

Castle Rock City Council  
Regular Meeting – 7:30 P.M.  
Monday, March 28, 2011

#### CALL TO ORDER

Mayor Paul Helenberg called the meeting to order at 7:30 p.m. followed by the Pledge of Allegiance.

#### ROLL CALL

Councilmembers present included Ray Teter, Glenn Pingree, Earl Queen and Mike Mask. Councilmember Reilly was absent.

#### PRESENTATION

Cowlitz County Commissioner James Misner provided an overview of his recommendation to collaborate between the county and cities to develop a tourism plan to market our county more effectively. The proposal requires development of a Board of Directors and a consolidation of financial resources to contribute to a regional vision and plan that will implement goals and diversify the tourism market in Cowlitz County. Financial resources from the participating entities will be used to establish a ‘Big Idea’ fund that would be used to invest in a regional project to improve and attract tourists’ interests. Commissioner Misner suggested that a percentage of each participating entity’s lodging tax would be paid annual to that fund. For Castle Rock, the proposed contribution would be 10% of the annual lodging tax; or approximately \$1278 per year. In turn, Cowlitz County would match the total investment. If all six entities participated, each would have the opportunity to receive the proceeds from the ‘Big Idea Fund’ in one of the six years. Each city’s ‘Big Idea’ will require approval from the Board of Directors. The commissioner suggested this would enable Castle Rock to plan for improvements, such as completion of entry features. In addition, the money could be used for grant matches, which result in higher scores with federal funders. Commissioner Misner stated that the entity receiving the funds would need to expend their allotment within one fiscal year. Councilmember Teter asked if funds were used for a grant match, would funds still need to be expended in one fiscal year. Misner stated this is an incentive toward receiving the funds; therefore it must be expended within one fiscal year. In answer to Mayor Helenberg’s question, Misner stated that the city’s board would decide the use of the funds for that entity. Commissioner Misner stated the idea is that at the end of six years, the entities would have developed six new ideas for tourists to see. The commissioner outlined various projects that the county will be completing to generate more overnight stay opportunities at county facilities. By consensus, councilmembers agreed to draft a letter of support endorsing development of a regional tourism department under the guidance and direction of a Board of Directors. In addition, councilmembers also endorsed dedicating 10% of the city’s annual lodging tax for the next six years as a partner in ‘The Big Idea’ fund. Commissioner Misner stated the cities of Kalama and Kelso have already offered their support and he will send a Memorandum of Understanding for the city’s review after all partners have been identified.

#### COUNCIL AND AD HOC COMMITTEE REPORTS

Councilmember Pingree	Attended the CARE Coalition meeting. At the next council meeting, CARE Coalition representatives will be asking councilmembers to complete a Commitment Card to support reducing alcohol use.
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Councilmembers Pingree,  
Queen and Mask

All attended the Grand Opening of the Cowlitz Dental Clinic. All agreed that the opening was well attended and this new addition will be a great asset to the community.

#### CONSENT AGENDA

Approval of March 14, 2011 regular meeting minutes. Councilmember Mask made a motion, seconded by Queen to approve the minutes, as presented. Unanimous 'Aye'

#### REGULAR AGENDA

##### OLD BUSINESS -

Resolution No. 2011-05, a resolution asking qualified voters of the City of Castle Rock to fund by Special Excess Levy the furnishing of public library services 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 2012, on second reading. Councilmember Mask made a motion, seconded by Queen to adopt Resolution No. 2011-05. By roll call vote, unanimous 'Aye'.

Ordinance No. 2011-01, an ordinance amending the Comprehensive Plan map, the zoning map and zoning code for the purpose of applying zoning to properties included in the proposed West Side Highway annexation and adding two new zoning districts; MX Mixed Use District and PROS Parks, Recreations and Open Space District, on second reading. Planning Advisor T.J. Keiran advised that all map changes recommended at the last council meeting have been made. Councilmember Mask made a motion, seconded by Queen to adopt Ordinance No. 2011-01. By roll call vote, unanimous 'Aye'.

Mayor Helenberg summarized the process for soliciting Requests for Proposals (RFP) for general engineering services. Approximately sixteen RFP's were received. A committee comprised of the mayor, Councilmember Pingree, Public Works Director Dave Vorse and Clerk-Treasurer Ryana Covington reviewed and ranked the RFP's based on a scoring system. From that, three firms were interviewed. Mayor Helenberg stated the committee recommends continuing the contract with Gray and Osborne, with Mike Johnson remaining as the firm's representative to the city. The mayor stated there were very good, qualified engineering companies, however the city has had a great working relationship with Gray and Osborne and there is no reason to go anywhere else. A contract has been submitted by Gray and Osborne, for possible council action.

##### NEW BUSINESS –

Councilmembers reviewed three applications to be submitted by the city for Cowlitz County Rural County Public Facility Funds. Projects included the following:

- Al Helenberg Memorial Boat Launch, \$155,000. This would complete the Boat Launch project. The city has also submitted grants to the Recreation Conservation Organization and Port of Longview for additional funding.
- Front Avenue, located between 'A' Street and Huntington Avenue North, \$344,000 grant and \$86,000 loan for replacement of utility infrastructure. The city has already secured funding from

Transportation Improvement Board for the road reconstruction.

