



CASTLE ROCK CITY COUNCIL AGENDA

Regular Meeting: Monday, October 27, 2025
7:30 PM

Location

Castle Rock Senior Center
222 Second Ave SW
Castle Rock, WA 98611

AGENDA

To join this meeting from your computer, tablet or smartphone: <https://global.gotomeeting.com/join/201632365>

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1. CALL TO ORDER

- a. Pledge of Allegiance
- b. Roll Call
- c. Changes to Agenda

2. PROCLAMATIONS & PRESENTATIONS

- a. Police Chief Charlie Worley will present the newest member of the Police Department, Officer Jeran Keogh, and proceed with the swearing-in ceremony.
- b. Bill Fashing, Executive Director of Cowlitz Wahkiakum Council of Governments, will present the Spirit Lake Outflow Safety Improvement Project Draft Environmental Impact Statement. (page 3-17)

3. CITIZEN COMMENTS - maximum 3 minutes

4. DEPARTMENT REPORTS

- City Attorney Nikki Thompson
 - Police Chief Charlie Worley
 - Public Works Director Dave Vorse / Assistant Public Works Director Tyler Stone
 - City Engineer Tom Gower
 - Clerk-Treasurer Carie Cuttonaro
1. Financials (page 18-21)

5. COUNCIL AND AD HOC COMMITTEE REPORTS

- Mayor / Mayor Pro-Tempore / Councilmembers
1. Request for Transportation Benefit District Meeting to be held Monday, November 10, 2025 at 7:00 PM.
- CRCDA Representative

6. PUBLIC HEARINGS

7. CONSENT AGENDA

- a. October 13, 2025 Regular Council Meeting Minutes (page 22-24)
- b. October 20, 2025 Special Council Meeting Minutes (Budget Workshop) (page 25)

8. OLD BUSINESS

- a. Ordinance No. 2025-14, an ordinance fixing the estimated amount to be raised by Ad Valorem taxes for the 2026 budget of the City of Castle Rock, Washington in accordance with Revised Code of Washington 84.55.120, on second reading. (page 26-27)

9. NEW BUSINESS

- a. Professional Services Agreement Amendment with Kimley-Horn to continue providing on-call planning services on a time and materials basis. Amendment will increase the original agreement by \$30,000, from \$70,000 to \$100,000 through December 31, 2025. (page 28-30)
- b. Confirm appointment of District Court judges M. Jamie Imboden, Kevin G. Blondin, and John A. Hays as part-time judges of the Castle Rock Municipal Court. (page 31-32)
- c. Resolution No. 2025-08, a resolution of the City Council of the City of Castle Rock providing for the disposal of certain property deemed to be surplus to the reasonable foreseeable needs of the City of Castle Rock. (page 33-34)
- d. 2026 Replacement of Vision Server. Option 1: Replace with onsite hardware at a cost of \$15,603.06 with no annual charges, or Option 2: Replace with Cloud Migration at an initial cost of \$10,469.30 with approximately \$4,420 annual charges. (page 35-42)
- e. Bid Tab Results and Award - Chemical Procurement (page 43)

10. OTHER BUSINESS

11. ADJOURNMENT

NEXT REGULAR COUNCIL MEETINGS:

<u>4Q25</u>	<u>1Q26</u>	<u>2Q26</u>	<u>3Q26</u>
October 13	January 12	April 13	July 13
October 27	January 26	April 27	July 27
November 10	February 09	May 11	August 10
November 24	February 23	Tuesday, May 26	August 24
December 08	March 09	June 08	September 14
December 22	March 23	June 22	September 28

Non-Discrimination Statement: This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at https://www.ascr.usda.gov/sites/default/files/Complain_combined_6_8_12_508_0.pdf or at any USDA office, or call 866.632.9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to USDA, Office of the Assistant Secretary for Civil Rights, 1400 Independence Ave, SW, Stop 9410, Washington, DC 20250-9410 or email to program.intake@usda.gov or by fax (202) 690-7442.

Title VI: The City of Castle Rock ensures compliance with Title VI of the Civil Rights Act of 1964 and American Disabilities Act of 1990 by prohibiting discrimination against any person on the basis of race, color, national origin, sex or disabilities in the provision of benefits and services from its federal assisted programs and activities. If you need special accommodations to participate in this meeting, please contact Carie Cuttonaro at 360.274.8181 by 9:00 a.m. three days prior to the meeting.

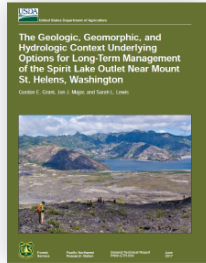
City Council may add and take action on other items not listed on this Agenda.



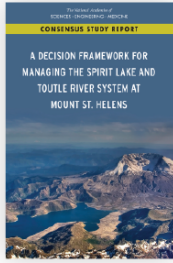
Spirit Lake Outflow Safety Improvement Project Draft EIS

23 September 2025

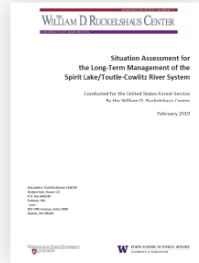
8-year history of advice, outreach, and technical study



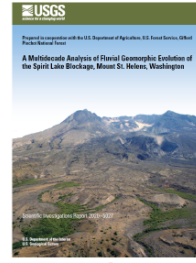
2017: The **USFS Pacific Northwest Research Station** publishes a quantitative risk assessment that explores the three principal regional hazards (floods, earthquakes, and eruptions) as they relate to the Spirit Lake debris blockage failure.



