

0006 Mayor Pro Tempore Khembar Yund called the regular meeting of the Castle Rock City Council to order at 7:30 p.m., with the following councilmembers present: Earl Queen, Jack Reilly and Mike Mask. Mayor Barbara Larsen was absent due to illness and Councilmember Greg Marcil was absent.

0066 Councilmember Reilly made a motion, seconded by Queen to approve the minutes of the February 25, 2008 Regular Council Meeting. By roll call vote, unanimous Aye.

0115 Larry Wood, Wood & Wood Development, stated that his company is purchasing approximately 100 acres near Interstate 5, Exit 48, locally known as the Hornstra property. He stated that his initial plan was to develop this property for residential use, but current market conditions favor marketing this property for commercial development. He has found that without a population base of over 50,000, 'big box' chain stores did not express an interest in development at this location. However, he noted, this is the only relatively flat large section of undeveloped property next to I-5 and the railroad tracks between Seattle and Portland. Wood & Wood plan to market this property for 90% industrial and 10% commercial development.

0288 Tim Graunitz, 527 Roake Avenue SE, asked if any improvements are planned for his street and questioned fire code open lane width requirements. He stated that cars parked along both sides of Roake Avenue SE leave a single, narrow travel lane. City Engineer Mike Johnson stated that new improvements require 20 feet of dedicated width, but older streets do not always meet that standard. Councilmember Yund stated that it does not appear that funds will be available for a new street improvement project this year.

Jeannie Gaze, 209 C Street SW, stated that it is hard to understand why Roake Avenue SE has been allowed to remain in this condition for so many years. This street provides access to the elementary school as well as a doctor's office. There are no sidewalks on this street and cars are allowed to park along both sides, which obstructs pedestrians, creates visibility problems and reduces the street width to a single lane of nothing but potholes. She feels that the condition of this street endangers children walking to school and those using walkers to go to the doctor's office. She stated that repair of this street should be a priority.

Public Works Director David Vorse reported that councilmembers and a few people from the community are currently working on a street survey to assess the condition of all city streets. This survey will evaluate each street section for numerous factors such as, surface condition, parking, pedestrian and safety issues. These surveys should be completed before the end of the month. The results will be evaluated and used to determine street repair priorities. In addition the city and

- Castle Rock School District have partnered to pursue grant funding from the Safe Routes to School Program which could fund a sidewalk for this street.
- 0634 Tony Plescia, Vancouver Land Development, advised that he is interested in initiating annexation proceedings for approximately 45 acres northwest of Four Corners, north to Gassman Road. City Attorney Tom O'Neill cautioned that it is inappropriate for council to review this matter at this stage in the process as it may come before council at a later date for a decision.
- 0822 Mayor Pro Tempore Yund adjourned regular session at 7:44 p.m. for a 10 minute executive session to discuss possible land acquisition.
- 0944 Mayor Pro Tempore Yund resumed regular session at 7:57 p.m. with no action taken.
- 0953 Barbara Rutherford, Community Action Plan 'PLAY Group' reported this committee strives to make the community more fun and informative and has partnered with the City on numerous activities. The PLAY Group would like to use the funds raised during last December's Christmas Tour of Homes to purchase a message board for placement at Lions Pride Park. This informational locking message center could provide a map with the distance and directions to local businesses and services. This group would purchase the board as well as maintain it. They would like to mount this board on the eastside of the restroom building. Lighting could be included if electricity is available.
- 1111 Councilmember Mask made a motion, seconded by Queen to allow the message board to be mounted on the restroom building and connect it to electricity for lighting. The City will provide the electricity for this service.
- During discussion: In response to a question from Public Works Director David Vorse, Mrs. Rutherford detailed that the single sided large board that they would like to purchase is 45.5 inches long by 31.5 inches high with a weight of 79 pounds. Councilmember Mask suggested that the Public Works Department could mount this board.
- Vote on motion: By roll call vote, unanimous Aye.
- 1206 Mayor Pro Tempore Yund opened the Public Hearing at 8:00 p.m. to take public comment on a proposed amendment to the city's adopted Six-Year Transportation Plan (2008-2013). The amendment is required to enable the city to receive grant funding for two projects: Riverfront Trail NE Extension and sidewalk repair for the 10 block and 100 block of C Street SW.
- 1235 There being no comment, Mayor Pro Tempore Yund closed the public hearing at 8:02 p.m. and resumed regular session.

