

CALL TO ORDER

Mayor Paul Helenberg called the August 27, 2012 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: Ray Teter, Glenn Pingree, Earl Queen, Mike Davis and Ellen Rose.

BUSINESS FROM THE FLOOR

1. Gene Frymire, 304 Growlers Gulch, specified that there is minimal amount of parking spaces in the downtown commercial area. Two parking spaces were lost due to the Cowlitz Street West Revitalization Project. Historically, the Woman's Club and Sunnyside Grange have shared available parking on the west end of Cowlitz St West. Problems arise when both organizations have coinciding events. There is no posted time limit for parking in this area and nearby residents occupy these spaces for days and sometimes months. Frymire suggested that a four hour time limit for parking could provide sufficient time to accomplish tasks or attend an event. Members would like to see a the ongoing parking issues resolved.

Police Chief Bob Heuer reports that complaints of vehicles parking in excess of 24 hours have been addressed. Due to the limited number of spaces available, the needs of the residents must be balanced with the needs of the clubs and businesses.

Mr. Frymire noted that an employee of a downtown business was occupying the space in front of the Grange each day while at work. Mr. Frymire pointed out to that individual that parking is available behind the Exhibit Hall and at City Hall. This vehicle has not parked in front of the Grange since. At times, being informed of alternate options is all that is needed.

Mayor Helenberg directed Chief Heuer to investigate and provide a recommendation to minimize this problem.

2. Castle Rock School District 7th and 8th Grade Physical Education Health Instructor Brian Keatley reports that he has obtained a Bicycle Education Grant for the purchase of 30 bicycles, helmets and equipment. This grant compliments the city's Safe Routes to School Grant. His teaching curriculum includes two goals:
 1. Improve fitness by teaching healthy lifestyle activities and
 2. Educate students on the rules of the road.

At this age, students rarely realize the hazards created when they interact with vehicles without adequate knowledge. Mr. Keatley noted the hazardous manner that young bicyclist can be observed darting about in local parking lots with little awareness of the danger.

The Castle Rock School District was awarded a three wheel bike while presenting this curriculum at a conference. This vehicle allows students with special needs or students that have never been on a bicycle the opportunity to ride. All students must sign a waiver to participate in the bicycle program. Students will be rewarded with helmets. Mr. Keatley would like to have the Police Department speak to students regarding rules of the road and safety.

Councilmember Rose noted that she has a new bicycle which she would like to donate to the bicycle program. Councilmember Pingree suggests that Jim LeMonds, Bike Park Coordinator might be available to offer assistance. Mayor Helenberg suggested that the bicycles be equipped with lights.

3. In response to a question from Mayor Helenberg, Castle Rock School District Superintendent Susan Barker clarified that a new student representative to Council and also the Park Board will be chosen this fall. The Chamber of Commerce Student Representative Briana Chick will continue in that capacity for another year.
4. Ms. Barker detailed that last year, grant funding was obtained for the Police Department to conduct a reverse ticketing campaign on students wearing their seatbelt. The CARE Coalition has suggested a similar campaign to reward students wearing bicycle helmets. Although you see numerous youths bicycling through town, it is rare to see one wearing a helmet. Students will be educated on the importance of wearing a helmet as part of the school's bicycle grant. Mayor Helenberg specified that during the Bike Park Grand Opening on September 22nd, Fire District #2 will give out helmets.

DEPARTMENT REPORTS

City Attorney Frank Randolph

Randolph reports that the City Planner and Planning Commission have attended workshop meetings detailing options for revision of the cell tower ordinance. However, council guidance is needed. Mayor Helenberg has requested the joint meeting between city council and the planning commission to discuss cell towers be scheduled during the next regular council meeting.

Police Chief Bob Heuer

Heuer provided a summary of a recent drug arrest which occurred last week.

Clerk-Treasurer Ryana Covington

- Covington reviewed the July Cash and Investment Activity Report. Property taxes will not be received into the General Fund again until next fall. The Exhibit Hall and Library Fund are being closely monitored. The Municipal Water Capital Improvement Fund is awaiting an interfund transfer.
- Covington reports that the Washington State Auditor's office has completed their Single Audit for fiscal year 2011. A Single Audit is required when a city received over \$500,000 in federal funding during a single fiscal year. The Exit Conference Meeting will take place tomorrow and councilmembers are invited to attend. Councilmember Teter stated he would be attending. Covington stated that the audit went well and no problems are anticipated. She stated the Cowlitz Street West project included multiple county, state and federal funding resources which included various project management requirements. She commended the finance clerical staff, public works staff and the city engineer for working together to successfully meet these requirements.

Librarian Vicki Selander

Selander reports that donations are once again coming in. This is primarily attributed to the LeMonds family request for library donations in lieu of flowers following the passing of Jim LeMonds' mother Evelyn.

Exhibit Hall Director Karen Johnson

Johnson reports that the majority of artists who submitted a fish plaque would like them auctioned during the Annual North County Recreation Association Auction on September 29th.

Community Economic Development Council Representative Nancy Chennault

Clerk Covington noted that Chennault's report had been emailed to councilmembers.

CONSENT AGENDA

Councilmember Queen made a motion, seconded by Teter to approve the minutes of the August 13, 2012 Regular Council Meeting. By roll call vote, unanimous Aye.

