

## CALL TO ORDER

Mayor Paul Helenberg called the March 26, 2012 regular meeting of the Castle Rock City Council to order at 7:32 p.m. followed by the Pledge of Allegiance. The following councilmembers were present: Ray Teter, Earl Queen, Mike Davis and Ellen Rose. Councilmember Pingree was absent.

## DEPARTMENT REPORTS

### City Attorney Frank Randolph

Randolph reports that he will continue working with City Planner T.J. Keiran on the wireless tower code amendment. Randolph is also working with Covington to resolve a lien issue regarding a city Home Rehab Program recipient, who is recently deceased. The city is a lienholder for upgrades completed within that program.

### City Engineer Mike Johnson

Johnson reviewed the Safe Routes to School Project which will improve pedestrian access to school property. This \$322,000 federally funded grant has three components:

1. Education and Encouragement Activities to be fulfilled by the Castle Rock School District (CRSD);
2. Enforcement Efforts to be provided by the Castle Rock Police Department (CRPD) and
3. Engineering and construction: which includes construction of a sidewalk on Roake Avenue SE from Cowlitz Street E to the Elementary School and on C Street SE from Huntington Avenue to Roake Ave SE. This project also includes improvements to the connecting path from Allen Avenue SE to the Elementary School.

An engineering survey has been completed and assessed to determine the best location for a sidewalk. A sidewalk on either the east or west side of Roake Avenue would have a similar impact. Johnson recommends locating the sidewalk on the west side of Roake Avenue SE as this is the side that students are using. There is an existing sidewalk on the south side of the 100 block of C Street SE which would be extended to Roake Avenue SE.

A six foot wide concrete sidewalk could be constructed or an eight foot asphalt path. An eight foot path would impact the parallel parking lane and cost approximately \$15,000 more, but provide ample width for bicyclists. However the existing 24 foot wide road would be reduced to 20 feet, with an eight foot path. In addition, the increased impervious surface adds to drainage issues. For these reasons, Johnson recommends a six foot concrete sidewalk on both C Street and Roake Avenue SE.

Johnson recommends an eight foot asphalt path in the connecting alley from Allen Avenue SE to the Elementary School. A community meeting would be scheduled to outline the project and gain input from residents. The tentative schedule for this project is to solicit a

Request for Proposals in May to be ready for construction in June or July. A Washington State Department of Transportation Archaeology and Historic Preservation Survey is required by the grant agency, as some of the homes in this area are over 50 years old.

In response to a question from Councilmember Davis, Johnson specified that a defined curb would improve pedestrian safety. The tree at Kirby Avenue SE is on private property and will not be affected other than the removal of intruding roots.

Public Works Director David Vorse noted that once a community meeting is scheduled, notices will be hand delivered to the neighborhood and announced in The Daily News. He added that portions of this project could change following the community meeting.

Vorse reviewed aspects of the education component:

1. Castle Rock School District will establish a Safe Routes to School Curriculum;
2. Develop a Healthy Lifestyles Mileage Club;
3. Organize a bike rodeo to teach bicycle safety and
4. A bus shelter will be constructed at City Hall where safety-trained parents will oversee a “walking school bus”. This will decrease traffic congestion at the school.

Vorse reviewed the enforcement component:

1. Castle Rock Police Department (CRPD) will complete a school zone speed and pedestrian safety analysis;
2. School zone lights and “fines doubled” signage will be installed and
3. Cameras will be installed at the crossing area south of the Middle School at Front Avenue SW and Hibbard Street SW which will be monitored by CRPD.

#### Clerk-Treasurer Ryana Covington

Covington reviewed the Cash and Investment Activity Report for February 2012. The Street Fund has received grant reimbursement. First portion of property tax revenues for the General Fund is expected in May, since the due date is April 30<sup>th</sup>.

In response to a question from Mayor Helenberg, Covington specified that the City Hall Building Capital Improvement Fund has \$586 that can be used for the landscaping project discussed at the previous council meeting. Nancy Chennault had indicated that she has received donations of trees, plants and materials for the landscaping at City Hall and the Historic Jail. Chennault has estimated an additional \$650 will be needed. Covington stated the Finance Office staff donated \$170 toward the trees. Councilmembers Rose and Pingree have pledged to donate \$300 each, Councilmember Davis \$50 and Mayor Helenberg will provide rock and equipment for this project.