- Entry feature signage, located on Huntington Avenue South near Lions Pride Park, \$135,000. This would provide funding to complete the south entry into the city.

Covington noted Cowlitz County requires all grant applications to be submitted by March 30<sup>th</sup>. Staff requests council approval to submit the applications to the county. In addition, staff requests the projects be prioritized. A written summary provided by the Public Works Director requests that all three projects be submitted and the projects be prioritized in the order outlined above. Councilmembers Teter and Pingree questioned why staff recommendation was to rank the Front Avenue project below the boat launch project. Engineer Mike Johnson stated the engineering for Front would be completed this year; however construction would not begin until next year. Johnson added that if Rural Development funds are not awarded for the Front Avenue project, then the city would not have the funds to replace the utility infrastructure, but would still have the funding for the road construction. Public Works Secretary Barbara Roller added that the city currently has a grant application with RCO for the boat launch and the Rural Development funds could be used as a portion of the RCO mandatory match. Councilmember Mask made a motion, seconded by Queen to submit all three applications to Cowlitz County and to prioritize the projects, as recommended by the public works director. By roll call vote, unanimous 'Aye'.

Councilmembers reviewed the proposal and contract for professional engineering services submitted by Gray and Osborne. City Attorney Frank Randolph stated he has reviewed the contract and approves of it, as written. Mr. Johnson, from Gray & Osborne stated this is their standard contract, which includes provisions on safety and a scope of services. Councilmember Mask made a motion, seconded by Queen to accept the professional engineering service contract proposed by Gray & Osborne for general engineering services. By roll call vote, unanimous 'Aye'.

Mike Johnson, city engineer, explained that last year the city received two Transportation Improvement Board (TIB) grants for reconstruction of Front Avenue. The grants were divided the project into two phases; Front Avenue NW improvements from Shintaffer Street to Huntington Avenue South and another for Front Avenue NW improvement from A Street to Shintaffer Street. For this reason, the engineering proposals have been submitted for each phase. Councilmember Pingree made a motion, seconded by Teter to accept the engineering contract with Gray & Osborne in the amount of \$29,600 for Front Avenue improvements; from Shintaffer Street to Huntington Avenue South. By roll call vote, unanimous 'Aye'.

Councilmembers reviewed the second engineering proposal for Front Avenue. Mr. Johnson explained that engineering costs are greater for this section because the scope includes a full reconstruction. Mayor Helenberg advised this section also includes the option to replace aging utility lines. Councilmember Mask made a motion, seconded by Queen to accept the engineering proposal contract for Front Avenue NW improvements; from A Street to Shintaffer Street, in the amount of \$45,500. By roll call vote, unanimous 'Aye'.

City Attorney Frank Randolph explained that the cities of Castle Rock, Kelso, Kalama and Woodland have all been operating without a franchise agreement with Cowlitz Public Utility

District. This interlocal agreement will allow all of those cities to join together to share in the development/legal costs for one standard franchise. A proposed ordinance has also been drafted with the intent of being submitted to the PUD commissioners for their approval. If approved, this ordinance would be considered later for adoption by the city council. Mr. Randolph stated he has been asked to provide legal services to accomplish this task. Councilmember Mask made a motion, seconded by Queen to enter into an interlocal agreement with the cities of Kelso, Woodland and Kalama for the purpose of securing a franchise with Cowlitz PUD. By roll call vote, unanimous 'Aye'. Mayor Helenberg thanked Mr. Randolph for his work on this project. By consensus, councilmembers agreed to submit the proposed franchise ordinance to the Cowlitz Public Utility District commissioners for their review and approval.

Councilmember Queen made a motion, seconded by Pingree to approve Ordinance No. 2011-02, an ordinance providing for annexation of the area described in Exhibit A, in accordance with RCW 35A.14.140, on first reading. By roll call vote, unanimous 'Aye'. Mayor Helenberg reminded councilmembers that a census must be completed by the city and submitted to the state prior to finalization of the annexation and there will be additional costs required to complete the census.

City Planner T.J. Keiran advised that recommendations from the Planning Commission have been incorporated into the proposed update to the Castle Rock Park Plan. Mayor Helenberg stated he has reviewed the plan and he praised both the Park Board and Planning Commission members for an outstanding job. Councilmember Teter made a motion, seconded by Pingree to approve Resolution No. 2011-06, a resolution updating the Castle Rock Park Plan, including the recommendations incorporated from the Planning Commission, on first reading. By roll call vote, unanimous 'Aye'.

Cher Woeller, Cowlitz View Court, request for leak adjustment in the amount of \$204.64. Council action required because adjustment exceeds administrative authority outlined in CRMC 13.06.120. Councilmember Teter made a motion, seconded by Pingree to approve the leak adjustment for Cher Woeller in the amount of \$204.64. By roll call vote, unanimous 'Aye'.

Covington reported that the Castle Rock Eagles #556 has provided their notice of intent to apply for a fireworks permit in accordance with CRMC 5.32.020(c). Additional information will be needed from Castle Rock Eagles prior to council approval of the permit.

#### ADJOURNMENT

Mayor Helenberg adjourned the meeting at 8:30 p.m.

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Mayor Paul Helenberg

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Clerk-Treasurer