 pm. There being no further business, the meeting was adjourned.

Mayor Barbara Larsen

Clerk-Treasurer