

- 002 Mayor Barbara Larsen called the 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: Julie Bean, Ed Smith and Jeff Skeie. Councilmembers Yund and Marcil were absent.
- 011 Councilmember Bean made a motion, seconded by Skeie to approve minutes for the May 9, 2005 Regular Council Meeting. By roll call vote, Smith abstained, the rest 'Aye', motion passed.
- 021 Nadine King, Castle Rock Fair Board, requests street closures for the Fair Parade to be held on July 14th. The parade will follow the same route as in pervious years. The parade will begin at the Elementary School and travel north on Huntington Avenue South to Cowlitz Street West. There the parade will proceed west to Second Avenue SW. The parade will then move south on Second Avenue SW to A Street SW where the parade will turn west and end at the Fairgrounds.
- 045 Councilmember Bean made a motion, seconded by Skeie to approve street closures for the Fair Parade at 7:00 pm on July 14th, pending insurance approval. By roll call vote, unanimous 'Aye'.
- 066 Councilmember Bean made a motion, seconded by Smith to approve Resolution 2005-08 authorizing execution of a license agreement to the Castle Rock Fair Board to operate a parade on city property, on first reading. By roll call vote, unanimous 'Aye'.
- 074 Debbie Evans, 647 Woodard Avenue NE, requests a utility leak adjustment. Ms. Evans explained that she was away from home for a few days and during that time her father noticed an outdoor hose had been turned on. They did not realize how long the hose had been left on until she received the bill. To prevent this from happening again, Ms. Evans will remove the faucet handle before leaving home for an extended period.
- 126 Councilmember Smith made a motion, seconded by Bean to approve a utility leak adjustment in the amount of \$246.85 for 647 Woodard Avenue NE. By roll call vote, unanimous 'Aye'.
- 164 Fire Chief Koreis stated that the third fireworks permit application from Preceptor Gamma Chapter of BSP which was tabled at the last Regular Council Meeting is still pending.

As requested at the previous meeting, Clerk-Treasurer Ryana Covington researched the ordinance pertaining to the limitation on the number of Fireworks Licenses to be issued. She stated in 2002, Councilmember Yund made the recommendation of limiting licenses to two, however the meeting minutes do not provide a reason for this direction. As a result, the ordinance adopted June 24, 2002 reduced the number of fireworks permits issued, from three to two. City Attorney Tom O'Neill clarified that unless the current ordinance is amended, the council cannot deviate from this ordinance.

Councilmember Skeie stated he understood from statements made at the previous council meeting by the Preceptor Gamma Chapter of BSP representative that due to time restraint they no longer wish to pursue a fireworks permit within city limits. City Attorney Tom

O'Neill affirmed that was the representative's statement. He also advised that according to the ordinance council does not have the authority to do anything other than reject that application.

Councilmember Smith requested councilmembers consider amending the ordinance to create a "window" for accepting Fireworks Permit Applications for next year. This would ensure that all applications are received before licenses are granted.

- 248 Fire Chief Eric Koreis requests approval of Ordinance 2005-07 stating intent to initiate annexation of the City of Castle Rock into and to join Cowlitz County #6 Fire Protection District. Koreis explained that if the city approves the Ordinance of Intent, then it will go to Fire District #6 for approval and then proceed to the Cowlitz County Boundary Review Board for approval. Once the Ordinance of Intent is approved by these three entities it would then require voters' approval. September 23rd is the final deadline for submitting issues for the November election.

Koreis stated the foremost concern with annexation is the perception that city property taxes will increase. He recommended that if council moves forward with the annexation, that the city reduce its overall tax burden on city residents so that they do not experience an increase in taxes.

Both city and Fire District #6 residents would have to approve the annexation. If the annexation were approved, fire insurance ratings for Fire District #6 residents would improve from a Fire Protection Class 8 to a Class 6. That would lower fire insurance costs for those residents. The fire rating for city residents would remain at a Fire Protection Class 6. Councilmember Bean suggested taxpayers could be given an alternative option, which would leave the property tax at the current rate and use the 49¢/\$1000 valuation to fund the Library from the General Fund. This would eliminate the need for a Special Library Levy

O'Neill stated that after the annexation was approved the expense for the maintenance of ambulance equipment would need to be covered by the city for a period of time. Koreis explained that the city would still be required to provide fire code enforcement and fire investigations, an interlocal agreement could be worked out for Fire District #6 to provide those services in exchange for equipment.

Councilmembers tabled further discussion pertaining to the Fire District Annexation issue until the next Regular Council meeting. Wayne Lunday, Quafe Insurance Agent, commented that Fire District #6 residents would see a significant savings with the improved fire protection rating if this annexation passed.

