

**CALL TO ORDER**

Mayor Paul Helenberg called the July 28, 2014 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, Lee Kessler, Earl Queen, Mike Davis and Ellen Rose.

**BUSINESS FROM THE FLOOR:**

1. None

**DEPARTMENT REPORTS**

Castle Rock Police Officer Charlie Worley – reported the police department will be participating in National Night Out event on August 5<sup>th</sup>, from 6 pm to 9 pm. The event will be held at the Castle Rock Elementary School and includes a bicycle rodeo, bicycle helmet giveaway, police canine demonstrations, army recruiters, Humane Society and a free Bar-B-Que. He requested council permission to display event signage on city right-of-way at each entrance to the city. Officer Worley stated event notices will be placed on the city and school reader boards. They have also provided notices to the radio stations and newspaper. By consensus, councilmembers approved Officer Worley’s request to use city right of way for placement of event signage.

Clerk-Treasurer Ryana Covington

1. Provided budgetary reports outlining revenues and expenditures at end of second quarter. Covington noted deficits remain in the Street Fund (\$227.84) and Regional Water Capital Improvement Fund (\$14,417.09). The deficit in the Regional Water Capital Improvement Fund is due to completed water main upgrades that are awaiting approval of a USDA Rural Development loan. She noted at the conclusion of June, General Fund revenues were slightly higher than the expenditures for this month; resulting in an ending cash balance of \$327,918. Council reviewed the General Fund Revenue Quarterly Comparison report which includes a 5 year historical comparison of second quarter General Fund revenues. Covington noted that revenues in 2014 are approximately \$14,000 higher than in 2013 for the same period. She attributed this to higher proceeds from sales and use tax distributions from new business development. Councilmembers also received copies of Revenue and Expenditure reports. These reports show appropriation totals, year to date totals and percentage of changes through June 30, 2014. Mayor Helenberg stated he was pleased with the impacts new businesses have had. In answer to Councilmember Kessler’s question, Covington stated the city has not received the invoice for re-roofing the City Hall building. David Vorse noted the roof project will cost approximately \$1,000 more than anticipated due to minor repairs.
2. Covington reported the State Auditor has concluded their Financial and Federal Single Audit for fiscal year 2013. An Exit Conference meeting with the State Auditors is scheduled for July 30<sup>th</sup> at 9:00 am at City Hall. Covington noted councilmembers have all received an invitation to this meeting. She asks councilmembers to let her know by tomorrow morning if they plan to attend. If there is a quorum, Covington stated she will need time to provide a special meeting notice to the public.
3. Covington stated Officer Gann has advised that the video recorder used for city council meetings does not have a battery backup. He is recommending purchase of a APC® Back-UPS® ES 350VA battery

backup, at a cost of \$49.99, not including tax or shipping. By consensus, councilmembers agreed to purchase this unit, which will be paid from Executive Department funds.

#### Librarian Vicki Selander

Announced the Summer Reading Program has been well attended. Councilmembers Kessler and Teter remarked that their children are enjoying the use of the library.

#### Council and Ad Hoc Committee Reports

1. Mayor Helenberg summarized his activities with the America In Bloom judges. He noted one of the judges was the lead judge over all of the other America In Bloom certified judges. This judge was impressed with all of the work that has been done in our community over the past three years and remarked that Castle Rock's program should be in a national magazine to recognize what can be done. Mayor Helenberg noted the Castle Rock America In Bloom program needs to be supported, since it helps bring in new business and interest into our community. America In Bloom is not just about flowers, it evaluates every aspect for a 'livable community' environment. Helenberg thank councilmembers for their continued support of this program.
2. Councilmember Ellen Rose stated the evaluation dinner meeting with the America In Bloom judges was held at the Welcome Center (former Exhibit Hall building). This event allowed community leaders to ask questions of the judges and to get information on America In Bloom criteria.

#### CONSENT AGENDA

1. Mayor Helenberg deferred approval of the July 14<sup>th</sup> regular council minutes until the next regular council meeting.

#### OLD BUSINESS

1. Councilmember Kessler made a motion, seconded by Teter to adopt Resolution No. 2014-08, a resolution amending the city's Six Year Transportation Plan (2014-2019) to include funding approval from Regional Transportation Improvement Board in the amount of \$263,176 (TAP funds) for the Exit 49 Pedestrian Improvement project, on second reading. By roll call vote, unanimous 'Aye'.
2. Councilmember Queen made a motion, seconded by Davis to adopt Resolution No. 2014-09, a resolution establishing a policy for unused accrued sick leave for employees not covered under a collective bargaining agreement, on second reading. By roll call vote, unanimous 'Aye'.
3. Councilmember Queen made a motion, seconded by Rose to adopt Resolution No. 2014-10, a resolution asking qualified voters of the city to fund by Special Excess Levy the furnishing of public library services and to submit to the voters at the General Election on November 4, 2014, on second reading. By roll call vote, unanimous 'Aye'.
4. Councilmember Teter made a motion, seconded by Kessler to adopt Resolution No. 2014-11, a resolution amending the city's Six Year Transportation Plan (2015-2020) to include funding approval from Regional Transportation Improvement Board in the amount of \$263,176 (TAP funds) for the Exit 49 Pedestrian Improvement project, on second reading. By roll call vote, unanimous 'Aye'.

NEW BUSINESS

1. Councilmembers reviewed the bid results received for the City-Wide Overlay project as outlined in a report provided by the city’s contracted engineering firm, Gray and Osborne, Inc.

