

**CALL TO ORDER**

Mayor Paul Helenberg called the August 10, 2015 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: Lee Kessler, Earl Queen, Ellen Rose and Mike Davis.

**BUSINESS FROM THE FLOOR**

Don Miller, resident, questioned the amount of his water bill for the month of July. Mayor Helenberg noted rates have not changed since the beginning of the year; so Miller's consumption may have been higher for that month. In answer to Councilmember Kessler's question, Mr. Miller stated his consumption has not increased; however the amount of the bill was higher. Clerk-Treasurer Covington invited Mr. Miller to come to the Finance Office and she would be able to discuss his bill with him at that time.

**DEPARTMENT/COMMITTEE REPORTS**Department Reports

1. Sergeant Scott Neves attended the meeting for Chief Heuer. Neves introduced Officer Charlie Worley who provided a summary of National Night Out event. Worley noted this August 4<sup>th</sup> event was well attended; with an estimate of 200 participants. Events included demonstrations by the Sheriff's office and Fire District #6 and a bicycle rodeo for the children. Worley thanked the Cub Scouts, supporting emergency service agencies and the CARE Coalition for their help on this event. Sergeant Neves acknowledged Officer Worley's work in making this event a success.

Sergeant Neves distributed safety gun locks to all attendees. Castle Rock Police Department is working with Project Child Safe and Cowlitz County Health Department to distribute 700 gun locks to people in our community.

2. Public Works Director Dave Vorse reported the overlay projects for the year have been completed. The city no longer has any public gravel streets in Castle Rock. This is the first time in the history of our city. In answer to Mayor Helenberg's question, Vorse stated he anticipates the county will begin chip sealing within the next month. Vorse stated striping of the streets also will be completed within the next week.
3. Clerk-Treasurer Ryana Covington distributed a copy of the 2016 budget calendar published by Municipal Research and Service Center. In answer to Mayor Helenberg's question, Covington stated that department supervisors are required to have their budget requests submitted to her by September 28<sup>th</sup> and the mayor's preliminary budget is submitted to councilmembers by October 5<sup>th</sup>. Covington recommended that councilmembers consider scheduling a pre-budget workshop meeting to communicate budget related priorities with staff. Mayor Helenberg asked Covington to schedule a

workshop meeting within the next couple of weeks.

4. Vicki Selander, Librarian, announced that the library levy appears to have been approved by voters. The county will validate the election around August 28<sup>th</sup>. She stated there are currently 61.22% 'yes' votes and 38.78% 'no' votes, with 392 votes cast.
5. Mayor Helenberg and Councilmember Kessler met last week with the clerical and public works bargaining units to negotiate new contracts, effective January 1, 2016.
6. Nancy Chennault, Cowlitz Economic Development (CEDC) city representative, announced that one of the city's Bloom Team volunteers have completed a video to be submitted on the city's behalf to America In Bloom (AIB) for their video contest. AIB is offering a \$1,000 prize for the best video presentation. Part of the criteria is based on the number of hits the video has received through UTube. Chennault played the video for councilmembers. She noted this video has been shared by many Internet sites, including on Proven Winners Facebook page.

Chennault announced that Castle Rock Community Development Alliance (CRCDA) will sponsor a Business Opportunity Open House on September 10<sup>th</sup> from 5:30 pm to 7:30 pm. Regional and local real estate brokers will be invited to get information on commercial buildings and also bare land investment opportunities within our community. The headquarters for this event will be at 51 Cowlitz Street West. In addition, established businesses will remain open on that night. CEDC and other investment organizations also will be present.

#### CONSENT AGENDA

1. Councilmember Queen made a motion, seconded by Kessler to approve the minutes to the July 27, 2015 regular council meeting. By roll call vote, unanimous 'Aye'.
2. Clerk-Treasurer Covington noted that July invoices were reviewed by Councilmember Rose prior to this meeting. Councilmember Rose made a motion, seconded by Queen to approve the July expenditures in the amount of \$692,476.46 and further described as adjustment number 416-7/15, check numbers 46178 through 46259 for general expenditures, EFT Payroll Draw 7/15/15 and EFT Payroll 7/31/15 and NACHA Draw Batch#1723850 and Month End NACHA Batch#1726149 and payroll check numbers 24508 through 24533. By roll call vote, unanimous 'Aye'.

#### OLD BUSINESS –

1. Councilmember Queen made a motion, seconded by Davis to adopt Ordinance No. 2015-05, an ordinance of the City of Castle Rock, Washington, providing for the issuance and sale of a \$329,000 principal amount limited tax general obligation bond to pay the costs of certain street improvements; providing the date, form, terms and maturity, interest

rate, terms and covenants of the bond; and approving the sale and providing for the delivery of the bond to the United States of America, acting through the United States Department of Agriculture, on second reading. By roll call vote, unanimous 'Aye'.

