

CALL TO ORDER

Mayor Paul Helenberg called the July 22, 2013 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: Ray Teter, Glenn Pingree, Earl Queen and Ellen Rose. Councilmember Davis was absent.

DEPARTMENT REPORTS**City Attorney Frank Randolph**

Randolph reports that Woodland, Kelso and Castle Rock will resume franchise negotiations with PUD of Cowlitz County on August 19th.

Police Chief Bob Heuer

1. Heuer reports that the Fair Parade went well.
2. Mayor Helenberg requested the Boat Launch Host receive contact information for officers, to facilitate better communication between the site and officers.

City Engineer Mike Johnson

Johnson provided an update on the Front Avenue NW Improvement Project. The contractor is pouring curbs and sidewalk from Shintaffer to Jackson Street which will be followed by asphalt paving of the street. Work will then continue south toward Cowlitz Street West. In response to a question from Mayor Helenberg, Johnson confirmed that the final street surface will be one continuous pour of asphalt.

Librarian Vicki Selander

Selander reports a large turnout for the Summer Reading Program this year.

COUNCIL AND AD HOC COMMITTEE REPORTS**Mayor Paul Helenberg**

Mayor Helenberg reports that last week he met with Developer Mike Canton, Councilmember Rose and Cowlitz Economic Development Council Representative Nancy Chennault to discuss funding options for a feasibility study to develop access to the Hornstra Property.

Councilmembers

Councilmember Ellen Rose reports that she met with Randolph and Vorse to discuss development of a sign placement policy.

CEDC Representative Nancy Chennault

Council reviewed a written report submitted by Chennault. This Saturday is a 'Music On the Mountain' concert. Vorse added this Saturday is also the Mountain Mania Fun Run, Rod Run Car Show and Pancake Breakfast.

CONSENT AGENDA

Councilmember Pingree made a motion, seconded by Rose to approve the minutes of the July 8, 2013 Regular Council Meeting. By roll call vote, unanimous Aye.

OLD BUSINESS

1. Councilmember Pingree made a motion, seconded by Teter to approve Resolution 2013-06 asking qualified voters to fund by Special Excess Levy the furnishing of public library services to the citizens of Castle Rock and will submit the following question: Whether or not a Special Excise Levy on real property shall be had for the purpose of funding library services to the citizens of Castle Rock during the year 2014, on second reading. By roll call vote, unanimous Aye.
2. Johnson recommends acceptance of the construction portion of the Safe Routes to School Project as complete. In response to a question from Councilmember Queen, Johnson clarified that although a handful of property owners have not sign the release form, they have verbally indicated that the contractor, Five Rivers Construction, has fulfilled their obligations.

Mayor Helenberg noted this project significantly improved the southeast section of town. In response to a question from Mayor Helenberg, Vorse confirmed that the school warning lights would be installed before school begins this fall.

Councilmember Pingree made a motion, seconded by Teter to accept the construction portion of the Safe Routes to School Project as complete. By roll call vote, unanimous Aye.

3. Clerk-Treasurer Ryana Covington clarified that payment for the Exhibit Hall's portion of AWC RMSA liability insurance had been withheld due to lack of funds within that department. In response to a question from Councilmember Queen, Covington explained that \$6,176 of \$113,762 is the Exhibit Hall's portion for liability insurance that was due in February. Payment was delayed to ascertain whether sufficient Motel/Hotel Tax revenue would be received. Delinquent late fees continue to incur for this bill and the Exhibit Hall still lacks funding for payment. Covington recommends payment of this invoice from the General Fund as a loan to be repaid when adequate Lodging Taxes are accrued.

