

CALL TO ORDER

Mayor Paul Helenberg called the September 25, 2017, regular meeting of the Castle Rock City Council to order at 7:31 pm., followed by the Pledge of Allegiance. The following councilmembers were present: Art Lee, Lee Kessler, Earl Queen and Paul Simonsen. Councilmember Ellen Rose arrived at 7:34 p.m. |

Also present: City Attorney Nicole Tideman, Public Works Director Dave Vorse, Clerk-Treasurer Ryana Covington, Officer Charlie Worley, Librarian Vicki Selander.

BUSINESS FROM THE FLOOR - NoneDEPARTMENT REPORTS

City Attorney Nicole Tideman - no report

Police Department – Charlie Worley

- reported on their department's Drug Take-Back Program. Last week they received an additional 22 pounds of pills. Since the program began around five years ago, they have received 245 pounds of unused drugs from the community. This program keeps those drugs from being disposed into the environment and provides an option for disposal.

Public Works Director David Vorse -

- announced Castle Rock Complete Street Committee is sponsoring a meeting tomorrow from 6:00 p.m. to 8:00 p.m. at the Vault Books & Brew to provide information and gain public feedback on the city's proposed Complete Streets Ordinance.

Clerk-Treasurer Ryana Covington -

- announced the Transportation Benefit District quarterly meeting will be held at the end of October. Proposed TBD 2018 budget and projects would be discussed at that meeting.

Council And Ad Hoc Committees –

Mayor Paul Helenberg -

- announced over 700 children participated in the Little Squatches obstacle course event last weekend. The event was held at North County Recreation Sports Complex. All entry fees are donated back to the schools where participants attend.
- reported a good turnout at the September 16th annual Bike Park Blow-out Event, held at the Bike Skills Park. Helenberg stated over 175 hotdogs were served, prizes were presented and bicycle helmets were donated again by PeaceHealth.
- reminded councilmembers that the annual North County Recreation District dinner/auction fundraiser will be held September 30th beginning at 5:30 p.m. The event will be held at the Sports Complex and proceeds from the auction support improvements at that complex.
- will be attending the America In Bloom Symposium in Holliston, MA on October 4th through 7th.
- attended the Mosquito Control District meeting. Helenberg stated the district's annual budget is around \$325,000 and revenues come from property tax assessments. In 2018, all entities, including governments and school districts will be required to pay for mosquito control. Only federal lands will be exempt. In addition, rates will vary depending on the area. For example, the Silver Lake area will be paying 150% of the rate because more funds are required for mosquito control in that area.
- attended the Cowlitz Economic Development meeting.

Councilmember Earl Queen -

- attended the 9-1-1 Council meeting. The board voted on the 2018 and 2019 operating budgets for the 9-1-1 system. Still pending is the proposed 9-1-1 Governance Project.

CONSENT AGENDA

1. Mayor Helenberg tabled approval of the September 11, 2017 city council meeting minutes until the next regular meeting.

OLD BUSINESS

1. Councilmembers reviewed a copy of the September 13th Cowlitz County 9-1-1 Governance Project Stakeholder Meeting notes. A draft copy of the proposed Interlocal Cooperative Agreement For the Creation And Administration Of Cowlitz 911 was provided to city councilmembers and the city attorney for information and review. Comments or concerns regarding this draft interlocal should be submitted to their consultant, Reinke And Associates. Longview City Manager stated he plans to hold a council workshop on the proposed draft.

NEW BUSINESS

1. Public Works Director Dave Vorse presented two quotes from Last Mile Gear for the purchase of two LED message boards. One message board will be located at the Visitor Center and the other by City Hall. Each of the quotes are for two message boards that are two-sided. The quotes are for the message boards only and do not include installation or the support for the boards. Public Works personnel will be doing the installation. Vorse explained the difference between the two quotes are the size of the viewing area.

Quote 15291: Mega LED P16-48RFC, viewing area 4' 2 6/16" x 8' 4 13/16"; cost of \$47,408.54 including tax.

Quote 15294: Mega LED P1638Real, viewing area 3' 1" x 8' 4"; cost of \$38,333.36 including tax.

Based on the vehicle speed and visibility for that area, the minimum height needs to be 3' for readability. Drivers have about three seconds to see the message. A larger board is easier for motorists to read, however the cost difference is also significant.