- 1279 City Engineer Mike Johnson requests approval of the engineering services proposal for sidewalk repair in the amount of \$2,620. This agreement would provide engineering services for the \$25,000 state grant for residential sidewalk repair.
- 1337 Councilmember Mask made a motion, seconded by Reilly to enter into an engineering services agreement with Gray & Osborne for sidewalk repair in the amount of \$2,620. By roll call vote, unanimous 'Aye'.
- 1394 In response to a request by Councilmember Mask, Vorse detailed that grading the access road to the 'High Banks' area would cost \$1,330. However, graded dredge spoil material does not hold well unless rock is also applied. The cost to rock 2000' feet of the road is \$2000. The total estimated cost to grade and rock this road is \$3,330.

In response to a question from Councilmember Mask, Vorse specified that this project was not included in the 2008 Budget. It is too early in the year to estimate if the DOT Spoil Fund could provide revenue for this project. Vorse summarized projects that were approved for funding through the DOT Spoil Site. He noted that \$8,000 was also budgeted to replace Riverfront Trail light lenses and this cost might be reimbursed by the insurance company. Councilmember Mask suggests that consideration of the grading work be tabled until after the city receives reimbursement from the insurance company.

- 1627 Vorse reports that the Statement of Qualifications (SOQ) for city consulting engineer services was reviewed by the appointed committee. A total of ten firms submitted SOQ's for the position. Committee members unanimously ranked Gray & Osborne as their first choice and for this reason they recommend that the city enter into contract negotiations for a new engineering service agreement with Gray & Osborne.
- 1723 Councilmember Mask made a motion, seconded by Queen to enter into contract negotiations for a new engineering services agreement with Gray & Osborne. By roll call vote, unanimous Aye.
- 1742 Vorse distributed a summary of the March 4th Town Hall Meeting to review options for the Cowlitz Street West Revitalization Project. City Engineer Mike Johnson summarized the history and design of the Cowlitz Street West Revitalization Project. Comments were taken regarding traffic flow and parking issues. Vorse summarized available funding and time constraints. The following options were discussed: 1) shorten the project length 2) reduce the amenities 3) phase the project or 4) do nothing.

The Chamber of Commerce has asked business owners and interested citizens to provide their opinion on which option they prefer at the next Chamber of

Commerce meeting on Thursday March 13th. The Chamber of Commerce will then recommend to council the option preferred by majority consensus.

Councilmember Mask stated that a restaurant owner indicated that if Cowlitz Street West is closed for one day it could bankrupt his business. Councilmember Queen noted that this matter should be tabled until after the Chamber of Commerce recommendation is received.

- 1867 Vorse presented a proposed list of Silent Auction Guidelines. This process is proposed to be used to sell the items designated as surplus. City Attorney Tom O'Neill cautioned that the "appearance of fairness" is a part of the council Oath of Office and therefore participation in the surplus sale by council or staff members that are involved in decisions regarding these items is unacceptable.

Councilmember Queen commented that he believes the minimum bid amount on the Chevy trucks is too high. Vorse clarified that bids lower than the minimum amount can be received, however if no bid above the minimum bid amount is received, then council would have to decide if the highest bid below the minimum bid amount is acceptable. Staff has made every effort to establish a Fair Market Value, as required, for a minimum bid amount. Council also has the option of disposing of any item that does not reach the minimum bid price in an alternate manner which includes sale for recycling purposes. The proposed scheduling for this sale is to receive bids from 8:30 a.m. on Monday March 31st through 1:30 p.m. on Thursday April 3rd at which time the bids will be closed.

- 2003 Councilmember Mask made a motion, seconded by Queen to accept the Silent Auction Guidelines which includes the schedule and also approve Resolution 2008-02 providing for the disposal of certain inventory items deemed to be surplus to the reasonably foreseeable needs of the city, on second reading. By roll call vote, unanimous Aye.

- 2048 In response to a request made by Gene and Kim White regarding the location of the Wastewater Treatment Plant property line, Vorse reports that Alan Grant Survey performed the survey for the Wastewater Treatment Plant Rehabilitation Project. Mr. Grant relayed to Vorse that the survey was not recorded nor were corners marked as part of that project. This decision was made by the project contractor, Tetra Tech/KCM, for an unknown reason. City Attorney Tom O'Neill has indicated that the city may want to have that surveyor mark the corners and have the survey recorded.

In response to a question from Councilmember Reilly, Vorse clarified that all of the corners of the Wastewater Treatment Plant property should be marked. The survey indicates that the White's shed is located on city property. The property line will need to be identified before the White's request to purchase property located east of their property line can be considered by the council.

In response to a question from Councilmember Mask, Vorse reports that the cost to record the survey and mark the corners is \$1200. After determining that all facilities were located on city property, Tetra Tech/KCM may not have seen a need to have the survey recorded. The city did not pay to have the survey recorded or the corners marked as part of that project.

Councilmember Queen requests that this item be tabled to allow the opportunity to review the contract with Tetra Tech/KCM to ascertain if survey marking and recording was contained as a requirement within that contract.

