

CALL TO ORDER

Mayor Paul Helenberg called the August 13, 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 and Paul Simonsen. Ellen Rose arrived at 7:32 p.m.

Also present: Librarian Vicki Selander, City Attorney Frank Randolph, Public Works Director Dave Vorse, City Engineer Tom Gower and Clerk-Treasurer Carie Cuttonaro.

BUSINESS FROM THE FLOOR - none

Mayor Helenberg held a moment of silence in memoriam for long-time pharmacist Ken Davis. Davis moved to Castle Rock in 1964.

DEPARTMENT REPORTS

Public Works Director Dave Vorse –

-Public Works has been working with the finance employees and are nearing completion with the remodel of the clerk's office. Councilmember Queen commented it looks nice.

Clerk-Treasurer Carie Cuttonaro –

-clerk's office remodel update; everyone appreciates the Public Works crew's hard work.

Librarian Vicki Selander –

-update to the primary election library excess levy results; latest count is 311 (63.21%) yes votes; 181 (36.79%) no votes. Next update to ballot counts is Friday, August 17, so most ballots have already been counted.

Council and Ad Hoc Committees

Mayor Helenberg –

-commented on what a great project remodeling the clerk's office has been. Police Department assisted with trip to surplus in Olympia, Public Works' labor; it's been a great collaboration of efforts with teamwork. It's a nice update for the public to enjoy as well. Helenberg thanked all for the work done.

-North County Recreation Association Cornhole Tournament is this Saturday, beginning at 11:00. Double elimination brackets; several age brackets. All day event. 17 vendors will be coming.

-letter received from the Castle Rock Senior Center thanking the City for the new LED lights, air conditioning/heating units, new windows and updated reader board.

-letter received from WA State Department of Ecology awarding the Wastewater Treatment Plant with 2017 Wastewater Treatment Plant Outstanding Performance. This is one of 111 out of approximately 300 wastewater treatment plants statewide. Castle Rock has received this award several years in a row.

-redirecting funds from painting the exterior of City Hall during 2018 to the Finance Office interior remodel. Councilmember Kessler made a motion, seconded by Queen to approve the redirection of \$3,000 from REET funds to General Fund for the purpose of the Finance Office interior remodel. By roll call vote, unanimous "Aye".

Councilmember Earl Queen –

-National Night Out; great turnout. Cowlitz County Commissioner Joe Gardner was in attendance. Helicopter came in for a landing and almost blew the tents away. Good exhibit with the police dogs. Demonstrations with the dogs were done.

Councilmember Ellen Rose –

-Saturday night, there were 55 people that came with their Model A club from Tacoma. They brought their cars down and did a mountain trip. Some of them drove through town, some walked – but they reported they were really happy with Castle Rock.

Nancy Chennault, Castle Rock Community Development Alliance –

-Mayor Helenberg stated the Garden Time video clip of Castle Rock is pretty impressive. Chennault agreed it showed Castle Rock pretty well and Garden Time was impressed with our city. They were originally going to do a clip of four minutes, but they decided that wasn't enough, pushed the date back a couple weeks in order to allow a larger time block of closer to six minutes.

-many people from the Portland/Salem/Eugene areas have been coming to Castle Rock after the Garden Time video clip aired August 4th. They are coming to specifically look at the flowers and visit the businesses.

-CRCDA participated in the National Night Out with produce harvested from the Castle Rock Elementary School Blooming Generations Garden. CRCDA is the fiscal agent for the garden. We watched kids eat peppers, one girl eat a cucumber like it was an ear of corn, and listened to the kids talk about how they like the vegetables and how well they tasted. We were able to connect the parents with the garden. Yvonne Knuth chopped cucumbers until she was tired of chopping cucumbers. Jana Gann went home with a lot of kale. Gann said she made a fresh kale salad that was "super yummy". Recipes were given for kale smoothies and roasted kale.

-An incredible amount of produce has been harvested from the garden. A senior citizen had a wonderful visit to the garden where she was able to pick some beans and peas and take them home. She was thrilled she had access to the fresh vegetables in her home town. Students who have working the garden through the summer have been thrilled to learn how to harvest new potatoes, plant nasturtiums and be able to see lettuce grow from seed. This has been a very gratifying project. We are in the process of looking toward grants for more planter boxes. Incredible donations of crushed rock from L-Rock, DeRosier Trucking for delivering the crushed rock, DOC came and spread the rock – total community collaborative effort.

-Rock Around the Bloom (scavenger) Hunt; eight sponsoring business within uptown and downtown that have the passports. People walk around town and look for the plants contained in the passports and collect the tags for those plants. Once the passport is complete, they can turn that in to one of the participating businesses to receive a coupon for the Castle Rock Nursery to receive a 6" guara plant. Three plants have been given so far. We had 150 passports printed and there are around 15-20 left. This program was developed by Linda Staudinger.