Vorse stated there is approximately \$57,000 in funding available for the project, which includes a \$10,000 donation from Castle Rock Community Development Alliance (CRCDA). He anticipates an additional cost of \$10,000 for each support structure. If city council chooses to purchase the message board with the larger viewing area, the city would need to provide additional funding. Vorse stated there are funds available from the sale of the Exhibit Hall building that could be used for this project. Councilmember Art Lee expressed concern over the brightness of the signs, which could create an issue for motorists. He did not want the brightness such as in signage along I-5. Vorse stated the proposed message board signs have the capability to do graphics, but the city does not need to do this. The bulb size determines the resolution and he proposes using a 16 mm bulb to allow the best resolution for both pedestrian and motorist traffic. The reader board signs along I-5 use a 10 mm bulb, which has very sharp resolution and brightness. Vorse noted the quote includes four individual signs, which all the signs to be angled for best visibility. Separate messages can be displayed on each of the sign boards. Back-to-back message board signs were also considered, however the price difference was negligible and if one of the units goes down, both of the signs are out.

In answer to Councilmember Kessler's question, Vorse stated the quotes are only for the boards. There will be additional costs for the structure that the boards sit on and connection to the power source. The estimated cost for the structure and electrical hook-up is \$10,000 for each site. Public Works will build the structure and installing the boards. The structure at the Visitor Center will have a lighted sign denoting that facility. In answer to Kessler's question about funding options, Mayor Helenberg stated payment would be from the Exhibit Hall Fund, which currently includes proceeds from the sale of the Exhibit Hall, and the unspent portion of the Big Idea Funds and unspent Rural Development funds. If the city does not use funds originating from State tourism funds, then there would be no limitations on the use of those signs. The use of State tourism tax funds can only be used to promote tourism.

Vorse noted that Last Mile Gear was formerly known as Cascade Networks. The owner, Brian Magnuson still holds the bid contract with the City of Seattle and the city would be piggybacking on that contract. Vorse stated he had city attorney Frank Randolph review this purchase to make sure it meets bid requirements. Mr. Randolph has assured Vorse this would be sufficient to comply with bid requirements.

Councilmember Simonsen clarified that letters will be about 10" high and have the capability of four lines on the larger sized message board. The message boards would be controlled electronically at both the Visitor Center and City Hall offices.

Councilmember Kessler made a motion, seconded by Queen to approve the purchase of the 4' x 8' message board as described in Quote 15291 in the amount of \$47,408.54. By roll call vote, unanimous 'Aye'.

2. Councilmembers reviewed Change Order #3 for the Trenchless Sewer Repair Project which would increase the contract in the amount of \$6,697 for C-More Pipe Services. Vorse stated there are several lines that would be less expensive to complete cleaning, inspecting and TV'ing if done from the inside of the pipe. This project started two years ago and was originally funded by a loan from USDA Rural Development. Councilmember Kessler made a motion, seconded by Rose to approve Change Order #3 for the Trenchless Sewer Repair Project to increase C-More Pipe Services contract an additional \$6,697 for work described on the change order. By roll call vote, unanimous 'Aye'.
3. Josh Cloke, Green Acres Drive requested an adjustment to his August utility bill in the amount of \$398.47 due to a leak. Councilmembers reviewed the documents presented. Vorse verified that adequate documentation was provided and he supports the adjustment. Councilmember Lee made a motion, seconded by Rose to approve the leak adjustment requested by Mr. Cloke in the amount of \$398.47. By roll call vote; unanimous 'Aye'.
4. Councilmembers Queen and Kessler reported receiving numerous complaints from residents regarding the amended student pickup routes at the Elementary School. Officer Worley stated the school is trying to make it easier for parents to pick-up their children and this has created some traffic issues on Roake Avenue SE. Mayor Helenberg noted he has been in contact with school officials and they are looking at several different options.
5. Nancy Chennault, CRCDA and CR-AIB representative reported on the following:
 - sponsorship donations are now being solicited for lighting of the Hemlock trees during the Festival

of Lights event. CRCDA and CR Festival of Lights are receiving the donations, which are \$50/tree. Donations are tax deductible.

- the new interpretive sign at the Old Jail site has been installed. Several family members of the descendent who built the jail attended the installation ceremony. Mayor Helenberg stated Mr. Rosin built the jail and the Pastime Tavern building. He also donated the Pioneer Cemetery.

- hanging street baskets will be removed next week.

- several members of the community will be attending the America In Bloom Symposium on October 5th in Holliston, MA. Castle Rock Public Works Director Dave Vorse and Carolyn Kennington have been nominated for the AIB Community Champions award and will be honored at the symposium.

- Garden Time Oregon will be doing a program on the Castle Rock Blooms baskets.

ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 8:21 p.m.

Paul Helenberg, Mayor

Ryana Covington, Clerk-Treasurer