Bidders and their respective bid amounts, including applicable sales tax were:

- Lakeside Industries (Longview, Wa) ..... \$700,745.00
- Granite Construction (Vancouver, Wa) ..... \$777,077.00
- Engineer’s Estimate .....\$611,400.00

Mike Johnson, city engineer explained that bids were higher than anticipated due to ADA ramp requirements and traffic control costs. Submitted bids included totals for a base bid and also seven additive options (denoted as additive A – G).

Councilmembers reviewed the listing of street sections included in the call for bids (base bid and additives). The following street sections are included as part of the base bid:

Eaton Court NE (entire length), Helton Street NE (entire length), Pioneer Avenue NE (from LaRue Street to north end), Leaming Avenue NW (entire length), Cherry Street NW (entire length), Clearwood Court SE (entire length), Allen Avenue SE (entire length), Lakewood Court SE (entire length), Edgewood Court SE (entire length), Second Avenue (Warren to Hibbard Street), Fifth Avenue SW (D Street to Aden Street), D Street SW (Front to alley between 1<sup>st</sup> and 2<sup>nd</sup> Streets), C Street SW (Front to Second Avenue), Diane Street SW (entire length), Michner Street SW (Third Street to west end), Shear Street SW (between Third and Fourth Streets), and Warren Street SW (entire length).

Public Works Director Dave Vorse presented a project funding summary and bid award options for council consideration as follows:

Available project funding:

State appropriation/grant	\$488,880
Transportation Benefit District (CRTBD)	\$ 60,000
Water Fund budget	\$ 30,000
REET funds	\$ 12,000
Walrath Trucking agreement	<u>\$ 7,200 (from hauling bond)</u>
Total available funds:	\$598,080

Planned project expenses:

Cowlitz County prep work	\$ 26,000
Engineering and construction management	\$ 45,000
Base bid	\$478,786
Shop parking lot (additive F)	\$ 26,738
Contingency	<u>\$ 10,000</u>
Total planned project expenses	\$586,524 (\$11,556 under available funds)

Other potential bid additives for council consideration:

McBride Court (Additive A)	\$ 5,843
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Boyd Avenue NE (Additive B)	\$ 13,749
Dike Drive Part 1 (Additive C)	\$ 24,195
Dike Drive Part 2 (Additive D)	\$ 71,125
Alder, May, Cummings, Fourth and LaRue Streets (Additive E)	\$ 51,988
Larsen Lane (Additive G)	<u>\$ 28,321</u>
Total of all additives	\$195,221

Vorse stated bid unit pricing for the paving was lower than bids received by Cowlitz County for their paving projects. So he recommends that if council wants to do any additional sections, they should consider to doing so at this time. Initially, councilmembers had considered applying for a \$500,000 Public Works Trust Fund loan to allow completion of all recommended street sections. However Public Works Trust Funds was redistributed by the State legislators, and instead, the city received a State appropriation in the amount of \$488,880. Vorse stated the city still has an opportunity to apply for a USDA Rural Development loan in the amount of \$250,000 to fund the remaining street section additives. Terms of this loan would be 4%, for 20-years; estimated annual repayment of \$18,000. He noted that the Transportation Benefit District which was approved by voters will stay in place as long as there are loans needing to be repaid. Repayment of the USDA loan would come from TBD sales and use tax distributions. Based on his revenue estimate for the TBD proceeds, this would still leave approximately \$50,000 annually within the TBD funds to pay for maintenance of additional streets. Vorse stated by incurring this loan, the city will be able to continue with the chip seal projects and also do the city's portion of Westside Highway. Mayor Helenberg also felt it would be beneficial to apply for the Rural Development loan to allow all of the street sections listed in the bid to be completed. He added that repairs on Westside Highway are needed to mitigate existing ruts in the roadway. Vorse stated improvements to Westside Highway will also include widening shoulders for bicycle travel.

Councilmember Kessler asked if adequate funding will cover any unanticipated costs that may occur. Mr. Johnson stated there is a \$10,000 contingency built into the bid, plus an additional \$5,000 contingency; for a total of \$15,000 contingency.

Councilmembers asked if the county could do the striping on Westside Highway; Vorse stated this would be possible, however if striping cannot be done, at least buttons can be installed. Mayor Helenberg suggested Vorse contact Cowlitz County to find out their availability for this work.

Vorse discussed his reservations with paving the portion of Larsen Lane that is located at the very end of the street. He suggested next year contracting with Cowlitz County to do a grader patch on that section instead of doing an overlay. If this property is developed as an industrial/commercial use, then upgrades to this street section would be required. He noted that overlays on gravel streets will last a long time.

To take advantage of the lower paving cost estimates, Vorse suggested the city obtain pricing estimates for paving of the two parking lot areas at City Hall.

Councilmember Kessler made a motion, seconded by Teter to award the bid to Lakeside Industries, which includes the base bid plus additives in the amount of \$700,745 with the understanding that cost

adjustments relating to City Hall parking lots and Larsen Lane may be required. By roll call vote, unanimous 'Aye'.

Councilmembers clarified that price estimates for the City Hall parking lot areas will be available for review at the next city council meeting.

2. Gray and Osborne submitted a proposal to amend their contract for services relating to the City Wide Pavement project to include additional design and construction management services in the amount of \$35,742. In answer to Mayor Helenberg's question, Johnson stated this amount was included in the project construction cost estimates just discussed by councilmembers. Johnson stated the additional design work would be for required ADA engineering at street crossings.

Councilmember Teter made a motion, seconded by Kessler to approve Amendment #2 Contract for Professional Engineering Services with Gray and Osborne for the 2014 City-Wide Pavement project as presented. By roll call vote, unanimous 'Aye'.

#### ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the regular meeting at 8:08 p.m.

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Mayor Paul Helenberg

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Clerk-Treasurer Ryana Covington