

CALL TO ORDER

Mayor Paul Helenberg called the May 14, 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: City Attorney Nicole Tideman, Public Works Director Dave Vorse, Librarian Vicki Selander, Police Chief Scott Neves, City Engineer Tom Gower and Deputy Clerk II Carie Cuttonaro.

BUSINESS FROM THE FLOOR

1. Mike Hedges, Kelso, informed councilmembers that he is sponsoring an event on September 2nd, over Labor Day weekend called 'Kayak The Cowlitz'. Participants will launch at the city's boat launch and then kayak to Gearhart Gardens in Kelso. He is advertising the event on his website: kayakthecowlitz.com

Hedges stated he held this gathering last year and had fifty participants from all parts of southwest Washington and Oregon. Through his Facebook promotion, he anticipates over 300 participants this year. He stated he does not need any city services, but wanted to inform city council prior to the event. He hopes this will bring a new tourism draw to the community.

Hedges stated this is not a sanctioned event, just a gathering of kayakers. Most hear of the event through Facebook or word-of-mouth.

Public Works Director Vorse informed Hedges that if this becomes a sanctioned event, Mr Hedges would be required to complete the city's Facility Use and Indemnification Agreement and provide proof of liability insurance. Mr. Hedges stated if this event grew to the point of having vendors, he would notify the city and complete the required documents.

Chief Neves cautioned there might be parking issues, with 300 expected participants. He advised there is a \$5 fee per vehicle for parking at the boat launch facility. Hedges stated he was aware of the parking fee and noted that participants paid that last year.

Hedges asked if there was a means to get public transit between Castle Rock and Kelso for a shuttle bus service. Chief Neves stated Mr. Hedges would need to contact Three Rivers Transit, Cowlitz Tribe, or local church groups.

DEPARTMENT REPORTS -

Chief Scott Neves

- reported that his department received the Reader Board, which was procured as part of a grant. All of the electronics have been purchased and they will be working to put that together.

- Bill Zimmerman has accepted the conditional offer of employment for Police Officer. His first official day will be May 21st. Mr. Zimmerman will be completing a pre-physical evaluation at the State Academy on the 24th. If all goes well, he will be attending the Police Academy on June 5th.

- Part-time staff will begin on June 1st. State reimbursement for academy costs will fund the part-time positions.

- on the 18th, Neves and Officer Yeager will be presenting at the Cowlitz-Wahkiakum Youth Leadership and Prevention Summit at the First Baptist Church in Longview. They expect approximately 300 students from Cowlitz and Wahkiakum counties to attend. This event is sponsored by Castle Rock CARE Coalition and Longview Youth And Family Link.

- reported he has been serving as the Small Agency Representative on the 911 Authority. Expectation that the new 911 Communication Center will be operational by January 1st.
- announced that Officer Yeager and his wife are expecting a new baby girl in October. Yeager will be on paternity leave for three weeks during that month.
- attended the Cowlitz County Victim Impact Panel celebration last Sunday. Castle Rock Police Department received a toximeter from them in memory of David Scott Baker. Mr. Baker was killed by a drunk driver and the toximeter was presented to Chief Neves by Baker's family. Neves also was presented a plaque for his participation on the Victim Impact Panel.

Public Works Director Dave Vorse

- councilmembers reviewed the Annual Drinking Water Report for 2017. There were no infractions or violations in production of the water within the system. The water quality has met or exceeded all Federal and State standards. This report will be distributed to all Castle Rock water system users at the end of this month. City water customers will receive the report with their May utility billing. Vorse noted this report also includes a list of goals for the City's water efficiency plan. He added that those goals are projected to be addressed over the next six years. He invited councilmembers to review them and to make amendments if there are other issues that may be of concern.

Vorse explained the listed goals: reducing the water loss to 10% or less by 2028; install new software to more efficiently track flows and leaks by 2019. Vorse stated that Master Meter will be in Castle Rock tomorrow to assist with that software application; continue to replace all water mains that were installed before 1970. He noted there are approximately twelve old mains remaining to be replaced; continue to replace leaky service lines by 2022; and conduct system-wide leak audit by 2018 and again in 2022. Public Works just completed the 2018 audit.

Vorse also noted that in 2017, the water loss was at 26%. The noted goal is to reduce the average consumption per capita by one gallon per day. Vorse explained goals to meet this target.