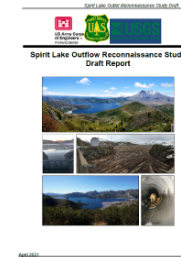
2018: The **National Academies of Sciences, Engineering, and Medicine (NASEM)** publishes a comprehensive report proposing decision-making processes to address the long-term safety and management issues related to the Spirit Lake tunnel and the Toutle River system.



2019: The USFS commissions the **William D. Ruckelshaus Center** Situation Assessment for the “Long-Term Management of the Spirit Lake/Toutle-Cowlitz River System”. Interviews are conducted with stakeholders from public, private, tribal, and nonprofit entities. Common themes and sub-themes are identified in values and preferences for how to manage the challenging system.



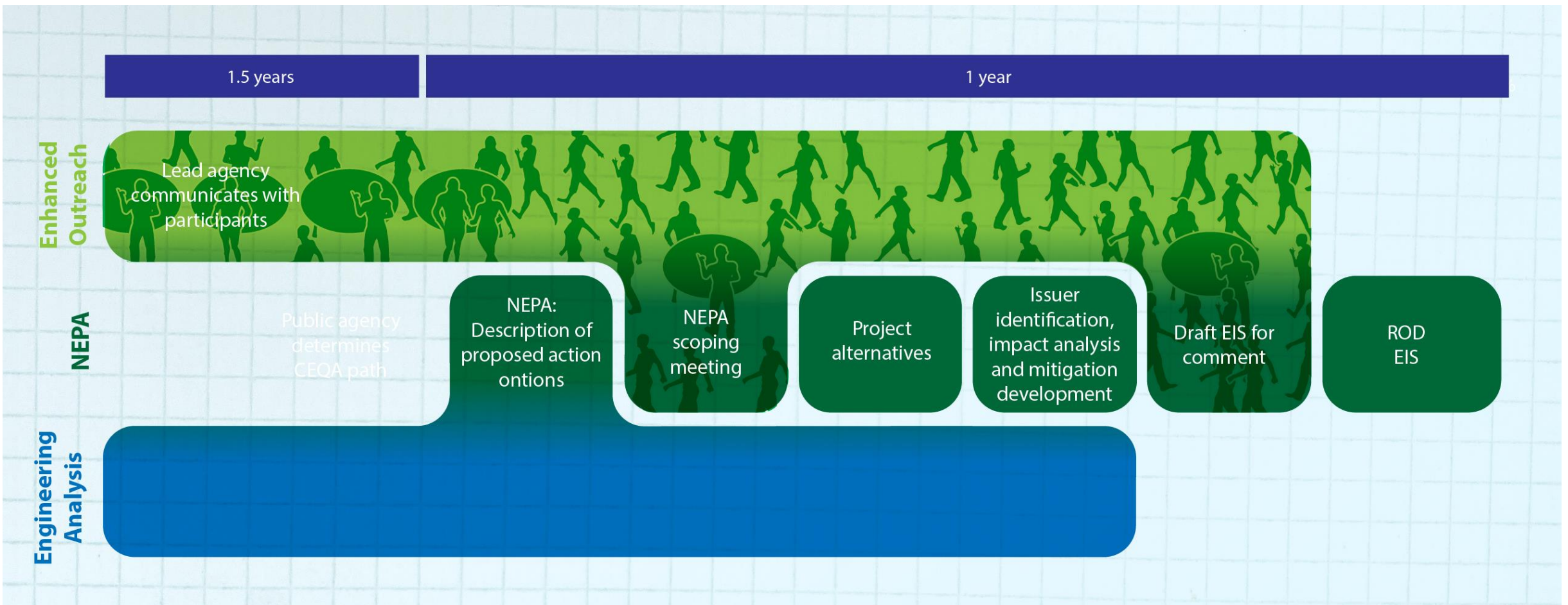
2020: Major et al. provide a **Multidecade Analysis of Fluvial Geomorphic Evolution of the Spirit Lake Blockage**. This discussion of the characteristics of the debris blockage and geomorphic evolution of the drainage network on and near the blockage help inform potential outlet solutions for Spirit Lake.



2021: The Army Corps, USFS, and USGS developed the **Spirit Lake Water Level Management Preliminary Options** report, which documented the existing conditions of the Spirit Lake vicinity and a preliminary evaluation of the potential environmental effects from open channel and existing tunnel outflow options.



