

CALL TO ORDER

Mayor Paul Helenberg called the October 23, 2017, regular meeting of the Castle Rock City Council to order at 7:32 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 7:35 p.m.

Also present: City Attorney Frank Randolph, Public Works Director Dave Vorse, Sergeant Scott Neves, Clerk-Treasurer Ryana Covington, Librarian Vicki Selander City Engineer Tom Gower and Student Representative Maddie Neves.

BUSINESS FROM THE FLOOR -

1. Gene Frymire, Growlers Gulch resident, thanked the Clerk-Treasurer for compiling information for review by city council regarding the county's Headquarters Landfill site. He also thanked Councilmembers for taking action to oppose the sale of the landfill and to provide a letter to Cowlitz County Commissioners advising of the city's stand.
2. Jana Gana, Festival of Lights and Shop Small Saturday Chairperson requested permission to use city right-of-way for informational signage regarding the November 25th Shop Small Saturday event. Councilmember Kessler made a motion, seconded by Lee to allow usage of city right-of-way to display signage for Shop Small Saturday event. By roll call vote, unanimous 'Aye'.

DEPARTMENT REPORTS

City Attorney Frank Randolph - no report

Police Department – Acting Chief Scott Neves

- reported they have continued to monitor traffic issues at the Elementary School and traffic issues seem to have been mostly resolved.
- officers are investigating an opioid overdose
- the Police Department are currently working with the Middle School in relation to a student threat assessment.

Public Works Director David Vorse -

- stated the water main project for Buland Drive (north), Mets Road and Appleman Drive has been completed. This project will result in better fire flow and volume for houses in those areas.

Clerk-Treasurer Ryana Covington -

- staff has been working to complete a purge of several files that have exceeded their archival value. She has contacted a company to shred those files
- participated in webinar training regarding the State business license mandate. Cities will be required to participate in this program by 2020. Staff has contacted the State and been placed on a transition listing for 2019. Participation in the program will require an update to the city's current code on business licenses.
- the State Auditor is concluding their audit. Audit includes both financial and accountability for fiscal years 2015 and 2016. An Exit Conference will be scheduled soon and a formal invitation will be forthcoming to elected officials.
- provided information on third quarter financial activity. Also provided was a General Fund revenue comparison report encompassing fiscal years 2015 through 2017, January – September. Current expense (General Fund) revenues are currently staying just slightly ahead of expenditures for that same period. Revenues projects received are at 77%, with expenditures at 76% of budgeted.

Librarian Vicki Selander -

- the annual Halloween Night At The Library will be held October 31st from 6:00 p.m. to 8:00 p.m. The mayor stated results of the library excess levy proposition from the General Election should be available by next council meeting.

Council And Ad Hoc Committees –

Mayor Paul Helenberg -

- announced the Trunk or Treat Halloween Party will be held October 29th from 3:00 p.m. to 6:00 p.m. at the Old Jail Park.

- attended an informational meeting conducted by Castle Rock School Board on proposed sites for a new middle school

Nancy Chennault, Castle Rock Community Development Alliance (CRCDA) -

- announced that CRCDA formally supports the High School property as a site for the proposed new Middle School. An informational vote regarding two site options will be on the General Election ballots.

Castle Rock High School Student Representative to City Council-

- Mayor Helenberg introduced Maddie Neves as the High School representative to City Council. She provided a report on High School activities, homecoming, Honor Society blood drive, FFA drive by barbecue fund raiser, college financial aid assistance and an update on sports activities. Neves stated she joins other students currently serving as representatives to the city Park Board and the School Board.

PUBLIC HEARING -

Mayor Helenberg closed regular session at 7:45 p.m. for a Public Hearing on a proposed Complete Streets ordinance. Public Works Director Dave Vorse introduced Kelsie Chandler and Yasmina Akin from Cowlitz County Health Department. Ms. Chandler provided a PowerPoint presentation outlining the definition of a Complete Street program, examples of Complete Street programs, and benefits for health and connectivity within a community. Complete Street programs are an integrated, comprehensive transportation network that provides safe and convenient access for all users of the road. This includes, but is not limited to bicyclists, transit riders, vehicles, freight vehicles, school bus drivers, emergency service providers and pedestrians of all ages and abilities. Chandler noted this does not only include travel lanes, but also the full right-of-way. Vorse stated the city has done a good job in providing projects that support connectivity. He also showed several areas within the city that could benefit from improvements outlined in a Complete Street program.