- provided results of the April 28, 2018 Annual Spring Clean-Up Event. Over 301 volunteers registered as volunteers. This was the largest volunteer turnout since the event began. Vorse thanked Castle Rock School Superintendent Jim Mabbott for getting the schools and student body involved; noting that over 45 Middle School Students participated, along with High School Students. The turnout is equivalent to 1200 hours of work done in one afternoon. Of the thirty-six projects, twenty-two were completed and fourteen were almost completed. Vorse thanked City Council, city staff, and all of the volunteers for making this a significant success for the community.
- Vorse provided councilmembers with the 2018 Public Works project list and the status of those projects. Vorse noted this list changes, as new priorities arise. He noted tracking of projects and public works service calls is now possible with the use of new Mobile 911 software. Staff has been using the Mobile 911 tracking system for the past six weeks. Over that time, public works personnel have responded to over 270 work orders, in addition to their daily work and projects.
- city leak detection audit; five minor leaks were identified and will be repaired next week.
- reported that Second Avenue SW, between Cowlitz Street and A Street SW will be closed tomorrow to excavate and repair a sink hole. The project is expected to take three days to complete.
- city submitted a grant application to the Port of Longview for safety improvements at the boat launch. The Port of Longview has notified the city that they will not receive the requested grant. For this reason, there is a \$42,000 shortfall for that project. Vorse asked the Port for their reason not to award the city a grant. The Port stated they are using all of their available resources for the Willow Grove Boat Launch, which they recently acquired from Cowlitz County.

Vorse stated engineering firm Gibbs and Olson have been working on a ten-year maintenance plan for the city boat launch facility. The Corps of Engineers is requesting the city conduct a biological evaluation. An initial evaluation was conducted when the launch was constructed, however the Corp of Engineers will not accept that report. Cost to conduct this evaluation is approximately \$10,000.

Without the Port of Longview's financial support, there are no other resources to fund this evaluation.

- Vorse and Councilmember Rose met with Joe Willis, owner of Waste Control regarding overflows at the recycling center. The city has received several complaints from users. Mr. Willis stated this was the heaviest used recycling center, compared to others in the county. Vorse stated more education needs to be done to remind users that the Recycling Center is only intended for residential recyclers, not for businesses. Additional signage will be placed at the center. Another issue is that recycling 'thieves' are removing plastics, metals and ground glass material from the bins and leaving the residual on the ground. Mr. Willis was amiable to checking the site more.

- announced that the new dog park has been completed and is ready for use. It is located at the end of B Street SW. Vorse thanked Councilmember Lee for taking the forefront on this project.

City Engineer Tom Gower, Gibbs and Olson Engineering

- submitted a memorandum for council review outlining the status of several projects:

1. Stormwater System mapping – still in Phase 1. Base map completed. Survey crews are mapping existing storm drain manholes and catch basins. Phase 2 will begin in 2019 and include evaluation of the storm water system
2. Powell Road Overpass washout and watermain repair – drawings, contract documents, technical specifications and construction cost estimate have been provided to the City for final review and approval. Bids will be solicited in May, with the bid opening in June.
3. Exit 49 Pedestrian Improvements – submitted drawings and contract documents to the city for review. Documents also will be submitted to Washington State Department of Transportation (WSDOT) for final review and approval. City will need to submit a Supplemental Agreement to WSDOT to obligate construction funding.
4. Huntington Avenue South overlay project – in process of preparing drawings . WSDOT requires the city to submit an updated construction prospectus and a Supplemental Agreement for construction funds. Construction funds are anticipated to be obligated in July.
5. Dougherty Drive Reconstruction Project – an updated engineering design proposal was submitted to the city and now includes federally required cultural resource work. Project is anticipated to be completed in November.
6. Update of Development Standards – continues to work with the city to update the standards. Anticipates scheduling meeting with city to discuss moving forward with implementation of revisions.
7. Boat Launch Operation/Maintenance (O/M) Comments from U.S. Army Corps of Engineers – coordinated meetings between the city and USACE. Biologic Evaluation for the project is required. City needs to determine funding for the evaluation before processing further.
8. General Engineering services – participated in development review conferences. Providing general engineering services, as needed.
9. Six Year Transportation Plan – this month will work with the city to update this plan.

City Deputy Clerk II Carie Cuttonaro

- councilmembers reviewed the April Cash Activity Report. Four funds have negative balances: Street Fund, DOT Spoil Site Fund, Street Construction Capital Fund and Boat Launch Facility Fund. Vorse stated the DOT Spoil Site Fund interfund transfer to fund the construction of the Dog Park has not been completed at this time. In addition, an interfund transfer of \$25,810 from General Fund to the Street

Fund will resolve that overage. Mike Hedges, Kayak The Cowlitz Event, requested information on how boat launch fees are assessed. Vorse stated this fee is for the use of the parking facility. The majority of users are fishermen. Impacts from Washington State Department of Fish and Wildlife have a direct effect on the use of the launch.