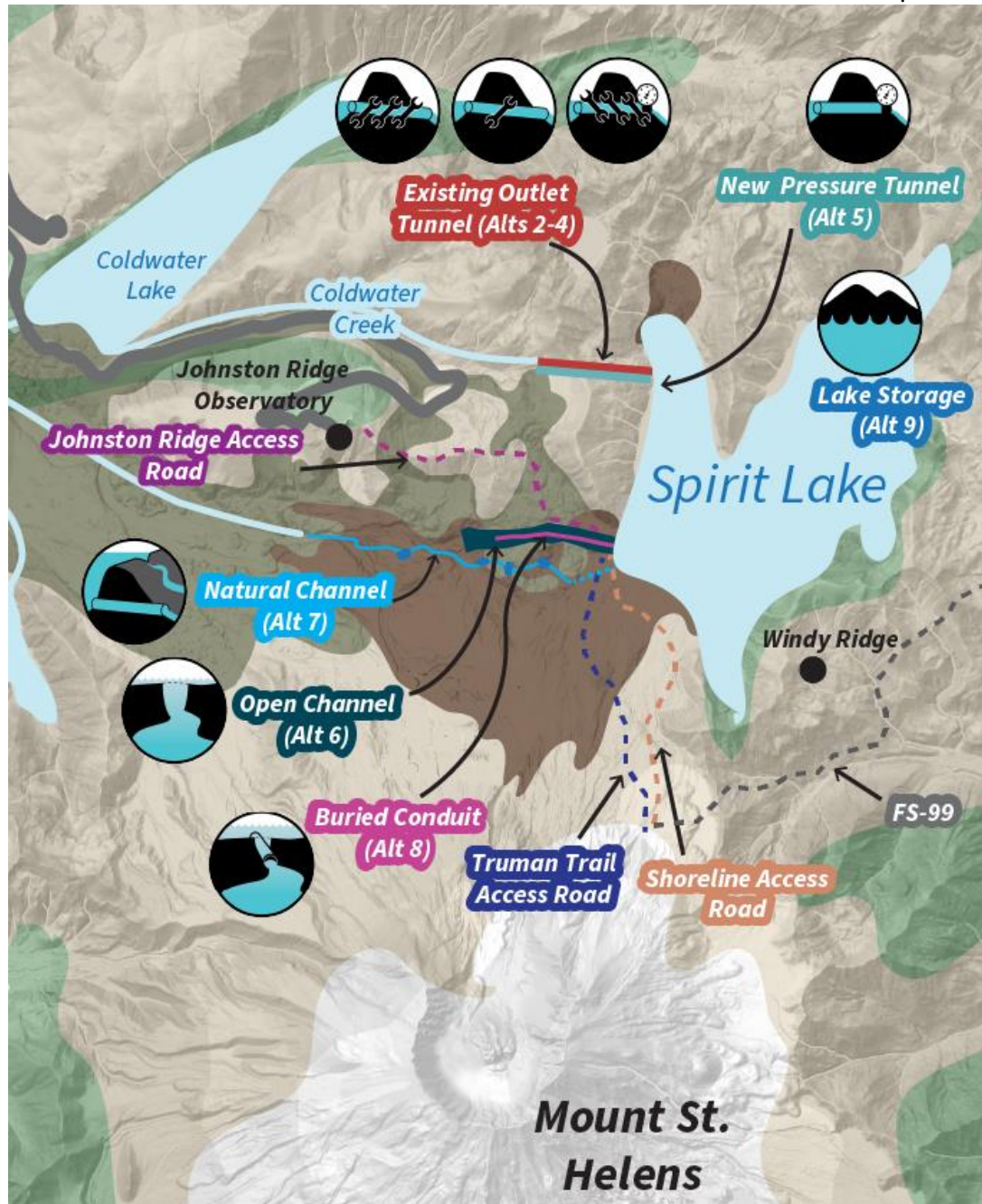
2021-2024: USFS conducts stakeholder engagement in parallel with engineering feasibility analysis of potential outflow options prior to beginning the NEPA compliance process. Based on the NASEM Report recommendations, the **Spirit Lake, Toutle/Cowlitz River Collaborative** was created as a system-level entity to lead a collaborative multi-agency, multi-jurisdictional effort with the goal of addressing sediment management and risks associated with catastrophic flood in the Spirit Lake and Toutle/Cowlitz River system.



Mapping NASEM's ProACT to NEPA

Enhanced Outreach: NASEM recommends dialogue in addition to directed information distribution