- 514 Steve Kraushaar, Tetra Tech/KCM Wastewater Treatment Plant Engineer, requests approval for payment of additional electrical engineering work outside of the contract in the amount of \$5,800.

The following work was performed outside of the contract:

- Additional Onsite Meetings: Four onsite meetings in addition to those required by the contract were necessary to maintain treatment during construction and startup at a cost of \$600
- Redesign of the Belt Filter Press Controls: The control system provided by the belt filter press manufacturer was different from the system information provided by the equipment manufacturer

during design, requiring redesign of the controls at a cost of \$1,200

- Plant Water System Relocation: The plant water system was relocated into the existing pump building during construction, to better protect the pump and for easier maintenance. This required redesign of the plant water system controls as well as a portion of the ultraviolet disinfection system controls at a cost of \$1,800
- Additional Services during Plant Startup: Additional services were needed during plant startup to assist the contractor in troubleshooting and resolving problems at a cost of \$2,200. This was critical in maintaining treatment during startup

530 Kraushaar requests approval of Change Order # 10 in the amount of \$22,530.93. Kraushaar stated this will be the final change order for this project.

Change Order #10 consists of the following 17 items:

1. Relocated water service for an increase of \$4,026
2. Scum and waste activated sludge pipe connections at the digester for an increase of \$3,592
3. Delete heat trace at sampler for a decrease of \$224
4. Miscellaneous electrical work for an increase of \$2,552
5. Site plan changes along south property line for an increase of \$6,171
6. Relocate area light at storm pumps for an increase of \$1,444
7. Relocate area light at pole building for an increase of \$1,078
8. Delete irrigation system backflow device for a decrease of \$327
9. Add hose bibb at clarifier for an increase of \$786
10. Additional water piping at polymer unit for an increase of \$6,637
11. Add heater for grit pump for an increase of \$2,369
12. Conflict between pole building and existing pipe for an increase of \$1,075
13. Demolish concrete pad for old generator for an increase of \$375
14. Extend builders risk insurance for an increase of \$1,230
15. Add butterfly valve for relocated blower for an increase of \$181
16. Utility allowance adjustment for a decrease of \$7,455
17. Public Utility District service allowance adjustment for a decrease of \$2,551

576 Councilmembers Smith and Skeie questioned if the manufacturer will be responsible for the redesign of the belt filter press controls due to the misinformation that they provided. Kraushaar reports that it would be difficult to have the manufacturer take responsibility for the misinformation.

Side B

592 Mayor Larsen inquired into the reason for extending the builders risk insurance. Kraushaar explained that near the end of construction there was a question as to whether the improvements were covered under the city's insurance policy, prior to final acceptance. Due to that uncertainty Kraushaar requested an extension of the builders risk insurance. He has since been assured by Clerk-Treasurer Ryana Covington that the city's insurance does indeed provide coverage for the entire Wastewater Treatment Plant.

Wayne Lunday, Quaife Insurance Agent, stated the city may be able to receive partial credit on the commercial insurance account.

645 Councilmember Smith made a motion, seconded by Skeie to approve the engineer's change order for additional electrical engineering at the Wastewater Treatment Plant in the amount of \$5,800. By roll call vote, unanimous 'Aye'.

652 Councilmember Smith made a motion, seconded by Bean to approve the Wastewater Treatment Plant Change Order #10 in the amount of \$22,530.93. By roll call vote, unanimous 'Aye'.

671 Covington reports that she has received news from Debbie Harper, Rural Development Agency, that the City of Castle Rock is being nominated for a national award based on the community impact from the Wastewater Treatment Plant Project.

Covington also noted that VISTA volunteer, Community Revitalization Coordinator Jessica Robertson, has been nominated for a national service award and that the United States Forest Service nominated the city for an Economic Development Plan and Business Feasibility Award.

699 Public Works Director David Vorse reports that approximately \$50,000 is remaining from the Rural Development Agency Grant for the Wastewater Treatment Plant Upgrade before submitting Public Works personnel time.

The following items remain to be purchased with the remaining funds:

- Confined Space Hoist to hoist personnel in and out of confined spaces
- Personal Lockers for Personal Protective Equipment
- Driveway Paving to tie the two driveways together and Third Avenue SW
- Fill in the Grit Channel on the Primary Digester

Vorse elaborated that the hoist provided with the plant upgrade is not rated to lift personnel. The plant also needs a hoist capable of lifting large equipment such as the ultraviolet bank of bulbs to enable personnel to work on them. A larger hoist could be utilized for personnel rescue if needed.