Councilmember Teter made a motion, seconded by Queen to allocate \$200 from the City Hall Building Capital Improvement Fund for this project, as a contingency. By roll call vote, unanimous Aye.

#### Librarian Vicki Selander

Selander reports that donations to fund Library services are coming in. Approximately \$7,000 has been received by the Friends of the Library. She noted that the 'I Topped The Rock' event will bring in additional funds.

#### Exhibit Hall Director Karen Johnson

Johnson reports that the Street Art Committee will begin selling fish plaques next Wednesday. After decorating both sides of the plaques, participants need to return their finished plaque to the Exhibit Hall by May 18<sup>th</sup>. The plaques will be hung from the downtown light posts.

The Annual Puget Sound Blood Drive will be held on April 16<sup>th</sup> at the Exhibit Hall.

### COUNCIL AND AD HOC COMMITTEE REPORTS

#### Mayor Paul Helenberg

Mayor Helenberg is attending meetings for the Port of Longview Strategic Marketing Comprehensive Plan. He stated that following the next council meeting, each councilmember will be assigned a task related to the Port's project.

#### Councilmembers

- Councilmember Teter would like a recycling bin for glass at the Recycling Center. Mayor Helenberg explained that recycling glass can be difficult. Each type of glass must be sorted with only 5% recyclable. Vorse noted that glass recycling bins have been requested, but Waste Control declined, stating it is not profitable. Mayor Helenberg directed Vorse to contact Waste Control to request a glass recycling bin.
- Councilmembers Queen and Rose attended the AWC Bullying and Harassment Training held on March 15<sup>th</sup>.

#### Student Representative Genevieve Grant

Grant reports that 18 new members were inducted into the Castle Rock High School Honor Society this evening. These are students with a 3.5 or higher grade point average. This high enrollment indicates that the majority of students are dedicated to academic achievement. In response to a question from Councilmember Teter, Grant estimates there are a total of 42 members in the Honor Society.

Community Economic Development Council (CEDC) Representative Nancy Chennault

Mayor Helenberg reviewed the report submitted by Chennault:

1. The Business Education Roundtable Meeting on March 20<sup>th</sup> determined that top priorities are to increase the opportunities to bring more students into the workplace to experience possibilities for employment careers. This group also requested scheduling Roundtable discussions more often.
2. The first joint effort by CEDC and the US Forest Service (USFS) to hold an event (wine tasting/magic show) that would utilize USFS facilities for community events was postponed due to unforeseen circumstances. It is anticipated that the event will be rescheduled at a later date.
3. A CEDC 'Broker Tour' of industrial and commercial sites is scheduled for May 10<sup>th</sup>. Each participating municipality must contribute an estimated \$400 to \$500 toward tour expenses. In response to a question from Councilmember Teter, Covington explained that this would be expended from the General Fund. If councilmembers are interested in participating, Covington suggested reallocating some of the planning appropriations toward this cost. Mayor Helenberg feels that bringing one industry into town is worth the investment. Past focus by CEDC has been on large industrial investment at the Port of Longview or the Mint Farm Industrial Park. The emphasis is now on small town industrial development.
4. The Castle Rock Community Development Alliance (CRCDA) is developing a description for the Ombudsman position which will be sent to Eric Hovee for completion. CRCDA is working on 2012 goals.
5. Chennault is working on potential areas off I-5 Exits 48 and 49 and the Four Corners area for entrance signage and landscape enhancements.
6. Judges for "America in Bloom" will be in Castle Rock on July 30<sup>th</sup> and 31<sup>st</sup> to visit all the venues that qualify for points for the award program.

**CONSENT AGENDA**

Councilmember Queen made a motion, seconded by Teter to approve the minutes of the March 12, 2012 Regular Council Meeting. By roll call vote, unanimous Aye.