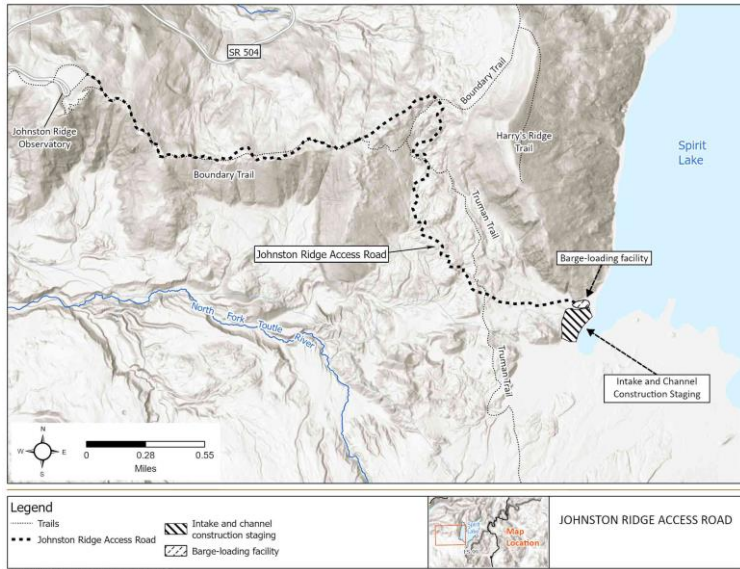
Proposed Alternatives



	Alt 1 - No Action. Current management plans would continue to guide management of the Project Area; no outflow redundancy constructed; routine inspections and required maintenance of the existing tunnel would continue.
	Alt 2 - Full Repair of Existing Outlet Tunnel to enlarge constricted JKL shear zone complex to restore full tunnel outflow capacity to 550 cfs and reinforce/repair all other parts of tunnel.
	Alt 3 - Minor Repair of Existing Outlet Tunnel. Repair of the existing tunnel only through the JKL shear zone complex.
	Alt 4 - Convert the Existing Outlet Tunnel to a Pressure Tunnel by installing steel liner within the existing tunnel and constructing flow control structure at downstream tunnel outlet.
	Alt 5 - New Pressure Tunnel through Harry's Ridge (parallel to existing tunnel) that would outlet to Coldwater Creek; maximum discharge of 1,000 cfs.
	Alt 6 - Mechanically Excavated Open Channel with cut slopes up to 250-feet-deep, and a 1,300-foot-wide floodplain resulting in 22 million cubic yards of loose material and 149-acre stockpile on Pumice Plain.
	Alt 7 - Combination of a New Pressure Tunnel and Phased Formation of a New Habitat Channel. New pressurized tunnel with intake at 3,440 feet and function as primary outlet, minor repairs to existing outlet tunnel for redundancy, and later phased natural habitat formation.
	Alt 8 - Buried Conduit within the Debris Blockage. Construct large, buried conduit through the debris blockage to serve as a redundant, emergency spillway.
	Alt 9 - Lake Storage. Increase safe storage capacity of Spirit Lake to provide a larger storage volume and longer time for repairs of the primary outlet to occur by lowering intake to 3,400 feet.

Presentation for Enhanced Outreach purposes only. Official NEPA public comments accepted online or via mail until October 30, 2025.

Access Road Options



Johnston Ridge Access Road

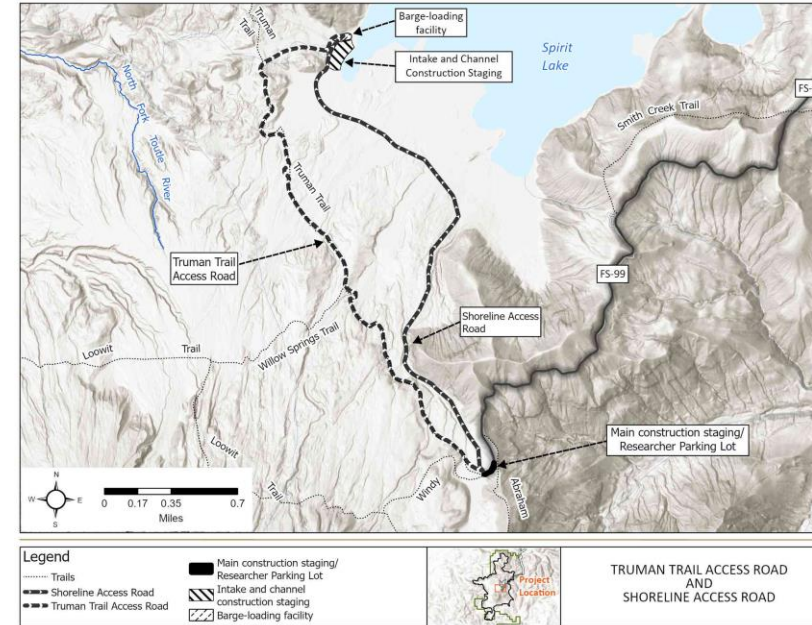
- Could be used for Alternatives 3, 4, and 5
- ~ 3.9-miles, 16-feet-wide, from Johnston Ridge Observatory to barge-loading facility at Leech Cove
- Follows Boundary Trail alignment for first 1.9-miles

Truman Trail Access Road

- Could be used for all alternatives
- ~3.5 miles from Researcher Parking Lot to barge-loading facility
- Minimal new disturbance for Alts 2-5 and 7: 16-feet-wide
- For Alts 6 and 8: up to 80-feet-wide during construction; restored to 16-feet-wide for permanent access

Shoreline Access Road

- Could be used for Alts 3-5, 6, and 8
- ~2.98 miles from Researcher Parking Lot to barge-loading facility
- Extensive stabilization where it crosses soft, saturated wetlands and unstable soils close to lake
- For Alts 3-5 : 16-feet-wide
- For Alts 6 and 8: up to 80-feet-wide during construction; restored to 16-feet-wide for permanent access



• FS-99 Widening

- Alts 6 and 8: widening certain sections, creating wider curves for turn outs and switchbacks, downslope road embankment stabilization, pothole repairs, and drainage improvements to accommodate large construction equipment
- Alt 6: snow clearing to maintain all-season construction access
- Crosses Riparian Reserves, Late-Successional Reserves

Existing Temporary Access Road for Tunnel Intake Gate Replacement Project



Multi-Criteria Decision Analysis: You do it all the time!

When people choose a car, they don't just look at one thing.

