

CALL TO ORDER

Mayor Paul Helenberg called the March 12, 2018, 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: Art Lee, Lee Kessler, Earl Queen, Paul Simonsen and Ellen Rose.

Also present: Librarian Vicki Selander, Police Chief Scott Neves, City Attorney Frank Randolph, Public Works Director Dave Vorse, City Engineer Tom Gower and Deputy Clerk II Carie Cuttonaro.

BUSINESS FROM THE FLOOR

Rick Scalf, Merrill Avenue resident. Stated he attended the February 16, 2018 Hearing Examiner meeting to discuss a conditional use to site a gun shop in a residential neighborhood. He noted the Hearing Examiner told attendees that a response to this hearing would be provided within five working days. He stated the Hearing Examiner signed the letter on February 26th and it was postmarked March 7th. Scalf stated he received the letter on March 9th. The letter provided fourteen days to appeal the Hearing Examiner's decision, which expired yesterday.

Mr. Scalf questioned why there was a delay in sending out the letter to attendees and why city council was not involved in the process. He questioned the zoning designation of 'Low Density', stated that 'Jim Town' area is not low density. He stated these are problems that he would like to see addressed.

Mayor Helenberg stated the city clerk advised that notifications of the Hearing Examiner meeting were mailed to all residents within 300' of the applicant's property advising them of the Hearing Examiner meeting. Fifteen people attended that meeting. The mayor stated that apparently the applicant has been conducting these services since he moved to the city two years ago and the applicant just applied for federal licensing. The applicant was unable to obtain federal licensing until the applicant received approval from the city for this use.

Mr. Scalf questioned why the city would approve a business in a residence when there are vacant storefronts where the business could locate. He remarked that if this business would be located in any neighborhood where an elected official lives, this would not have been allowed.

Councilmember Kessler asked for clarification of the Hearing Examiner process. Mayor Helenberg stated a conditional use permit was required by city ordinance for what the applicant, Mr. Gabe Bergman, was requesting. Mr. Scalf stated the application included a variance request for the use of Bergman's building, including a variance for the amount of square feet to be used for the business. Mayor Helenberg stated he would do further research on this issue.

Mr. Scalf further stated that Mr. Bergman's application to the city stated the applicant had already installed containment tanks and Scalf wanted to know if the city approved of this. Mayor Helenberg noted this applicant failed to obtain any required permits for this project and now is requesting permits to do restoration work on firearms. Mr. Scalf responded that the applicant testified at the Hearing Examiner meeting that he intended to sell high-powered automatic weapons to Castle Rock Police Department. Chief Neves noted his department has not done any business with this individual and they are not a licensed dealer. Neves said the applicant had contacted him and advised that he intended to sell automatic weapons. Scalf stated the application submitted to the city is to refurbish weapons only and does not disclose that there will be any sales of weapons. Mr. Scalf also voiced disagreement with allowing the applicant to conduct business until 9:00 p.m. The mayor stated city nuisance and noise ordinance outlines restriction of hours of operation.

Councilmember Kessler questioned how this applicant could retroactively apply for permits if there were no prior permits obtained from the city for installation of underground tanks and a non-permitted building being used as a business. Mr. Scalf stated there is only twenty-seven feet (27') from this building to Scalf's house. Scalf felt the structure was unsafe, did not have fire suppression system and no noise barrier. Mayor Helenberg stated he would check on the process and recontact Mr. Scalf.

DEPARTMENT REPORTS

City Attorney Frank Randolph – no report

Chief of Police Scott Neves -

- provided councilmembers with a flier regarding the final Town Hall And Dinner meeting to be held March 15, 2018 beginning at 5:30 p.m. Location will be St. Paul Lutheran Church and the subject will include substance abuse prevention and treatment options. Neves thanked Dianne Swanson, the CARE Coalition and Castle Rock Police Association for their sponsorship and assistance.
- invited City Councilmembers to the Castle Rock Police Department annual awards ceremony on March 18th beginning at 6:00 p.m. Location: Castle Rock Christian Church.
- attended the Northwest Leadership Conference. Each day of the conference one Castle Rock officer attended to take advantage of this training opportunity.
- in the hiring process to fill one vacant patrol position. Castle Rock Civil Service Commission has provided him with the name of one lateral applicant and one advanced entry applicant and three entry-level applicants to consider. Officer Worley is currently completing background investigation on those individuals. In answer to the mayor's question, Chief Neves stated advanced entry applicants have completed the academy, but not a field training process.
- Neves is working with the Civil Service Commission to complete testing for the sergeant position. Testing will be in conjunction with Cowlitz County promotional testing, which will be conducted in June.