Councilmember Teter made a motion, seconded by Rose to approve payment of AWC RMSA liability insurance in the amount of \$6,176.54 including any further delinquency charges, as a loan from the General Fund to be repaid from Lodging Tax revenue. Discussion on motion: Mayor Helenberg cautioned that each year, departments within the General Fund are asked to reduce expenditures. Sufficient revenue from the Lodging Tax may not materialize to repay this loan or retain the Exhibit Hall Director

position. At some point short term loans and donations cannot sustain Exhibit Hall operations. He felt the Lodging Tax is no longer sufficient to fund this facility. A supplemental source of funding must be found or operations cease.

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

NEW BUSINESS

4. Johnson summarized specifics within the Regional Water System Plan that was submitted to the Department of Health (DOH) last December:
 - The city has responded to DOH comments.
 - The Carpenter Road Booster Pump Station Project has been extended to the 20 year horizon due to the estimated expense.
 - The city has adequate water rights, source capacity and storage capacity for projected needs to the 20 year horizon.
 - There is adequate pressure in all areas except the Carpenter Road area.
 - Five areas with fire flow deficiencies are identified.
 - Distribution system leakage continues to be reduced.
 - Three areas of deficiencies within the distribution system have been identified as
 - I. Raw Water Intake screen fouling;
 - II. Aging distribution system water mains; and
 - III. Areas with pressure /fire flow issues.
 - Proposed Water Use Efficiency Goals are:
 - Supply - Maintain system leakage below 10%;
 - Demand - Reduce consumption per capita by 1 gallon per day.
 - Proposed Water Use Efficiency Measures include:
 - Supply - Meter hydrant use, replace meters, repair leaks and conduct water audit;
 - Demand - Reclaim water at Waste Water Treatment Plant, add consumption history to bills, use drip irrigation for landscaping and initiate education/outreach program.
 - Capital improvement needs have been identified.
 - Financial analysis assumes that revenues will be flat, while expenses increase. This trend will necessitate a 3.5% annual utility rate increase for operating expenses and an annual increase of 5% if council includes a capital project.

Mayor Helenberg congratulated Vorse for bringing water leakage below 10%.

Councilmember Pingree made a motion, seconded by Teter to adopt the Castle Rock Regional Water System Plan Update as presented. By roll call vote, unanimous Aye.

5. Councilmember Pingree made a motion, seconded by Queen to approve additional June expenditures in the amount of \$103,605.75, which were submitted late and therefore not included in the regular processing of June invoices. By roll call vote, unanimous Aye. Covington noted these approved expenses include the following invoices: Mad Bird Design; \$260 for web site maintenance and Gray and Osborne; \$103,345.75 for engineering services.
6. City Engineer Mike Johnson outlined that the proposed Front Avenue NW Improvement Project Change Order Number 1 contains two parts:
 1. Perform a video inspection of a section of existing storm pipe between Shintaffer and Jackson Street that is located under the sidewalk and complicated by the fact that it is also directly under telephone and fiber optic lines. The project would replace this pipe in its current alignment. If this section of pipe is in good condition then funds could be saved by keeping it, with the savings used elsewhere in the project. A video inspection of this pipe will be used to confirm its condition and potential for use; cost of change order \$975.
 2. Furnish and install a 2" water meter for a west side property that has the potential for commercial development. This would provide access to the water main for development of that lot without future cutting of the new pavement; cost of change order \$2,400.

Johnson recommends approval of Front Avenue NW Improvement Project Change Order Number 1 in the amount of \$3,375 as described.

Councilmember Teter made a motion, seconded by Pingree to approve Front Avenue NW Improvement Project Change Order Number 1 in the amount of \$3,375. By roll call vote, unanimous Aye.

7. Public Works Director David Vorse noted the Transportation Benefit District board recommends adoption of the 15-Year Street Maintenance Plan. In response to a question from Covington, Randolph clarified that during a regular meeting items not on the agenda can be raised; not limited to the agenda as for a special meeting.

Councilmember Teter made a motion, seconded by Pingree to adopt the 15-Year Street Maintenance Plan. By roll call vote, unanimous Aye.

ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 8:02 p.m.

Mayor Paul Helenberg

Clerk-Treasurer Ryana Covington