**OLD BUSINESS**

Vorse reviewed the six bids received for tree removal. Ron's Stump Removal Tree Service from Tenino submitted the low bid for each option:

	Species	Location	Ron's Stump Removal Tree Service Quote
<b>Base Bid</b>	Black Walnut Cottonwood	441 Front Avenue NW Warren Street SW at Dike Drive	\$1,511.78
<b>Additive 1</b>	Deodar Cedar	114 Cherry Street NW	\$807.00
<b>Additive 2</b>	Fir	539 C Street SW at Riverfront Trail	\$457.50
<b>Additive 3</b>	All 4 trees listed above		\$2,776.28

Vorse reported that references for Ron's Stump Removal Tree Service are good. The expense to remove the tree at 441 Front Avenue NW will be taken from the Arterial Street Fund and the cost for the remaining trees along the levee will be taken from the Stormwater Fund. Vorse recommends City Council award the bid for Additive 3 to Ron's Stump Removal Tree Service in the amount of \$2,776.28.

Councilmember Teter made a motion, seconded by Queen to accept the bid from Ron's Stump Removal Tree Service for Additive 3 in the amount of \$2,776.28. By roll call vote, unanimous Aye.

**NEW BUSINESS**

1. Mayor Helenberg reports that Vorse accompanied him on an assessment of streets in need of repairs. There are severe potholes on Dougherty Drive NE near the entrance to Gateway Food & Fuel, 1178 Mt. St. Helens Way NE, that are in serious need of repair before the street base is completely lost. This is a busy commercial area and this entrance serves the fuel station for semi-trucks. Mayor Helenberg recommends a two-inch overlay repair, beginning at the WSDOT right-of-way, at the intersection with Mt. St. Helens Way NE; for a total of 145 feet of surface.

In response to a question from Councilmember Teter, Vorse detailed that the life expectancy for a 2" overlay is 7 to 10 years and a 1 1/2" overlay is 5 to 7 years. Mayor Helenberg also noted the amount of use and heavy weight traffic at this busy commercial location. The cost estimate for a 2" overlay is \$5,500 and for a 1 1/2" overlay \$4,500. Vorse noted that this overlay project was not included in the 2012 budget. He added that this year's REET Fund allocation of \$20,000 was budgeted for the Roake Avenue SE overlay project; an estimated cost of \$18,000. Vorse stated he needs council to make an immediate decision regarding Dougherty Drive, so that this project can be included with Cowlitz County's overlay projects. Covington stated she was not included in these discussions and therefore she is not prepared to verify that adequate REET funding is available for the project.

Councilmember Teter made a motion, seconded by Davis to approve a 2" overlay for 145 feet of roadway, on the west end of Dougherty Drive NE, if sufficient revenue is available in the REET Fund. By roll call vote, unanimous Aye.

2. Councilmembers reviewed the leak adjustment request submitted by Alisha Elliott for her residence at 141 Green Acres Drive. Vorse explained that photos of the leak, provided by Ms Elliott, were confusing, which contributed to a delay in ascertaining eligibility for any adjustment. He added it was not until this month that Public Works could verify that the leak was due to a pipe, not a fixture; therefore this request meets Castle Rock Municipal Code qualifications. Councilmember Davis asked why it took so long to determine eligibility for a leak that occurred September 2011. Covington stated staff initially sent a letter to Elliott on September 26, 2011 advising of high consumption. Elliott submitted an adjustment request on November 14, 2011. In December, a letter requesting additional documentation was sent to the customer. It was not until March 20, 2012 that verification could be made by public works.

Councilmember Teter made a motion, seconded by Rose to approve a utility adjustment at 141 Green Acres Drive in the amount of \$159.16. By roll call vote, unanimous Aye.

3. After reviewing calendars, Council scheduled a public workshop meeting for 6:00 pm on Tuesday, April 10<sup>th</sup>, to discuss street repair funding options.
4. Randolph requests time to complete a legal review of regulations regarding the street vacation petition submitted by Mr. Gourd. Covington detailed that the time limit to schedule a public hearing begins when the resolution is adopted. Council tabled consideration of Resolution 2012-02 to allow the City Attorney time to complete a legal review.

#### ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 8:32 p.m.

---

Mayor Paul Helenberg

---

Clerk-Treasurer Ryana Covington