

CALL TO ORDER

Mayor Paul Helenberg called the June 11, 2018, regular meeting of the Castle Rock City Council to order at 7:31 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, City Attorney Frank Randolph, Public Works Director Dave Vorse, Police Chief Scott Neves, City Engineer Tom Gower, Castle Rock Student Representative Maddie Neves and Deputy Clerk II Carie Cuttonaro.

BUSINESS FROM THE FLOOR -

- Yvonne Knuth, representing Castle Rock Fair Board requested council approval to hold the Castle Rock Fair Parade on July 19, 2018, beginning at 6:30 p.m. Knuth stated the parade route would be unchanged from last year. Mayor Helenberg asked council and staff if they had any issues or concerns. None were noted. Council approved by consensus.
- Yvonne Knuth, announced that city Clerk-Treasurer Ryana Covington was nominated by Sunnyside Grange for consideration as the Washington State Grange Volunteer of the Year for Grange State Convention to be held in Mount Vernon, Washington on June 28<sup>th</sup>.

DEPARTMENT REPORTS -

## Chief Scott Neves

- reported an issue with theft of flowers at the North Trailhead. Castle Rock Police are working with Brian Engkraf from Public Works to develop some intervention options.
- described an incident involving a possible overdose. Officer Stennick responded and used Narcan, which resulted in saving the individual's life.
- updated council on Officer Zimmerman's status at the Police Academy.
- last weekend officers were involved in a pursuit involving a mental subject. The suspect currently is in custody at St. John's Hospital in Longview.
- sergeant testing will be held June 14<sup>th</sup> and 15<sup>th</sup>. Castle Rock Civil Service Commission is combining with Cowlitz County Civil Service to hold a joint test for sergeant. Chief Neves anticipates having the sergeant's position filled by next month.

Public Works Director Dave Vorse – no report

## Deputy Clerk II Carie Cuttonaro

- summarized the June 7<sup>th</sup> Memorandum from Clerk-Treasurer Covington outlining the status of tasks and projects completed by the Finance Office in the first quarter. Covington credited her staff, Karlene Akesson and Carie Cuttonaro for their success in maintaining the office functions, implementation of new software programs (Mobile 311 system and Master Meter system updates) in coordination with the Public Works personnel and addressing the public's needs.

This memorandum also outlined the annual reports that have been completed and advised councilmembers that applications are being solicited for the Deputy Clerk I position, in anticipation of the Clerk-Treasurer's upcoming retirement.

Councilmembers and department supervisors all received a copy of the 2017 State Audit report, including five Washington State Auditor FIT reports outlining the city's financial position, along with a financial comparison of similar sized cities.

- councilmembers reviewed the May 2018 Cash Activity report. Cuttonaro noted this report includes the May 31<sup>st</sup> accounts payable expenses that council will consider for approval later in this meeting. Cuttonaro noted the Street Construction Capital Fund has a negative fund balance of \$591.79. This will be resolved when the city receives grant fund reimbursement for the SR 504, Phase 2 project and Huntington Avenue South Overlay expenses.
- Cuttonaro requested scheduling a Castle Rock City Transportation Benefit District meeting on June 25<sup>th</sup> at 7:00 p.m. By consensus, councilmembers agreed to schedule that meeting.

#### COUNCIL AND AD HOC COMMITTEE REPORTS

##### Mayor Paul Helenberg

- attended the Solid Waste Advisory Committee (SWAC) meeting. Cowlitz County Public Works and Republic Services gave presentations regarding options for management of the county landfill. After the four-hour meeting, the SWAC board tabled further discussion.
- was asked to be a speaker for the 2018 Castle Rock High School graduation.

##### Paul Simonsen

- on May 18<sup>th</sup>, he attended the Southwest Washington Regional Transportation Planning (RTPO) Organization meeting in Chehalis, Wa. Forty-one representatives from various counties and cities attended this meeting. The RTPO discussed projects, including the city's project on State Route 504 that was just completed last year. Simonsen stated it is important for the city to be represented at this meeting, because RTPO has input regarding transportation grant funding awards. The next RTPO meeting will be in October in Cathlamet.
- gave accolades to Public Works Director Dave Vorse and his employees for the excellent work to repair the sinkhole on Second Avenue SW. All of the work was completed using city employees and Simonsen stated the city is fortunate to have employees capable of this work.

##### Nancy Chennault, CRCDA Representative – absent due to recent surgery. Report submitted by Public Works Director Vorse

- the Daily News will be at the Elementary School on June 12<sup>th</sup> to do a story on the raised vegetable beds project and also on a new mural.
- later this week, a representative from Proven Winners will be in Castle Rock to take pictures of the city as part of recognizing the Castle Rock as a Proven Winners City. Pictures would be used for the Proven Winners Facebook page, website and press releases. Mayor Helenberg stated Castle Rock is the first city in the nation to receive such a recognition. Vorse noted all of this helps to promote local tourism in our community.

##### Maddie Neves, Castle Rock Student Council Representative

- reported on the ASB election results
- awards night was held June 5<sup>th</sup> for Awards of Excellence
- scholarship awards night was held June 7<sup>th</sup>. There were over \$900,000 in financial awards presented.
- June 8<sup>th</sup>, Castle Rock High School graduation
- reported on several sports events; track qualified nine participants for the State meet in Spokane. Tennis team qualified one State participant for the tournament in Yakima. Softball team took 18 members to the State tournament and placed fourth.
- Honor Society held a successful blood drive in May.
- twelve students were inducted into Honor Society.
- Future Farmers of America (FFA) held a successful plant sale on May 5<sup>th</sup>, with gross receipts of over

\$9,000.