OLD BUSINESS

Covington requests that consideration of Ordinance 2012-05, vacating unimproved right-of-way as requested by Gabe Gourde, be tabled to provide the opportunity to verify boundaries.

NEW BUSINESS

1. City Engineer Mike Johnson reviewed the Chemical Procurement Bid Results to supply chemicals needed for water treatment as follows:

Bidder	Aluminum Sulfate 4,000 Gallons	12.5% Sodium Hypochlorite 400 Gallons	Sodium Fluoride 2,000 lbs	Chlorine 3,000 lbs	Signed	References
Northstar Chemical, Inc Sherwood, OR	\$1.355/unit \$5,420.00 total	No Bid	No Bid	No Bid	Yes	Yes
Wesmar Co. Inc Lynnwood, WA	No Bid	\$4.50/unit \$1,800 total	\$1.02/unit \$2,040 total	No Bid	Yes	Yes
Cascade Columbia Distribution Sherwood, OR	\$1.387/gal \$5,550 total	\$28.60/pail \$2,288.00 total	\$.739/lb \$1,478.00 total	No Bid	Yes	Yes
General Chemical Parsippany, NJ	\$1.51/gal \$6,040 total	No Bid	No Bid	No Bid	Yes	Yes
JCI Jones Chemicals Tacoma, WA	No Bid	No Bid	No Bid	\$2.00/lb \$6,000/lb Plus \$100 container deposit	Yes	Yes
Kemira Water Solutions Inc Lawrence, KS *	No Bid	No Bid	No Bid	No Bid	N/A	N/A
Univar Kent, Wa Additional \$75 (FSC) per delivery- both items (only changed one	No Bid	\$6.42/gallon = \$32.10 per 5 gallon pail, minimum of 6 pails/delivery \$2,568.00 total	\$.674/gallon minimum of 40 bags per delivery	No Bid	Yes	Yes

time if products are combined for delivery.						
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* Kemira sent letter advising they do not have a bid to submit and requesting bid results. Johnson recommends award of the September 1, 2012 to August 31, 2013 contract for:

- Aluminum Sulfate at 1.355/gallon to Northstar Chemical;
- 12.5% Sodium Hypochlorite at \$4.50/gallon to Wesmar Company;
- Sodium Fluoride at \$.674/lb. to Univar USA and
- Chlorine at \$2/lb. to JCI Jones Chemicals

Councilmember Teter made a motion, seconded by Pingree to award the annual contract to the low bidder for each chemical. By roll call vote, unanimous Aye.

2. Councilmember Teter made a motion, seconded by Queen to approve payment of Kully Supply Invoice #SI-223588 in the amount of \$2,337.10 for purchase of the Cowlitz Street drinking fountain funded through a donation from Cowlitz County Health Department. By roll call vote, unanimous Aye.

3. City Engineer Mike Johnson reviewed the Transportation Improvement Board (TIB) Sidewalk Funding Application for the Small City Sidewalk Program. This arterial sidewalk grant would extend the sidewalk north along the west side of the 300 block of Huntington Avenue North then west between Cowlitz River Dental and Lions Memorial Park to the Barr Street crosswalk.

Public Works also submitted three TIB Small Cities Preservation Program Applications for an overlay, chip seal and sidewalk residential street projects. All of these TIB grants require a 5% match. No commitment is necessary until award of grant.

4. Johnson summarized the Public Works Trust Fund (PWTF) loan offer of \$461,100 for replacement of the water and sewer main on Front Avenue North. This is a 20 year loan with 2% interest and requires a \$24,200 match. This offer must be accepted or rejected within 30 days. Johnson estimated the annual debt service payment at \$28,200, which would be split between three funds; Regional Water, City Water and City Sewer. The estimated rate impact per household is \$1.97/month. If funded, these utility mains would be replaced prior to the Front Avenue North Improvement Project.

In response to a question from Councilmember Teter, Johnson specified that the estimated life of the 1970 AC water main is 50 to 75 years and the water main is nearing the end of its useful life. The 1950's concrete sewer main has a section of early 1900's clay pipe on the south end with a segment missing. The AC sewer main has a useful life of 75 years and the clay section has exceeded its useful life. These mains receive a significant flow from the north end of town.

Johnson clarified that the Water System Plan financial analysis should be completed within the next month. This will provide an evaluation of system needs, priorities and finances.

Councilmember Pingree made a motion, seconded by Teter to accept the Public Works Trust Fund loan in the amount of \$461,100 for water and sewer main replacement on Front Avenue North. By roll call vote, unanimous Aye.

5. Councilmembers reviewed the invoice for flood insurance for the City Hall building. In response to a question from Councilmember Teter, Covington stated that the FEMA Flood Insurance Policy for City Hall has increased by \$110 over last year. Covington also asked councilmembers to note the valuations for both contents and building to see if those need to be increased.

Councilmember Queen made a motion, seconded by Pingree to approve renewal of the FEMA Flood Insurance Policy for City Hall in the amount of \$2,079, as denoted on the invoice.

Discussion: Councilmember Teter pointed out that this cost has increased even after the expense of obtaining levee certification. Mayor Helenberg noted that the Library has been removed to minimize the expense.

Vote: By roll call vote, unanimous Aye.

ADJOURNMENT

There being no further business Mayor Helenberg adjourned the meeting at 8:15 p.m.

Mayor Paul Helenberg

Clerk-Treasurer Ryana Covington