In addition, the grit channel on top of the primary digester is no longer needed. Vorse would like to fill it in with concrete to make a solid platform on top of the primary digester to reduce the risk for injuries.

769 Councilmember Skeie made a motion, seconded by Bean to approve the use of the remaining \$50,000 Rural Development Administration Grant funds for the Wastewater Treatment Plant project. By roll call vote, unanimous 'Aye'.

773 Vorse thanked Tetra Tech/KCM, for their quick response throughout this project. Vorse expressed appreciation to Steve Kraushaar and Jerry Minor for their diligence.

833 Clerk-Treasurer Ryana Covington reports that Anne Turner, Department of Social and Health Services Human Services Council, requests a Memorandum of Understanding for participation in the VISTA program.

The city was approved to receive two VISTA positions at \$3500 each. To date the marketing position has not been filled. The cost to extend this position has increased to \$8000 for positions not

already approved. Covington would like to send a Memorandum of Understanding stating that the city anticipates filling a VISTA position under the current contract for \$3500 annually. By consensus, councilmembers approved this request.

896 Report of Meetings

Mayor Larsen attended the May 18th Commemoration of the 25th Anniversary of the Eruption of Mt St Helens. At that event, Weyerhaeuser donated \$1 million to Habitat for Humanity. Mayor Larsen also participated in the 25th Anniversary opening events on May 14th at the Exhibit Hall. On May 21st Mayor Larsen presented plaques to former city officials, Mike Huson, Don Curtis, Wendell Dougherty, and Cliff LeMonds in recognition of their service during the eruption of Mt. St. Helens and it's aftermath. Mayor Larsen also recognized the volunteer radio operators, belonging to REACT.

Mayor Larsen and Public Works Director David Vorse attended a meeting on May 18th which included the Army Corps of Engineers, United States Geological Survey, United States Department of Fish & Wildlife and Cowlitz County Soil Conservation District. Sediment and flood protection levels were reviewed at that meeting.

- 946 Clerk-Treasurer Ryana Covington attended a Regional Information Forum on May 20th. At that meeting, Cowlitz County Commissioner George Raiter commended Castle Rock for their work on community revitalization projects.

Covington reports that the Capital Volkssport Club of Olympia, Washington will make trekking the Riverfront Trail a nationally recognized annual event.

Mayor Larsen recognized the work preformed by Jessica Robertson and Ryana Covington toward promotion of city services and Community Revitalization efforts.

Covington reports that the city has received over \$90,000 in grants for various revitalization projects over the last three years. As a result, city sales and use taxes have increased 22% and commercial building vacancies have decreased 10% in the last three years.

- 980 Councilmembers agreed to schedule a council retreat on June 1st at 7:00 p.m. to seek guidance and set priorities on various upcoming projects.

- 025 Covington reports that David Vorse, Mayor Larsen and Joanne Purvis attended a meeting to interview a possible replacement for a Building Inspector. There are concerns with the availability of a back up inspector. Also under consideration is the possibility of contracting with the City of Kelso for provision of this service.

- 052 Covington stated that the Chamber of Commerce has formed a Castle Rock Business Team to work on implementation of the Business Feasibility and Marketing Plan. Wayne Lunday, Castle Rock Business Team Chairman, explained the importance of having flexibility and treating the Business Feasibility and Marketing Plan as a working document.

- 095 Councilmember Smith made a motion, seconded by Skeie to approve Resolution 2005-09 adopting the Business Feasibility and Marketing Plan, including implementation strategies, on first reading. By roll call vote, unanimous 'Aye'.

103 Mayor Larsen adjourned the meeting at 8:55 pm.

Mayor Barbara Larsen

Clerk-Treasurer

Council Retreat
Castle Rock Senior Center

June 1, 2005
7:00 p.m.

No Quorum - Meeting Not Recorded

Attendees: Mayor Barbara Larsen, Councilmembers Julie Bean and Ed Smith, Fire Chief Eric Koreis, Police Chief Bob Heuer, Public Works Director Dave Vorse and Clerk-Treasurer Ryana Covington.

Purpose of meeting: Department supervisors are seeking council direction on existing and proposed new projects within their departments in preparation of the 2006 budget requests.

Chief Koreis stated he continues to seek alternative funding resources to support fire and ambulance services. His efforts are directed toward annexation of the city fire and ambulance services into Fire District #6.

Chief Heuer stated he would know in August if Castle Rock High School has received a grant to fund a School Resource Officer. In answer to council's question, Heuer stated this would be a new position, but would not require purchase of an additional patrol unit. A new vehicle was included in the current budget and he anticipates that the next vehicle purchase would be in 2007.