- reported on High School student organizations that will be hosting a 'rest stop' and camping site for the Seattle To Portland (STP) bicycle participants, which is held in July. FBLA student group will partner with Castle Rock Chamber of Commerce members to host a pancake breakfast for those camping at the High School.

Mayor Helenberg announced that Maddie Neves would continue as the Castle Rock Student Council Representative, for the 2018-2019 school year. He thanked her for serving this past school year.

#### CONSENT AGENDA

1. Councilmember Queen made a motion, seconded by Rose to approve the minutes to the May 29, 2018 regular council meeting. By roll call vote, unanimous 'Aye'.
2. Councilmember Lee reviewed May 2018 invoices prior to the meeting. Councilmember Kessler made a motion, seconded by Queen to approve May invoices in the amount of \$356,617.29 as described on the Fund Transaction Summary Report and further described as adjustment EFT 586-4/2018 and EFT 596-5/2018, and check numbers 49340 through 49422 for general expenditures; and adjustment numbers EFT Payroll Draw 5/15/18, NACHA Draw Batch #1909335, EFT Payroll 5/31/18, NACHA May Pay Batch #1914956; and check numbers 25267 through 25286 for payroll expenditures. By roll call vote, unanimous 'Aye'.

OLD BUSINESS - none

#### NEW BUSINESS

1. City Engineer, Tom Gower submitted a letter dated June 6, 2018 summarizing the results of the June 5<sup>th</sup> bid opening for the Powell Road Overpass Washout Repair. Two bids were submitted:  
Clark & Sons Excavating of Battleground, WA: amount of \$139,100.72 including sales tax  
AES Incorporated: amount of \$208,511.27  
Engineer's estimate: \$114,946.00

Gower stated Gibbs and Olson reviewed the bids and verified Clark & Son's Excavating to be complete. References also were checked. Gower recommended the city award the contract in the amount of \$139,100.72 to Clark And Son's Excavating.

Public Works Director Vorse explained that the city's liability insurance carrier, AWC RMSA will pay for the washout repair only. He estimated that cost to be approximately \$100,000 including the required traffic control costs.

The remaining \$65,000 cost for the water main repair would be paid from operation/maintenance funds within the Regional Water Fund. A budgetary amendment will be required to increase the expenditure allocations within that fund for 2018 to include the water main repair costs. Vorse stated there are adequate reserves within the Regional Water Fund to fund this project.

Gower stated if city council awards the bid, he would send notification to the contractor. The contractor would then have fifteen days to provide the insurance and bond information to the city. A pre-construction conference will be scheduled after the contractor submits the required documents to the city. Gower stated that Washington State Department of Transportation (WSDOT) would be managing the lane closure on I-5 during the construction period; so there will

need to be coordination with that agency. If the bid is awarded, Gower expects the project to begin in July.

Councilmember Queen made a motion, seconded by Kessler to award the bid to Clark And Son's Excavating of Battleground, WA in the amount of \$139,100.72 for the Powell Road Overpass Washout Repair.

Discussion on motion: In response to Councilmember Simonsen's question, Gower stated there will be an inspector on site. Gibbs and Olson will provide the inspector services, along with WSDOT's inspector.

Vote on the above motion: By roll call vote, unanimous 'Aye'.

2. Polly Dangles, on behalf of North County Recreation Association requests permission to use city right-of-way and to close various street sections for a First Annual Corn Hole Festival and Barbeque Cook-off event scheduled for August 18<sup>th</sup>, from 7:00 am to 9:00 p.m. Street closures requested include Cowlitz Street West from Huntington Avenue to in front of the library building, Front Avenue from A Street SW to in front of the Pastime Tavern and First Street SW from Cowlitz Street West to A Street SW. Mayor Helenberg stated the Corn Holers Association in Cowlitz County will assist with the event and they plan to make this the largest tournament in Washington State. Competitors will include both youth and professional teams. Councilmember Kessler made a motion, seconded by Queen to approve the request to use city right-of-way and close described city streets as requested for this event. By roll call vote, unanimous 'Aye'.

Dangles had submitted a completed Facility Use And Indemnification Agreement for council review, however the insurance documentation and map showing the street closures still need to be submitted to the city before final approval by the Public Works Director.

In answer to Councilmember Simonsen's question, Mayor Helenberg stated a Corn Hole tournament is basically a bean bag toss competition. This tournament will include divisions for professional teams.

#### EXECUTIVE SESSION

Mayor Helenberg adjourned regular session at 7:53 p.m. for a twenty minute executive session to discuss potential litigation (RCW 42.30.110(1)(i)). Attendees include: Mayor Helenberg, Councilmembers Lee, Kessler, Queen, Simonsen and Rose, City Attorney Nicole Tideman and City Attorney Frank Randolph.

City Attorney Tideman extended the executive session at 8:14 p.m. for an additional ten minutes, to reconvene at 8:23 p.m.

Deputy Clerk II Cuttonaro announced at 8:23 p.m. the executive session would be extended for an additional five minutes; until 8:28 p.m.

Mayor Helenberg reconvened regular session at 8:29 p.m.

#### ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 8:30 p.m.

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Mayor Paul Helenberg

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Deputy Clerk II Carie Cuttonaro