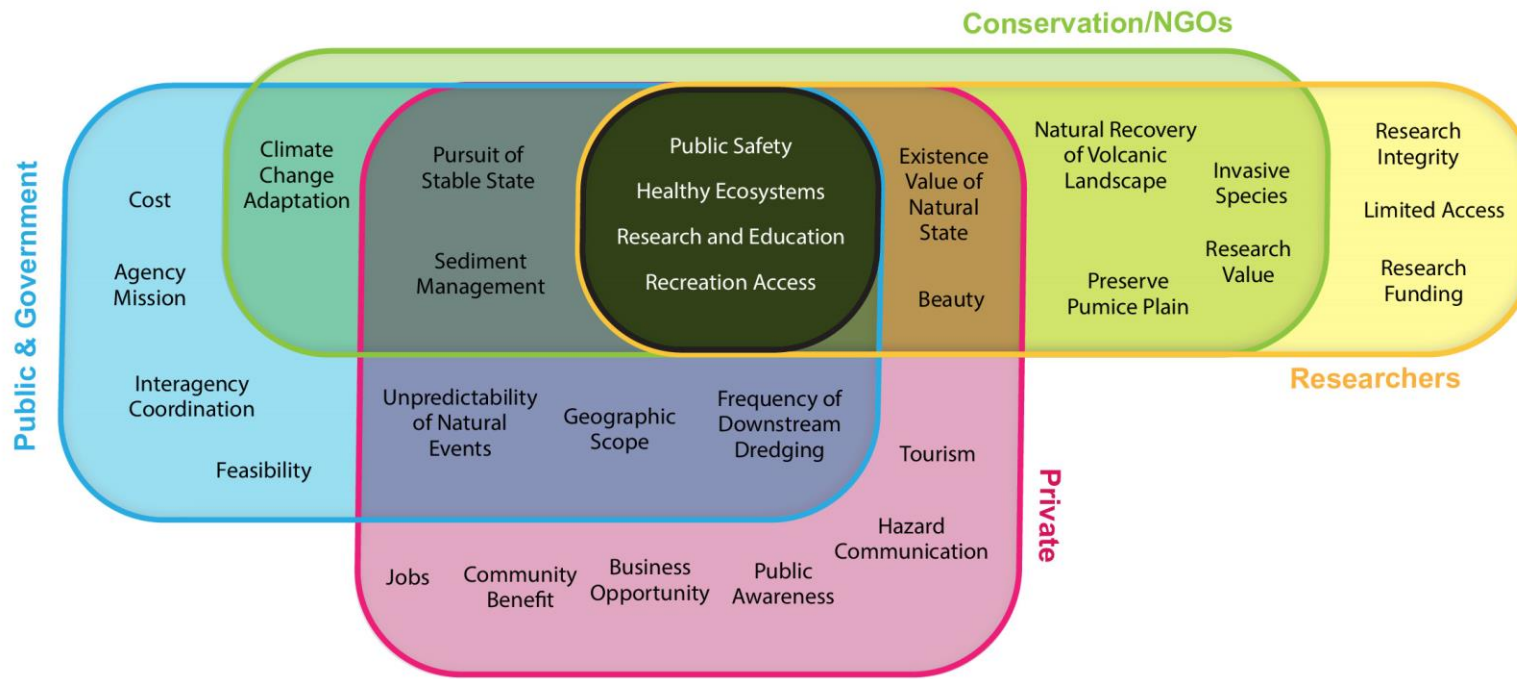
- They balance values.
- Each gets a weight.
- Each option gets scored.
- The weighted totals show which car is the best overall fit.



Spirit Lake is no different:

The MCDA tool makes sure we're not just listening to one voice or one factor.

It gives us a transparent, structured way to show how different values translate into decisions



Community Dimension



Community Dimension

	Alt 1 No Action	Alt 2 Full Repair of Tunnel	Alt 3 Minor Repair of Tunnel	Alt 4 Convert Tunnel to Pressure Tunnel	Alt 5 New Pressure Tunnel	Alt 6 Mechanically Excavated Open Channel	Alt 7 New Pressure Tunnel with Habitat Channel	Alt 8 Buried Conduit	Alt 9 Lake Storage
Public Perception of Risk									
Moving Toward a Healthier Ecosystem									
Research and Education Opportunities Impacts									
Impacts to Recreation Access									