CONSENT AGENDA

1. Councilmember Queen made a motion, seconded by Rose to approve the minutes to the July 23, 2018 Regular Council Meeting. By roll call vote, unanimous 'Aye'.
2. Councilmember Lee reviewed the July 2018 invoices prior to the meeting. Councilmember Queen made a motion, seconded by Rose to approve the July 2018 invoices in the amount of \$382,316.85 as described on the Fund Transaction Summary Report and further described as adjustment number EFT 605-7/2018, EFT 606-7/2018, EFT 607-7/2018; and check numbers 49506 through 49586 for general expenditures; and adjustment numbers EFT Payroll Draw 7/15/18, NACHA Draw Batch #1931268, EFT Payroll 7/31/18, NACHA July Pay Batch #1936203 and check numbers 25308 through 25328 for payroll expenditures. By roll call vote, unanimous 'Aye'.

OLD BUSINESS - none

NEW BUSINESS

1. Mayor Helenberg stated the City of Castle Rock is the first in the nation to receive a Signature City designation. CRCDA Representative Nancy Chennault passed a brochure out to Council. This brochure is being dispersed to businesses for tourists and local residents. Proven Winners decided that our whole city is a Signature Garden, and therefore is a Signature City, and the first one. We have received national publicity on their website and Facebook pages, 2,500 printed brochures, and an 18"x24" sign that will be posted at City Hall. However, we haven't received the sign yet. The Proven Winners folks that we work with closely will be in town next week. There is a big nursery show in Portland they will be displaying in Wednesday, Thursday and Friday. They love our position on I-5. The publicity of the Signature City will be included in their information about the nursery show for folks travelling to the show.

Councilmember Rose made a motion, seconded by Queen to approve Resolution No. 2018-10, a resolution accepting the Proven Winners® Signature City designation, on first reading. By roll call vote, unanimous 'Aye'.

2. Cowlitz County Commissioner Joe Gardner respectfully requested the City Council rescind the Urban Growth Area Agreement. Gardner gave his appreciation to Mayor Helenberg and Public Works Director Dave Vorse for their help working through the Urban Growth Area. One reason for this request is that the County finalized the process with the amendment of the boundary late last year and the crux of the issue is that the intent of the original 1984 document and the tool it's being used for doesn't line up with the wording of the document itself. This has concerned a lot of folks located within the area. The document does refer to annexation which can be concerning to a lot of people. Another reason is that people are concerned they may have to give up their well water and get city services. The intent of the document is that if there is a larger development (greater than four lots) outside city limits, but will need access to city services, the developer, the city and the county can join forces and collaborate to get a good direction that clarifies things for the developer and also streamlines the process so that they are not working with the county on one hand and working with the city on the other, going back and forth. The intent of this tool was to streamline the process and have a clear set of standards the developer would follow. Cowlitz County is the last county on the I-5 corridor that doesn't have growth management, which can be advantageous. An Urban Growth Area Agreement is geared toward growth management. Another way to address larger developments that will need city services but are located in the county just outside city limits, is a Cowlitz County Building and Planning department level document that outlines the process how the county and the city will work together with the developer to streamline the process and development standards. The Urban Growth Area Agreement is around 60 pages and a department level document can be written in less than six pages, streamlining the process while providing the same results.

Councilmember Kessler made a motion, seconded by Queen to rescind the Urban Growth Area Agreement. By roll call vote, unanimous 'Aye'.

3. Request to transfer \$13,000 from the sale of the Exhibit Hall to General Fund for the purchase of a speaker system to be installed on Cowlitz St W from Huntington Ave N to between 1st Ave SW and 2nd Ave SW, on 1st Ave SW from A St SW to Cowlitz St SW and on Front Ave SW & NW from A St SW to Jackson St NW. Public Works Director Dave Vorse stated the purchase includes all materials and labor and would be used for events such as the Festival of Lights, parades and other events.

Christmas music would be played during the holiday shopping season beginning on Shop Small Saturday. The speaker system would be unique for the city

Councilmember Kessler made a motion, seconded by Rose to transfer \$13,000 from the sale of the Exhibit Hall to General Fund for the purchase of a speaker system. By roll call vote, unanimous 'Aye'.