COUNCIL AND AD HOC COMMITTEE REPORTS

Mayor Paul Helenberg –

- thanked Castle Rock School District for their support on Castle Rock Clean-Up Day. This event was very successful.

Nancy Chennault (report provided by Dave Vorse)

- Chennault will be leading a tour of Canadian visitors this Friday. They are staying with host families and are coming specifically to see the city's flowers and gardens and plan to do some local shopping.

- street baskets will be put up on May 24th.

- still on track to receive designation as the first Proven Winners signature city. Proven Winners has notified Chennault that the city is already doing everything needed to qualify for this designation. She will be working to get Castle Rock added to their national brochure and also have the designation added to city entry signage.

CONSENT AGENDA

1. Mayor Helenberg requested the March 26, 2018 minutes be amended to reflect that regular session began at 8:07 p.m. following conclusion of Executive Session. The draft minutes, as presented show a dash instead of a zero. The mayor stated that city attorney Nicole Tideman notified him of this error. Councilmember Queen made a motion, seconded by Rose to approve the minutes to the April 23, 2018 regular council meeting, as amended. By roll call vote, unanimous 'Aye'.
2. Councilmember Lee reviewed April 2018 invoices prior to the meeting. Councilmember Queen made a motion, seconded by Rose to approve April invoices in the amount of \$545,778.84 as described on the Fund Transaction Summary Report and further described as adjustment EFT 575-4/2018 and EFT 581-4/2018, EFT 585-4/2018 and check numbers 49259 through 49339 for general expenditures; and adjustment numbers EFT Payroll Draw 4/15/18, NACHA Draw Batch #1902886, EFT Payroll 4/30/18, NACHA April Pay Batch #1905652; and check numbers 25249 through 25266 for payroll expenditures. By roll call vote, unanimous 'Aye'.
3. Councilmembers reviewed the planning invoice submitted by Gregg Dohrn And Associates for planning services January 1st through May 9, 2018 in the amount of \$10,185. It was noted this is 50% of the amount budgeted for planning services in 2018. Councilmember Rose noted this is in addition to the \$2,000 invoice for the Bergman Special Use Permit hearing.

Public Works Director Vorse noted projects listed on the invoice. Several were development related. Vorse noted that when project are pending, the Development Review Committee (which includes the planner, engineer, building official, city clerk Karlene Akesson and public works director) hold a telephone conference to discuss issues or concerns. Vorse stated this has been the best way to keep all departments informed and also to keep development applications moving forward in a timely manner. Mayor Helenberg stated he has asked that any additional planning commission projects be suspended. This does not affect review of submitted development applications. In answer to Councilmember Kessler's question, Mayor Helenberg stated much of this cost involved updates to the marijuana regulations and revision of commercial district zone amendments. Councilmember Kessler made a motion, seconded by Queen to approve payment of Mr. Dohrn's planning service invoice as submitted. By roll call vote, unanimous 'Aye'.

OLD BUSINESS

1. Councilmember Kessler made a motion, seconded by Lee to adopt Resolution No. 2018-06, a resolution amending, in part, Resolution No. 2016-13 to reflect amended State Building Code Council Permit Fees, on second reading. By roll call vote, unanimous 'Aye'.
2. Councilmember Rose made a motion, seconded by Queen to adopt Ordinance No. 2018-03, an ordinance amending the 2018 fiscal year budget to include grant funding received for the Dougherty Drive Reconstruction Project and for the Huntington Avenue South Overlay project, on second reading. By roll call vote, unanimous 'Aye'.
3. Councilmembers reviewed the Consultant Agreement presented by Gibbs and Olson Engineering for services relating to the Dougherty Drive Reconstruction Project in the amount of \$121,250. This agreement includes project design work only, at cost, plus fixed fee. The finance office also provided a summary of available grant funding for the project, which included \$121,212 available for design work. Councilmember Queen made a motion, seconded by Kessler to approve the Consultant Agreement with Gibbs and Olson Engineering, as presented. By roll call vote, unanimous 'Aye'.
4. Finance Office requested council approval of current compensation for Police Chief Neves in the amount of \$6,735 monthly salary, plus compensation for overtime, standby, holiday worked, and compensatory accrual. Mayor Helenberg stated this wage is temporary until council approves a formal Employment Agreement for that position. Councilmember Rose made a motion, seconded by Queen to approve the current compensation pay as presented. By roll call vote, unanimous 'Aye'.
5. Mayor Helenberg tabled further discussion regarding the proposed Employment Agreement for Chief of Police.