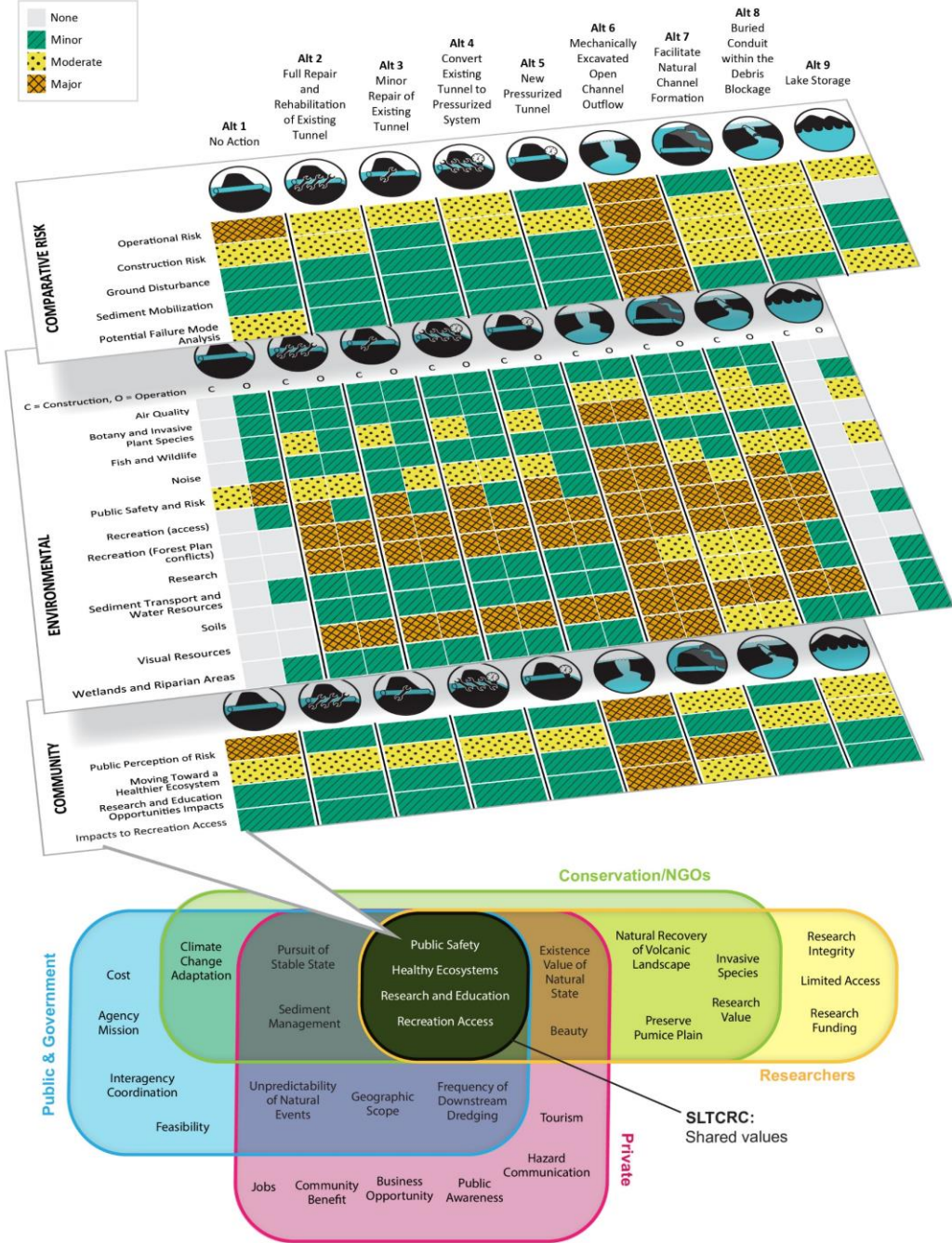
Risk Dimension

Risk Category	Alt 1 No Action	Alt 2 Full Repair of Tunnel	Alt 3 Minor Repair of Tunnel	Alt 4 Convert Tunnel to Pressure Tunnel	Alt 5 New Pressure Tunnel	Alt 6 Mechanically Excavated Open Channel	Alt 7 New Pressure Tunnel with Habitat Channel	Alt 8 Buried Conduit	Alt 9 Lake Storage
Operational									
Construction									
Ground Disturbance									
Sediment Mobilization									
Potential Failure Mode Analysis									

Environmental Dimension – NEPA Analysis

Resource Area	Alt 1 No Action		Alt 2 Full Repair of Tunnel		Alt 3 Minor Repair of Tunnel		Alt 4 Convert Tunnel to Pressure Tunnel		Alt 5 New Pressure Tunnel		Alt 6 Mechanically Excavated Open Channel		Alt 7 New Pressure Tunnel with Habitat Channel		Alt 8 Buried Conduit		Alt 9 Lake Storage	
	C	O	C	O	C	O	C	O	C	O	C	O	C	O	C	O	C	O
Air Quality																		
Botany																		
Fish and Wildlife																		
Noise																		
Public Safety and Risk																		
Recreation (Access)																		
Recreation (Forest Plan Conflicts)																		
Research																		
Sediment Mobilization																		
Soils																		
Visual Resources																		
Wetlands/Riparian Areas																		