- 2313 Vorse reports that the Castle Rock Nursery has Japanese Maple trees available if council would like this type of tree planted at the Jackson Street Retention Pond. At maturity this tree will reach twenty feet in height and twenty feet in width. In addition, Potentilla, a shrub that grows three feet wide and three feet tall could be planted to fill in the gaps between the immature trees. The Potentilla is available for \$2 each. Vorse requests approval to purchase eleven Japanese Maple trees and 25 Potentilla shrubs for a total of \$150 from the Stormwater Fund.
- 2397 Councilmember Mask made a motion, seconded by Queen to expend \$150 from the Stormwater Fund to purchase trees and shrubs to be planted at the Jackson Street Retention Pond. By roll call vote, unanimous Aye.
- 2420 Vorse requests approval to enter into an agreement with H.D. Supply Waterworks for citywide leak detection services in the amount of \$4,978. Vorse clarified that in the agreement, Appendix A under Article XV Dispute Resolution Part B the location for mediation and Part C the court location should both be changed from King County to Cowlitz County.

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Side B

City Attorney Tom O'Neill pointed out that Article XII Limitation of Liability states that the liability of the consultant is limited to the amount of the contract.

Vorse stated that the leak detection service will identify leaks in the water system which will aid in reducing the monthly unaccountable water loss.

City Engineer Mike Johnson cautioned that leak detection is an ongoing process which may need to be done every couple of years, particularly in older water system.

In response to a question from Councilmember Reilly, Vorse noted that citywide leak detection was done last year when six leaks in the 100 block of First Avenue SW were found. If not for the program, these leaks would not have been found as they were difficult to detect in sandy soil.

2805 Councilmember Reilly made a motion, seconded by Queen to enter into an agreement with H.D. Supply Waterworks for citywide leak detection services in the amount of \$4,978, including the modified to change the venue to Cowlitz County. By roll call vote, unanimous Aye.

Vorse stated this work is scheduled to begin on March 24th.

2857 Clerk-Treasurer Ryana Covington requests payment of February expenditures in the amount of \$267,527.80 as outlined on the Summary of Claims and further described as check numbers 37147 through 37233 for general expenditures and check numbers 19960 through 20001 for payroll expenses.

2875 Councilmember Mask made a motion, seconded by Reilly to approve payment of February 2008 invoices in the amount of \$267,527.80, as described in the Summary of Claims. By roll call vote, unanimous 'Aye'.

2908 Report of Meetings

Councilmember Mask attended a CAP meeting and three committee meetings regarding mandatory garbage service.

Councilmember Yund also attended a committee meeting regarding mandatory garbage services. He also attended a budget review meeting, along with Councilmember Marcil. Councilmember Yund would like to table the report on the budget review meeting until the next Regular Council meeting.

3012 Covington stated that consideration of the utility adjustment requested by the business owner at 103 Huntington Avenue North, due to unusual circumstances, will need to be tabled until a representative from that business is present. Covington said the owner reported to the finance office that an outdoor faucet was discovered turned on. The Public Works Department also has verified that the business does not have a leak.

3114 Vorse reports that the high meter read at 110 Allen Avenue SE is a result of the water meter breaking during the freezing weather in January. Vorse stated that in instances of city-owned equipment failure, the customer should not be responsible for any usage above the normal consumption.

3166 Councilmember Mask made a motion, seconded by Reilly to approve a utility adjustment at 110 Allen Avenue SE in the amount of \$575.51 due to city-owned equipment failure. By roll call vote, unanimous Aye.

3191 Councilmember Reilly reports that he has reviewed the Professional Service Agreement between the City and Cowlitz Chaplaincy. He noted that a dollar amount for the identified services was not included, nor does the agreement identify the specific grant funding source. Covington noted that the proposed agreement does identify the Criminal Justice Fund, however this includes revenues for various program sources.

- Councilmembers Reilly and Mask would like this agreement tabled until the funding source and amount is more clearly specified in the agreement.
- 3549 Vorse distributed the Six-Year Transportation Plan that has been amended to include the Riverfront Trail NE Extension and residential sidewalk repairs, as required for grant funding.
- 3611 Councilmember Mask made a motion, seconded by Reilly to approve Resolution 2008-03 amending the Six-Year Transportation Plan 2008-2013, on first reading. By roll call vote, unanimous Aye.
- 3633 Vorse asked councilmembers to return their Street Surveys prior to the next Regular Council meeting.
- 3655 There being no further business, Mayor Pro Tempore Yund adjourned the meeting at 8:50 p.m.

Mayor Pro Tempore Khembar Yund

Clerk-Treasurer