An ordinance would need to be adopted to ensure that the entire right-of-way is planned, designed, constructed and maintained for all modes of transportation. Vorse noted this ordinance outlines a vision and purpose for development of projects. In addition, Vorse believes this program will be an asset when applying for project funding.

Vorse stated the ordinance is not a new tax issue, nor would it increase costs of projects. It also would not mandate the city to construct bike paths on all roadways. It does still allow councilmembers to evaluate projects based on costs and environmental issues.

The city received correspondence from Paul Youmans, Director of Pathways 2020 and Cowlitz On The Move in support of the city adopting a Complete Streets ordinance, noting that 'Castle Rock is a leader

in Cowlitz County with the vision for a healthier and progressive community that values their citizens'.

Nancy Chennault spoke in support of the Complete Streets program, citing the connectivity is an economic value to the community.

There being no further comments, Mayor Helenberg closed the Public Hearing at 8:05 p.m.

Vorse thanked Cowlitz County Commissioner Joe Gardner for allowing county staff to assist with this presentation. Vorse also thanked the Complete Streets Committee members: Steve Harvey (bicycle community), Darrel Lawson and Loretta Brice (Castle Rock Senior Center and walking group), Earl Quinn (Castle Rock High School senior), Kim Karnofski (Castle Rock High School), Earl Queen and Paul Simonsen (Castle Rock City Council).

CONSENT AGENDA

1. Councilmember Kessler made a motion, seconded by Rose to approve the minutes to the October 9, 2017 regular council meeting. By roll call vote; unanimous 'Aye'.

OLD BUSINESS - None

NEW BUSINESS

1. Tom Gower, City Engineer (Gibbs and Olson), requested council approval for an engineering proposal for Phase 2 of the Exit 49 Pedestrian Improvement Project. Mr. Gower stated the project includes installation of a crosswalk, pedestrian friendly lighting along a shared use path along Mt. St Helens Way NE. In Phase 1, conduit was installed to allow for the signal system and some of the design work was also completed. Gower noted the full cost of the project is \$261,200 and funding has been secured by a federal grant from Transportation Alternative Program (TAP). This grant requires a 13.5% match. The city has submitted a Transportation Improvement Board grant application to cover the match requirement. In answer to Covington's question, Vorse stated the engineer would be asked not to incur any costs until full funding is committed. Staff is requesting approval of this contract so that the TAP funding can meet grant obligation requirements. Determination of the city's TIB grant application will be made at the end of November. Councilmember Kessler made a motion, seconded by Rose to approve the Exit 49 Pedestrian Improvement (Phase 2) engineering proposal in the amount of \$25,000. By roll call vote, unanimous 'Aye'.
2. Councilmembers reviewed correspondence from the Humane Society of Cowlitz County director requesting consideration to increase animal license fees. All government entities with Humane Society service contracts are receiving the same request so that fees can be standardized throughout the county. Mayor Helenberg stated this will increase licensing fees approximately \$5/year.

Councilmember Kessler stated he has received complaints from people who have gotten a new dog after January (when license renewals are due), and have been required to pay a late fee when they license their new animal. Kessler added this would need to be addressed separately.

Councilmember Kessler made a motion, seconded by Rose to approve an increase in animal licensing fees as recommended by the Humane Society director and to request the city clerk prepare

an ordinance for this action. By roll call vote; unanimous 'Aye'.

3. Clerk-Treasurer Ryana Covington requested council approval to formally declare Advanced Electrical Technologies as a Sole Source provider for upgrades to the Water Treatment Plant turbidity meter. An invoice was approved by city council at the last meeting for September services in the amount of \$12,808.80. Public Works Director Vorse stated water and sewer facilities are considered specialty use facilities. He noted that Advanced Electrical Technologies was the original designer of the program for the Water Treatment Plant computer system, including the turbidity meter. If the city were to use another vendor source, that company would need to become familiar with the original design and all upgrades since the system was installed and then bids would need to be solicited for the required service. Vorse stated there are several vendors used at the two treatment plant facilities that city council needs to identify as sole source providers for upgrades or repair. Covington suggested that Vorse provide city council with a listing of those vendors so that a formal Sole Source determination can be declared before services are required from those vendors. Councilmember Rose made a motion, seconded by Kessler to declare Advanced Electrical Technologies as a sole source provider for the Water Treatment Plant. By roll call vote, unanimous 'Aye'.

ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 8:17 p.m.

Paul Helenberg, Mayor

Ryana Covington, Clerk-Treasurer