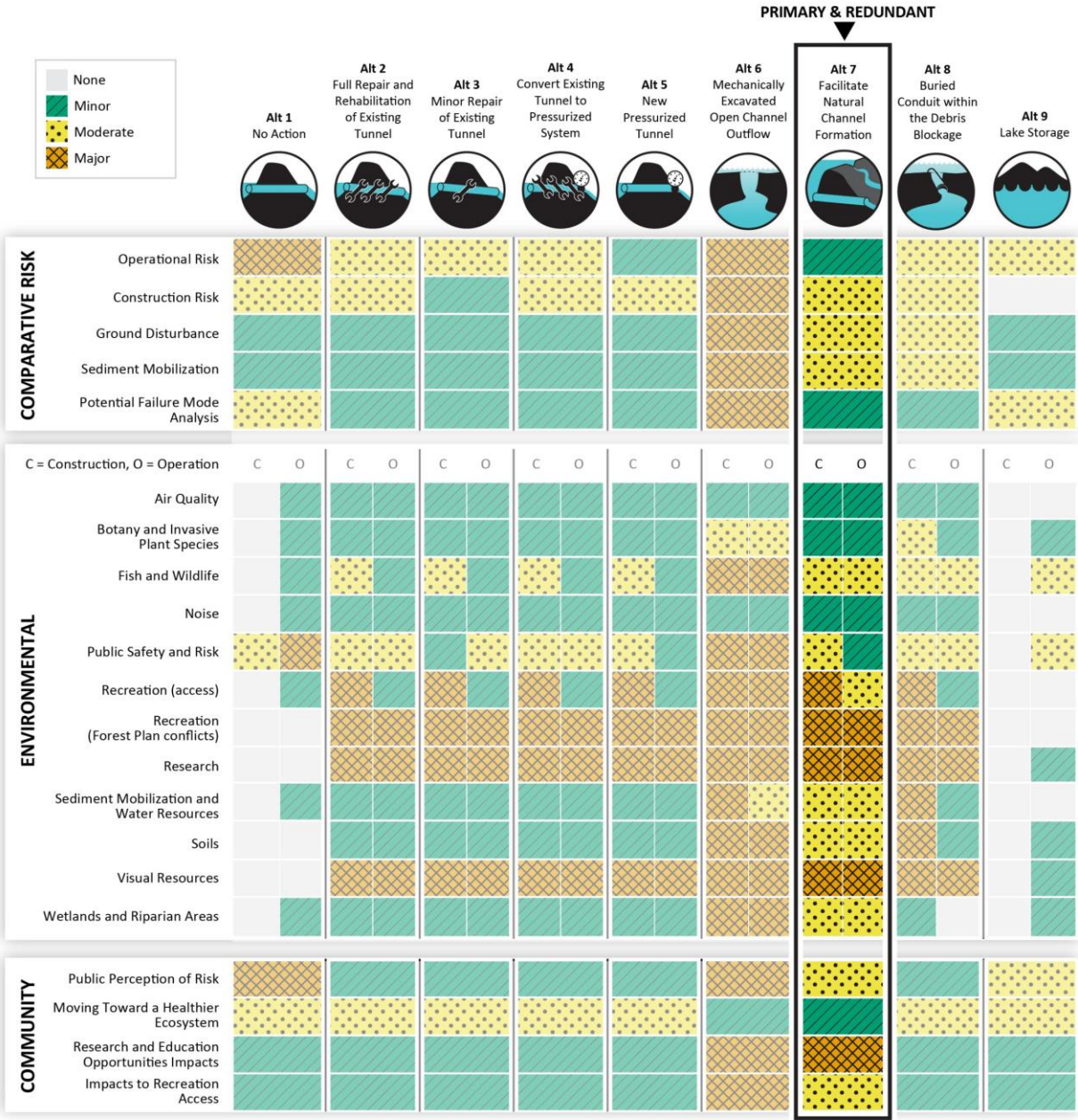
Bringing it Together: Weighting Factors



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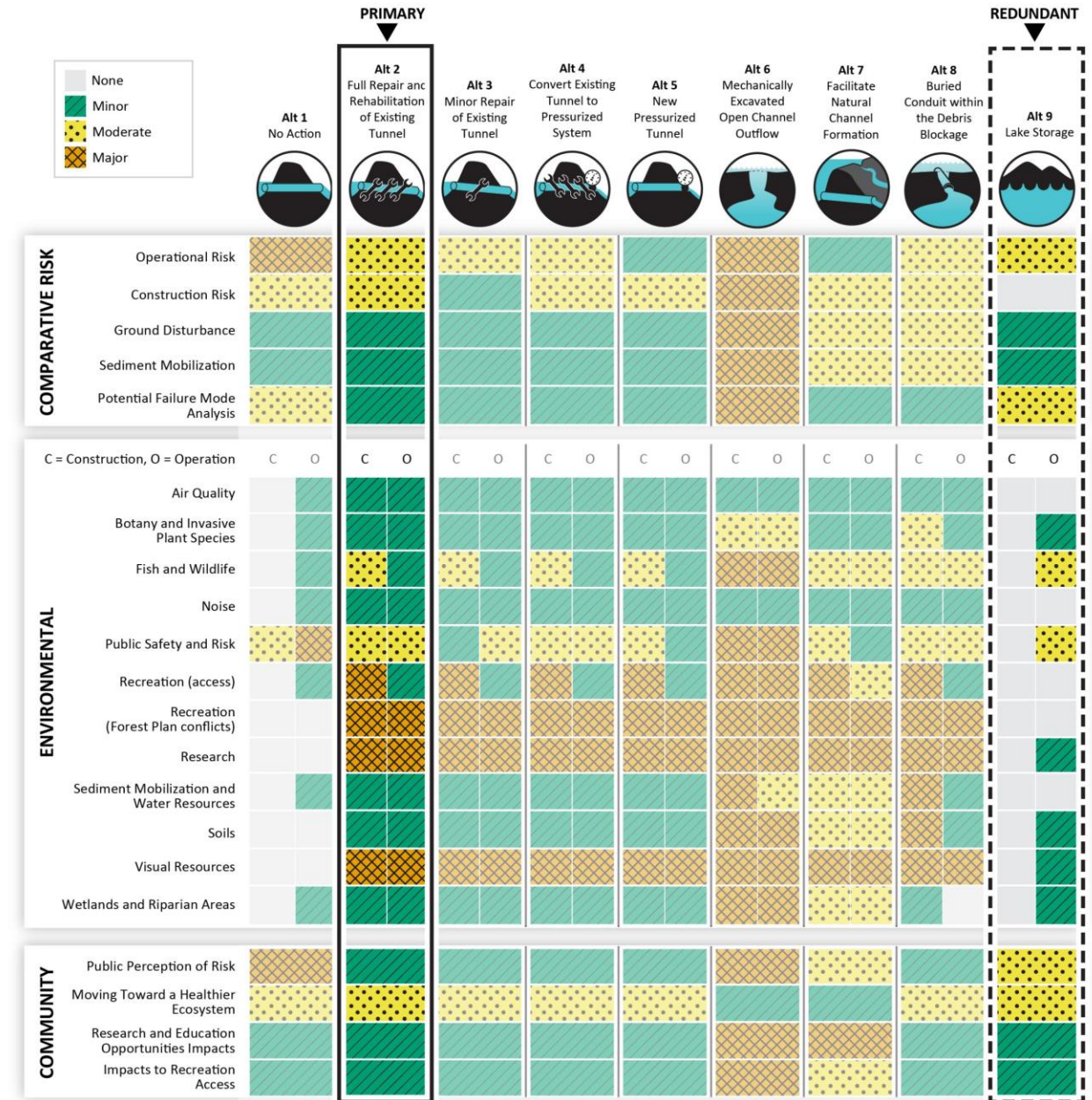
Preferred Alternative 7 – Phased Natural Habitat Channel Formation:

- Primary outflow: Pressure tunnel, lower intake
- Redundant outflow: Minimum repair of existing tunnel
- Access: Existing tunnel and Truman Trail Access Road
- Set the stage for habitat channel/fish passage
- Prioritizes community’s identified value of enhancing ecosystem health: allows for creation of a habitat channel reconnecting North Fork Toutle River to Spirit Lake, facilitating potential future volitional fish passage.
- Among the safest operationally because it features pressure tunnel and additional tunnel outlet.