4. Request for approval for a professional services agreement between the City of Castle Rock and the Castle Rock Chamber of Commerce for the management of the Visitor Center and approval of transfer of remaining funds from the sale of the Exhibit Hall and \$26,134 from the Big Idea fund to the Chamber for operations of the Visitor Center. Mayor Helenberg stated the Big Idea funds would be used to hire an executive director for the Visitor Center and would cover wages for the remainder of 2018. In 2019 the position would be funded with the remaining funds from the sale of the Exhibit Hall. In 2020, the Chamber/Visitor Center will be responsible for raising the money needed to fully fund the position.

Councilmember Kessler made a motion, seconded by Simonsen to approve the transfer of remaining funds from the sale of the Exhibit Hall, and the \$26,134 from the Big Idea Fund to the Castle Rock Chamber of Commerce for the purpose of funding the executive director position along with the approval of the professional services agreement with the Chamber for the purpose of managing the Visitor Center. By roll call vote, unanimous 'Aye'.

5. *This item is included in Number 4.*

6. Councilmembers reviewed a leak adjustment request submitted by Shayne Trebilcock, Roake Ave NE, in the amount of \$345.69 for the July 2018 billing period. Public Works Director Dave Vorse stated the pipe was capped off and abandoned and is no longer a concern.

Councilmember Kessler made a motion, seconded by Simonsen to approve the leak adjustment. By roll call vote, unanimous 'Aye'.

7. City Engineer Tom Gower clarified the status of the Huntington Ave Overlay project. Received input from the funding agency, WSDOT Local Programs, indicating the project needs to go to bid, regardless that we are coming into winter weather in October/November. Advertising will take place Thursday of this week, with a bid opening early September. If the weather is good, we'll be able to move forward and complete that project this year. If the weather turns bad, we will issue a stop work order and continue again in the spring of 2019.

Gower updated the status of the Exit 49 Pedestrian Improvement Phase II project. Ready to advertise for bids, however the engineer's estimate is that the funding will be approximately \$30,000 short for the construction. During review with WSDOT, the shared use path needed to be expanded from 8' to 10', which increases materials costs. Currently, contractors' bids are coming in high. Before moving forward, requesting Council direction. Public Works Director Dave Vorse added the original plans approved by WSDOT are from two years ago and now with a second review with different individuals at WSDOT, the requirements have changed, causing the price increase. Vorse asked Kris Strickler, Regional Administrator, Southwest Region, WSDOT, if there was other funding that could be supplied to help. No answer has been provided at this time. TIB (Transportation Improvement Board) has in the past done a 13.5% match grant. We learned earlier

this year that the grant program was suspended. Just today we learned TIB has reinstated that program and all applications must be in by this Friday (8/17/18). If awarded, we likely won't know until first part of December. We are continuing to submit the grant applications. This particular project is unique and has a lot of aspects. When WSDOT obligates the funds, they typically want to see the project go out to bid in six weeks unless you have good reason. This is a good reason. The gamble is a cost of approximately \$500 to go out to bid and if the bids don't come in you have to do that a second time. At this point there is no threat of WSDOT pulling the obligated funds, but it is something we are trying to get prepared for. The last resort is to have TBD funds obligated in the 2019 budget year to cover this project. Gower responded to Mayor Helenberg's question there is no required timeline to re-bid the project. He also stated the City has 60 days to accept or reject the bid. Mayor suggested to continue with bid process.

Councilmember Queen made a motion, seconded by Rose to go out to bid on the Huntington Ave S Overlay and Exit 49 pedestrian Improvement Phase II projects. By roll call vote, unanimous 'Aye'.

8. Status update of Library Excess Levy in Primary Election; future need to include or withdraw the excess levy from the General Election. Deadline to withdraw from the General Election is August 16, 2018. Cowlitz County Elections won't validate the Primary Election results until August 21, 2018. Based on the current counts, by consensus, we will withdraw from the General Election.
9. Councilmember Queen asked Public Works Director Dave Vorse if there is an update from the divers about getting the logs out of the boat launch. Vorse stated they have been in contact with the divers and they have been setting up, but we don't have an update beyond that. Silt cannot be removed from the water past August, but the divers can still be in the water. It is our goal to have this completed during August, but this is a training exercise at zero cost to the City.
10. CRCDA Representative Nancy Chennault added that Della Franklin has posted the video to YouTube for the America in Bloom video competition. The more views, the higher the votes. Also, the America in Bloom Symposium is in Lexington, Kentucky the 25th, 26th and 27th of September. Encourages City leadership participation.
11. Yvonne Knuth and two other Fair Board members were in attendance that are concerned about the recent events held at the motorcycle track. Mayor Helenberg advised that there is a committee comprised of himself, Chief Neves and Councilmembers Kessler and Simonsen and they will be reporting their recommendations.

ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 8:20 p.m.

Mayor Paul Helenberg

Clerk-Treasurer Carie Cuttonaro