NEW BUSINESS

1. Eric Daniels, requests permission to construct a drop box for collection of used flags. He would like to place this drop box at City Hall. Daniels intends to complete this as part of his Eagle Scout project. The Boy Scouts would then collect the flags for disposal. Councilmember Queen made a motion, seconded by Kessler to approve of Mr. Daniels Eagle Scout project, as presented. By roll call vote, unanimous 'Aye'.

Mayor Helenberg listed several projects completed by Eagle Scouts in the Castle Rock area. He thanked them for their service to the community.

2. Councilmembers reviewed a quote submitted by Ashby Builders to replace five windows in the Senior Center. Quote was \$864.80/window including tax.

Vorse explained when the ductless heat pump was installed in the Senior Center, two windows needed to be replaced where the old window air conditioner was mounted. Vorse solicited quotes from Ashby Builders and Twin City Glass for the window replacement. He noted that Ashby Builders was the low quote.

Vorse stated there is a rebate available from Cowlitz PUD of \$96/window. In addition the city received a PUD rebate in the amount of \$3,200 for installation of the ductless heat pump. The Senior Center contributed \$6,000 toward the cost of the heat pump and they have offered to contribute an additional \$800 toward the window replacement. The remaining cost for the ductless heat pump came from a \$6,000 contribution from REET Funds. Vorse stated the total revenue available for the ductless heat pump and window rebate was \$16,480.

Expenses for this work included \$12,693 for Entel ductless work. To replace five windows would cost and additional \$4,320; for a total expense of \$17,013. Vorse suggested the difference of \$533 could come from an additional contribution from the REET Fund. Councilmember Kessler made a motion, seconded by Queen to accept the quote submitted by Ashby Builders and to authorize replacement of the five windows in the Senior Center, based on the cost estimate provided by Vorse. By roll call vote, unanimous 'Aye'.

3. JoAnne Ehrmantrout, Girl Scout Troop 44208, requests permission to close the south parking lot on June 9th, from 6:00 am to 6:00 p.m. for a yard sale fundraiser for the Girl Scout troop. Vorse stated in the past, city council has denied requests to hold yard sales on city property, for personal profit. He noted this is would be a fundraiser for a non-profit organization. Vorse stated the Girl Scouts would still need to provide proof of insurance and an approved Facility Use Insurance and Indemnification Agreement. Councilmember Queen made a motion, seconded by Kessler to approve Ehrmantrout's request to use city property to hold a yard sale fundraiser for Girl Scout Troop 44208 on June 9th. By roll call vote, unanimous 'Aye'.
4. Councilmember Rose made a motion, seconded by Kessler to approve the goals outlined in the city's Water Use Efficiency Plan, for 2018 through 2022 as presented. By roll call vote, unanimous 'Aye'.
5. Public Works Director Dave Vorse recommends rejection of Public Works Trust Fund (PWTF) loan in the amount of \$40,000, which was recently awarded to the city for the Dougherty Drive Reconstruction project and Huntington Avenue South overlay project engineering design phase. Vorse noted he had applied for this loan to provide matching funds, required for the grants for these two projects. In the interim, the city received a grant/loan award from Cowlitz County to include matching funds for both design and construction. The county's loan is at the same interest rate as assessed by PWTF. The city has accepted the county's grant/loan offer and no longer requires the PWTF loan. Councilmember Rose made a motion, seconded by Kessler to formally reject the \$40,000 Public Works Trust Fund Loan. By roll call vote, unanimous 'Aye'.
6. Mayor Helenberg stated the cities of Longview and Kelso have submitted letters to Cowlitz County Commissioners requesting they defer further decisions regarding the Headquarters Landfill. The mayor stated there are several unanswered questions pertaining to longevity of the site and the ability to keep rates affordable. Councilmember Queen made a motion, seconded by Kessler to submit a letter to Cowlitz County Commissioners asking them to take more time to allow additional information regarding the Headquarters Landfill issue. By roll call vote, unanimous 'Aye'.

Vorse noted in the Solid Waste Contract, there are two committees that need to receive information from Cowlitz County Commissioners. This agreement requires the County Commissioners to consult with these committees prior to making any changes regarding the landfill. At this point neither the Solid Waste Advisory Committee, nor the cities have received any information or been provided an opportunity to comment.

ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 8:35 p.m.

Mayor Paul Helenberg

Deputy Clerk II Carie Cuttonaro