Public Works Director Dave Vorse –

- State funding for the DNR Land Swap was approved by State legislators. Therefore, the interfund loan in the amount of \$12,000 to complete the appraisal process will not be needed. Senator Braun's office have confirmed the required funding is included in the State's budget. Vorse stated the city has been working with the State for fourteen years on this project.
- provided a summary of funds available for both the Dougherty Drive and Huntington Avenue South street upgrade projects as follows:

Huntington Avenue South Overlay Project:

	STP /federal funding	Required Local Match (13.5%)	Total Match & Funding
Design	\$ 94,977	\$ 14,823	\$109,800
Construction	\$728,416	\$113,684	\$842,100
TOTAL -	\$823,393	\$128,507	\$951,900

Dougherty Drive NE Full Depth Reclamation Project:

	TIB SCAP /fed. funding	Required Local Match	Total Match & Funding
Design	\$ 84,744	\$ 14,218	\$98,962
Construction	\$650,175	\$109,413	\$759,588
TOTAL -	\$734,919	\$123,631	\$858,550

Dougherty Drive NE Full Depth Reclamation Project:

	TIB SCPP /fed. funding	Required Local Match	Total Match & Funding
Design	\$ 21,134	\$ 1,116	\$22,250
Construction	\$162,066	\$8,559	\$170,625
TOTAL -	\$183,200	\$9,675	\$192,875

Vorse noted there are two federal funding sources for the Dougherty Drive NE project. Total of both funding sources and the match are \$1,741,512 federal funds and \$261,813 required local match.

Vorse stated at the time the city applied for funding for these projects, Transportation Improvement Board (TIB) had a federal match program to provide additional funds to allow cities to meet the federal match requirement. However, at the beginning of this year, they discontinued to offer the federal match program. Vorse stated he has continued to find a way to fund the local match, so that the city does not lose funding for these two projects. TIB is requiring the city to have the design completed for the Huntington Avenue South project by July 31st so that construction funds can be obligated.

Vorse stated the city applied for Cowlitz County Rural Development funds in 2017 for the required local match obligation. The city was not successful in receiving an award from the county. Transportation Improvement Board has now sent a letter to the city mandating that we have the match secured by March 21st, or the city will lose funding for Dougherty Drive project. As such, Vorse stated he has met with county representatives to seek other possible alternative funding option so that TIB grant proceeds are not lost. Vorse stated Cowlitz County Board of Commissioners could discuss this issue at tomorrow's commission meeting. Vorse stated he has also completed an application for Public Works Trust Funds as another option. Public Works Trust Funds are available in the form of a loan at 1 ½% interest rate. Another option could be applying for a USDA Rural Development loan at 3 ½% interest rate. The city's best option would be to secure a grant/loan combination from Cowlitz County Board of Commissioners. Vorse stated he wanted city council to be aware of efforts being made to protect funding of almost \$1.8 million dollars for these projects. Mayor Helenberg stated he also has been working to try to secure funds for the required project match. The mayor stated a final option would be to take a loan against the Transportation Benefit District. Vorse noted that any loan that the city may receive would impact the Transportation Benefit District (TBD) projects because TBD funds would be used to repay loan proceeds.

Mayor Helenberg pointed out the importance of the Dougherty Drive/State Route 504 intersection, noting several businesses are located near the Interstate 5 highway connection. Because of the heavy traffic, Dougherty Drive NE continues to deteriorate and requires ongoing maintenance. Vorse added there are several apartment complexes that accessed from Dougherty Drive. This project will improve commerce, safety and public access. Vorse stated he would be available to answer any questions after the meeting.

In answer to Councilmember Kessler's question, Vorse stated the TBD commits \$60,000 for repayment of existing street related loans and \$30,000 for annual chip seal projects. This year, instead of a chip seal project, TBD will fund the match for the Phase 2 project on Mt St Helens Way NE to install crossing lights and crosswalks. This project will be ready to go out to bid in a month or so. Construction could begin in 2019.

Vorse noted that city council has approved to move forward with the Dougherty Drive NE project; however he does not want to commit if matching funds are not secured.