The police chief discussed concern over jail costs as a result of new mandatory DUI sentencing statutes. He distributed a summary of estimated 2005/2006 jail and court costs and a comparison of 2004 jail costs. Also discussed was the impact to programs, should the Meth Tax Initiative receive voter approval.

Clerk-Treasurer Covington asked if councilmembers are still supportive of community revitalization efforts. She noted partnerships that have been established between the Chamber of Commerce, State and Federal agencies. The recent completion of the Business Feasibility and Marketing Plan included some strategies that identified the city as the best source for implementation of specific parts of the plan. These include the following: development of a partnership with Cowlitz County Economic Development Council (estimated cost of \$3000 for membership), re-evaluation of the city's development fees and processes to streamline for both developers and staff, development of property data sheets on all commercial buildings and industrial property and to make available on city website, enhancement of city website to include information for prospective developers, seek and complete grant applications to fund infrastructure improvements and facade design, continue seeking funds or donations to complete the Huntington Avenue South entry feature, and work toward making the city-owned property west of the Cowlitz River more marketable for a Recreation Vehicle Park, as identified in the amended Park And Recreation Plan. Covington noted that the AmeriCorp Vista program costs will increase from \$3500 to \$8000/year and she asked if councilmembers are still interested in applying for another position in 2006.

Councilmembers supported staff efforts to improve the economic status of the community. Councilmember Bean noted that these efforts require a large amount of staff's time, including after hour meetings. However,

everyone acknowledged the need for a viable commercial district and recommended continued pursuit of the above projects. Mayor Larsen noted that the Vista position was instrumental in completion of many projects and in reducing work for full-time employees.

Covington also stated the finance office will need to upgrade their computer system next year to accommodate Word based programs for utility billing, payroll and budget systems. Currently programs are DOS based and upgrades will no longer be available.

Public Works Director Dave Vorse summarized proposed projects as follows:

Streets - continue to overlay a single street or section each year. Councilmember Smith noted the need to identify what is needed for each street, including cost estimates. Vorse noted that most of the street work has been overlays. He stated overlays last about 10 to 15 years before problems occur. If the base is redone, repairs will last 20 to 25 years.

Arterial Streets - 1) seek funding for Cowlitz Street West improvements. This will have a direct impact on the marketability of commercial property in the city's business district, 2) complete the Huntington Avenue South entry feature over the next three years.

Dredge Spoil Fund - 1) apply for continued trail funding for the north trailhead, paving, lighting on the east and west sides of the river, bridges and landscaping. In 2006 the funding applications from IAC and ALEA will include funding for such work. 2) Vorse showed a map of the land areas currently owned by Department of Natural Resources and stated that he has begun initial research into the possibility of trading land with that agency to allow more marketability of city property. 3) Secure funding for construction of a boat launch facility. IAC has grants that will fund 75% of the project, however he still needs to find funds for the remaining portion. Vorse does not anticipate the city funding the project, however he felt this would enhance the recreational amenities that are being developed. Councilmember Smith and Bean agreed that this project was not of high priority. 4) Improve The Rock trail and lookout areas. Councilmembers agreed that they would rather see the Riverfront Trail, BMX and Skate parks completed before investing further funds for improving the city's namesake.

Park - Councilmembers discussed maintenance at Lion's Pride Memorial Park. This is owned by the Lion's Club and Vorse stated that they have expressed interest in the city taking ownership. Councilmember Smith stated that he would be interested in working with the Lion's Club.

Regional Water - 1) Vorse stated they would be completing the water system plan. This will include upgrade priorities.

City Water - Vorse stated the city needs a program to begin replacement of mains.

Regional Sewer - 1) the main trunkline will need replacing 2) the city should develop a city-wide grease ordinance.

City Sewer - 1) replacement of deteriorated sections of main. Vorse stated this could be scheduled when street upgrades are done.

Stormwater - 1) continue work to upgrade lines in Woodard Avenue/North Street areas over the next 3 to 4 years.

Vehicle Replacement - Vorse stated he would like to replace two trucks, both of which are over 25 years old. This will be included in the 2006 budget proposal.

Department supervisors also recommended that the city phone system be replaced. Covington stated the existing system was purchased in 1992 for approximately \$9000. Chief Koreis volunteered to complete a comparison of new systems and to obtain cost estimates for funding consideration in the 2006 budget cycle.

Meeting was adjourned at 9:10 p.m.

Mayor Barbara Larsen

Clerk-Treasurer