2. Councilmember Queen made a motion, seconded by Davis to adopt Ordinance No. 2015-06, an ordinance of the City of Castle Rock, Washington, specifying and adopting, ratifying and confirming a plan of additions and betterments to its combined system of water and sewerage; providing for the issuance and sale of a \$103,400 principal amount water and sewer revenue bond to pay the costs of certain improvements relating to the City's wastewater line improvements and a \$220,000 principal amount water and sewer revenue bond to pay the costs of water lines and meters; providing the dates, form, terms, and maturity, interest rate, terms and covenants of the bonds and approving the sale and providing for the delivery of the bonds to the United States of America, acting through the United States Department of Agriculture, on second reading. By roll call vote, unanimous 'Aye'.
3. Councilmember Kessler requested consideration of Ordinance No. 2015-07, establishing a credit card use policy, be tabled until the next meeting. He would like to do further review of the ordinance and then meet with the clerk-treasurer.

#### NEW BUSINESS-

1. Councilmembers reviewed results of the four bids received for the Exit 49 Pedestrian Improvement project. City Engineer Mike Johnson reported that all of the bids were significantly higher than the engineer's estimate. Johnson asked that further consideration of the bids be tabled until additional options can be evaluated. At staff recommendation, Mayor Helenberg tabled further discussion.

2. City Engineer Mike Johnson distributed an outline of the bids received for the Front Avenue SW Sidewalk project. The bidders and their respective bid amounts, including sales tax where applicable are as follows:

KBH Construction, Olympia, WA	\$171,600.00
Western Washington Construction, Hoquiam, WA	\$183,829.50
Advanced Excavating Specialists, Longview, WA	\$243,340.00
Conway Construction, Ridgefield, WA	\$275,240.00
Nutter Corporation, Vancouver, WA	\$329,135.22
NOVA Contracting, Olympia, WA	\$340,020.00
*Engineer's Estimate	\$196,155.00

Johnson stated the low bidder was KBH Construction of Olympia, WA. They are currently a Washington State registered and licensed contractor. Johnson noted this company appears to have relevant qualifications and experience to complete the work. The low bidder has not claimed bid error and no formal bidding protests have been recorded.

Johnson stated this project is funded by a Transportation Improvement Board grant which will pay 95% of the cost, with the city paying a match of 5%.

Councilmember Queen made a motion, seconded by Davis to award the bid to KBH Construction of Olympia, WA in the amount of \$171,600 for the Front Avenue sidewalk project. By roll call vote, unanimous 'Aye'.

3. Mayor Helenberg announced the city is now accepting applications for Castle Rock City Council position 1, vacated by Councilmember Ray Teter. Applications will be accepted until 5:00 p.m. on September 28<sup>th</sup>. By consensus, councilmembers agreed to the process.
4. Public Works Director Dave Vorse advised that if the city intends to apply for any grants from Washington State Recreation Conservation Office (RCO); an update to the Park Plan will be required. RCO has staggered their grant programs which will require the city to have updated plans for each specific program cycle. Vorse requested the grant coordinator to review the city's current Park Plan. RCO staff noted that the city's Park Plan sections pertaining to trails and parks would be good through 2016; however the section pertaining to the city's boat launch facility must be updated and approved by RCO no later than March, 2016 in order to qualify the city for the RCO grant cycle pertaining to Boating Facilities. Vorse stated he has contacted Cowlitz Wahkiakum Council of Governments (CWCOG) Director Bill Fashing. Fashing estimated it would cost the city \$9,000 for CWCOG to update the plan. Vorse estimated city council would only need to allocate \$4,500 for work to be completed in this fiscal year, with the remaining \$4,500 to be allocated in the 2016 budget. Councilmember Queen stated he felt it was important to be qualified for that grant cycle. In answer to Mayor Helenberg's question, Vorse stated funding would be through General Fund (Park Department). Vorse noted the city's plan is entitled 'City of Castle Rock and Castle Rock School District Park Plan'. Vorse stated the school district was included in the city's plan because they also own a significant amount of recreational land. The school district updates their capital facilities plan and provides that information to the city for incorporation into the Park Plan document. Vorse stated the city could also fund part of the estimated cost from the DOT Spoil Site Fund. Covington cautioned that adequate funds may not be available in the DOT Spoil Site Fund due to other expenditure obligations. Councilmember Kessler voiced concern over using General Fund monies to support this update, noting that revenues continue to remain flat. Covington stated an updated Cash Report would be available to councilmembers at the next meeting and would include through July, 2015. Vorse outlined to importance to keep the launch area scoured of debris. The last engineer's estimate to complete dredging maintenance was \$450,000 to \$500,000. Mayor Helenberg tabled additional discussion until the next meeting. Councilmember Queen stated the city had an investment in the boat launch facility and he felt it was important to keep policies updated to qualify for available grant funding to pay for

improvements to that facility. Vorse stated staff would need to begin the process to update the Park Plan by the first of October to meet the March 2016 deadline.

ADJOURNMENT

There being no further business, Mayor Paul Helenberg adjourned the regular meeting at 8:06 p.m.

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Mayor Paul Helenberg

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Clerk-Treasurer Ryana Covington