In answer to the mayor's question, Vorse stated TIB is requiring a letter from the city confirming that matching funds have been secured and listing who obligated the funds. This letter must be received by TIB no later than March 21st.

- reported that the city secured a \$5,000 Loss Control Grant from AWC RMSA to repair the sink hole on

Second Avenue SW, next to the Fire Hall. That project will begin this spring or summer.

City Engineer Tom Gower – no report

Deputy Clerk Cari Cuttonaro – no report

Librarian Vicki Selander – requested discussion regarding the centralized catalog system be tabled until further information is received from the State Library. A resolution for the library excess levy will be presented for council action at the March 26th city council meeting.

Council and Ad Hoc Committees

Mayor Helenberg –

- attended several meetings regarding the proposed Career Training Center for Cowlitz and Lewis counties. A determination will be made by July 1st to ascertain if such a center will be developed. Funding for the center will be by public and private funds. So far \$20,00 has been raised for this center.
- attended meetings regarding the upcoming Castle Rock School Bond issue. There will be six public meetings scheduled to provide information to the public. Voters will consider this issue on the April Special election.

Councilmember Ellen Rose –

- USGS personnel were in Castle Rock all last week for training. She reports four families are planning to return this summer to our community.

Nancy Chennault, Castle Rock Community Development Alliance (CRCDA) – (via correspondence)

- 2018 Annual Meeting for the CRCDA was held last Monday. Approximately 60 people attended the event.
- there are four to six new businesses coming to Castle Rock. Vorse stated including the new Castle Rock businesses, there are a total of fourteen new businesses locating within our city's service area. The mayor stated that both vacant buildings on Cowlitz will be filled shortly. The old Rose Building has been purchased by Gabe Gourde and Ray Teter and renovations will begin on that building. The mayor stated the current vacancy rate will shortly be a 0%. In answer to Councilmember Rose's question, an Internet provider will be locating in the old Heritage Bank building.

CONSENT AGENDA

1. Councilmember Queen made a motion, seconded by Rose to approve the minutes to the February 22, 2018 Special Council Meeting. By roll call vote, unanimous 'Aye'.
2. Councilmember Queen made a motion, seconded by Rose to approve the minutes to the February 26, 2018 regular council meeting. By roll call vote, unanimous 'Aye'.
3. Councilmember Rose reviewed February 2018 invoices prior to the meeting. No discrepancies were noted. Councilmember Lee made a motion, seconded by Queen to approve February invoices in the amount of \$367,869.94 as described on the Fund Transaction Summary Report and further described as adjustment EFT 571-2/2018 and check numbers 49093 through 49169 for general expenditures; and adjustment numbers EFT Payroll Draw 2/15/18, NACHA Draw Batch #1890624, EFT Payroll 2/28/18, NACHA February Pay Batch #1893095; and check numbers 25200 through 25218 for payroll expenditures. By roll call vote, unanimous 'Aye'.

OLD BUSINESS - None

NEW BUSINESS

1. Councilmembers reviewed Gibbs and Olson Exhibit 'A' Authorization For Engineering Services for the Powell Road Watermain Repair Project, in an amount not to exceed \$8,500. Scope of work to include preparation of engineer drawing of the pipeline replacement and preparation of the scope of work and budget. Vorse explained the erosion that occurred last year at the overpass. It has now been discovered that the main on the west side of the Powell Overpass bridge abutment also has shifted. Options for repair have been discussed, and a section of the project will require approval from Washington State Department of Transportation (WSDOT). For this reason, the project will require engineered plans. Vorse hopes to use Public Works personnel for the actual construction work. Mayor Helenberg felt that engineering services for this project would help protect the city in case any additional issues arise. In answer to Councilmember Kessler's question, Vorse stated the utility main is the city's responsibility and the overpass is the responsibility of WSDOT.

Councilmember Queen made a motion, seconded by Kessler to approve Gibbs and Olson Authorization For Engineering Services in the amount of \$8,500 as described. By roll call vote, unanimous 'Aye'.

2. Councilmember Queen asked when the accumulation of sand on the boat launch dock would be removed. Vorse stated today he had public works personnel evaluate the river level and dock. Queen stated more are starting to use the launch and he felt the additional dock needs to be reinstalled. Vorse will discuss this further with this employees and report back to Queen.

ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 8:19 p.m.

Mayor Paul Helenberg

City Deputy Clerk Carie Cuttonaro