

CALL TO ORDER

Mayor Paul Helenberg called the March 26, 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: Police Chief Scott Neves, City Attorney Nicole Tideman, Public Works Director Dave Vorse, City Engineer Tom Gower and Deputy Clerk II Carie Cuttonaro.

BUSINESS FROM THE FLOOR - NoneDEPARTMENT REPORTS

City Attorney Nicole Tideman – no report

Chief of Police Scott Neves -

- reported a summary of the Castle Rock Police Department annual awards ceremony held March 18<sup>th</sup> was distributed to councilmembers.

Public Works Director Dave Vorse – no report

City Engineer Tom Gower-

- stormwater system; surveyed all catch basin and manhole drain rim elevations.

- Powell Road water main project; working with Washington State Department of Transportation to obtain information on the needs for the approach slab.

- Exit 49 Pedestrian Project (Phase 2); working on the electrical design. Expects project to be out to bid in the next few weeks.

- Huntington Avenue South overlay project; completed the topographic survey.

Deputy Clerk Cari Cuttonaro – no report

Council and Ad Hoc Committees

Mayor Helenberg –

-Castle Rock School District is hosting several tours of the school facilities. Ballots for the Castle Rock School Bond issue will be mailed April 6<sup>th</sup>. The mayor stated he has been attending several of those tours.

Nancy Chennault, Castle Rock Community Development Alliance (CRCDA) – (information provided to the Mayor)

- over 130 hanging flower baskets have been planted and are hanging in the greenhouse at the High School.

CONSENT AGENDA

1. Councilmember Queen made a motion, seconded by Rose to approve the minutes to the March 12, 2018 regular Council Meeting. By roll call vote, unanimous 'Aye'.

OLD BUSINESS - NoneNEW BUSINESS

1. Councilmembers reviewed Gibbs and Olson Amendment No. 1 for Professional Engineering Service Agreement originally executed March 28, 2016, to extend the contract through December 31, 2018.

Public Works Director Dave Vorse distributed a copy of the advertised Request For Qualifications (RFQ) for consulting engineer for city engineering and multimodal transportation and infrastructure projects in 2016 through 2018. At the end of 2015, the city advertised for RFQ, reviewed and selected Gibbs and Olson Engineering in accordance with State bid requirements. When the city entered into a contract with Gibbs and Olson, the contract term was written through March, 2018. This contract should have been written through December 31, 2018 in accordance with the RFQ term solicited by the city. Vorse recommended council approve this contract amendment. He noted the city would need to go through another engineering selection process later this year, in accordance with State bid law.

Councilmember Kessler made a motion, seconded by Queen to approve Gibbs and Olson Contract Amendment No. 1 for Professional Engineering Service to December 31, 2018. By roll call vote, unanimous 'Aye'.

2. Councilmembers reviewed the Interlocal Agreement between Cowlitz County and the city. The county would provide partial funding assistance to the city for the Huntington Avenue South Overlay and Dougherty Drive NE Reclamation projects, from Rural County Public Facility Funds. Funding assistance is a 50% grant and 50% loan combination for total funding assistance of \$261,813. Loan terms are: \$130,906.50 principal sum, with a 1.5% per annum interest rate, for a term of 10 years. First loan payment would be due December 31, 2019. Vorse stated this agreement would allow the city to proceed with the two transportation projects by funding the local matches mandated by Transportation Improvement Board (TIB) grant requirements. Vorse added the funding scenario and grant requirements were outlined at the last city council meeting. Repayment of the loan, would come from Castle Rock City Transportation Benefit (TBD) Funds. Vorse stated that typically the city completes approximately \$30,000 of chip seal projects per year, paid by TBD funds.

Councilmember Kessler asked what the expected life span of the repair would be. Vorse stated road work is typically a 20-year life span. The road work on Dougherty Drive is expected to have a longer life span. Loans from Public Works Trust Fund or USDA Rural Development typically are at terms of twenty years. Vorse stated the last overlay on Huntington Avenue South was completed in 1992. Mayor Helenberg and Vorse met with Cowlitz County Commissioners to explain the need for this road work. Vorse noted the State rated Dougherty Drive NE a score of 38, out of a total of 100 points. Scores under 45, require a total reconstruction of the roadway. In answer to Councilmember Simonsen's question, Vorse stated repayment of the loan would come from TBD funds and do not affect the city's general operating expenses. Vorse stated the only affect may be the amount of chip seal work completed each year. The TBD funds currently pay other outstanding annual transportation related debt for the city. Funding for the TBD is a 1% voter-approved increase in the city sales and use tax.

Councilmember Lee voiced concern that additional loans might be necessary for projects to meet grant requirements for future transportation projects. He questioned if this trend will continue. He asked if this would affect the types of grants that the city applies for in the future. He did not want to increase the loan debt associated with transportation projects. Vorse stated the city's bond rating could be affected if the city's debt ratio exceeds a certain point. However ultimately the TBD is assuming responsibility for repayment of this debt. Because of this, it is not perceived as a liability for the city.

Vorse stated when he applies for grants, he is aware if a local match is required. In the case of these

two transportation projects, there were additional funding resources available through TIB that were intended to assist smaller cities meet the local match requirement. Unfortunately, TIB eliminated those funding sources after the city had already applied for the three grants.

Note: Tape malfunction, so remaining meeting not recorded.

Vorse stated if the city is not able to secure funds for the required local match, TIB would rescind the grant and it may be more difficult to obtain future transportation grant funding. Mayor Helenberg stated agencies need to have the match secure

Councilmember Kessler made a motion, seconded by Queen to approve the Interlocal Agreement between Cowlitz County and the City of Castle Rock for partial funding assistance for Huntington Avenue South and Dougherty Drive NE transportation projects in the amount of \$261,813, as discussed. By roll call vote, unanimous 'Aye'.

3. Councilmember Kessler made a motion, seconded by Rose to approve Resolution No. 2018-05, a resolution asking qualified voters of the City of Castle Rock to fund by special excess levy the furnishing of public library services and will submit the question of whether or not a special excess levy on real property shall be had for the purpose of funding library services during the year 2019, on first reading. By roll call vote, unanimous 'Aye'.
4. Councilmember Queen made a motion, seconded by Rose to approve the Castle Rock Lion's Club notice of intent to sell fireworks within the city. By roll call vote, unanimous 'Aye'.
5. Linda Knowles, representing the Castle Rock Fraternal Order of Eagles, requested council permission to close certain streets for a parade scheduled for June 23, 2018 beginning at 3:00 p.m. during the Washington State Eagles Annual Youth Convention. Knowles presented a proposed parade route, which included sections of First Avenue SW, B Street SW and Front Avenue SW. Mayor Helenberg asked if they had submitted proof of insurance, listing the city as an additional insured. He also noted they would need to complete the city's Indemnification Agreement form. Knowles responded she would complete the Indemnification Agreement and submit proof of insurance prior to the event. She added Castle Rock Fraternal Order of Eagles is hosting the annual youth convention again this year. The planned parade is the same route as in past years when the youth convention was in Castle Rock. Councilmember Rose made a motion, seconded by Kessler to approve the request to hold the parade. By roll call vote, unanimous 'Aye'.

#### ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 7:49 p.m.

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Mayor Paul Helenberg

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City Deputy Clerk Carie Cuttonaro