Preferred Alternative 2 + 9:

- Primary outflow: Full repair of existing tunnel and lower intake
- Redundant measure: Lake storage
- Access: Truman Trail Access Road
- Prioritizes minimizing adverse environmental consequences
- Not responsive to the community value placed on creating a healthy ecosystem that would provide for potential future volitional fish passage between the North Fork Toutle River and Spirit Lake.



Providing Public Comment

- DEIS and related project files available at the Project NEPA website:
<https://www.fs.usda.gov/project/?project=66482>



- Comment and Analysis Response Application (CARA) at:
<https://www.fs.usda.gov/r06/giffordpinchot/projects/66482>

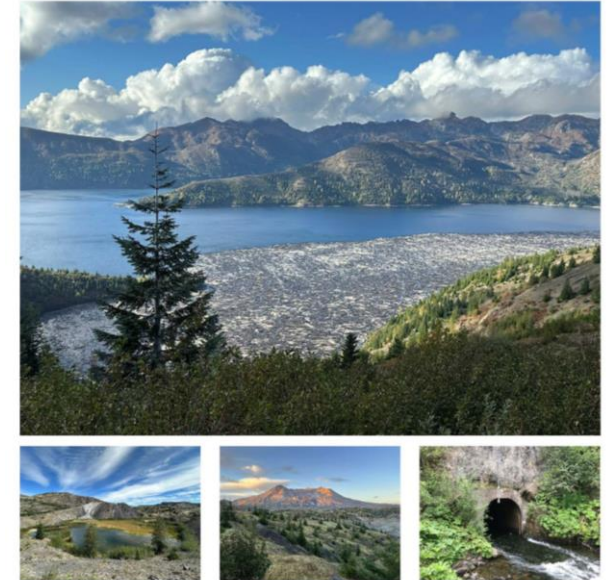


- Mail:
Kelsey Jolley, Spirit Lake NEPA Coordinator
987 McClellan Road
Vancouver, WA 98661



- Comments must be received by October 30, 2025

Spirit Lake Outflow Safety Improvement Project Draft Environmental Impact Statement



2025 Expenditures

<u>Fund</u>	<u>Sub</u>	<u>#</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>Total</u>	<u>Budget</u>	<u>Remaining</u>	<u>% Expended</u>
General															
	Legislative	010 0 010	7,310.07	5,959.47	6,670.09	5,012.29	5,040.22	9,501.30	7,134.59	6,912.05	10,636.07	64,176.15	87,158.00	22,981.85	73.63%
	Municipal	010 0 020	9,012.76	4,444.58	9,591.98	7,850.03	5,712.08	9,055.09	8,461.48	5,769.81	7,466.41	67,364.22	95,510.00	28,145.78	70.53%
	Financial	010 0 030	20,019.85	11,837.31	12,018.13	12,353.85	12,087.99	12,964.25	12,823.09	11,504.81	12,384.76	117,994.04	165,355.00	47,360.96	71.36%
	Law Enforcement	010 0 040	212,753.20	75,339.50	110,745.90	105,260.17	93,049.39	97,271.30	103,025.98	126,451.61	131,004.65	1,054,901.70	1,335,759.00	280,857.30	78.97%
	Parks	010 0 060	4,223.17	449.58	125.84	478.20	294.60	360.02	692.97	345.64	169.39	7,139.41	23,863.00	16,723.59	29.92%
	Building/Planning	010 0 070	15,841.22	11,569.55	32,109.44	22,298.18	11,557.93	15,416.69	36,777.61	54,114.41	15,378.49	215,063.52	150,030.00	(65,033.52)	143.35%
	Non-Departmental	010 0 099	35,248.67	13,216.31	234,363.18	5,898.74	5,390.48	12,384.44	21,621.72	10,186.06	8,760.82	347,070.42	480,423.00	133,352.58	72.24%
General Total		010	304,408.94	122,816.30	405,624.56	159,151.46	133,132.69	156,953.09	190,537.44	215,284.39	185,800.59	1,873,709.46	2,338,098.00	464,388.54	80.14%
Streets		100	17,328.39	21,781.84	33,492.81	10,201.42	9,629.64	20,749.34	37,766.01	17,148.63	42,466.65	210,564.73	326,053.00	115,488.27	64.58%
Building Code		115	2,476.37	2,000.91	3,841.89	2,015.73	2,056.23	1,295.69	3,385.98	1,763.30	1,475.55	20,311.65	48,590.00	28,278.35	41.80%
Visitor Center		120	2,365.12	634.41	597.81	2,255.57	637.12	667.59	688.69	2,450.81	878.85	11,175.97	20,689.00	9,513.03	54.02%
Library		130	8,057.56	1,288.47	650.75	366.13	537.52	448.65	629.33	561.87	404.83	12,945.11	17,090.00	4,144.89	75.75%
Criminal Justice		140	-	-	-	142.50	-	-	142.50	-	-	285.00	1,667.00	1,382.00	17.10%
Local Criminal Justice		145	5,486.00	13,430.45	119.19	7,046.20	67.02	126.04	126.05	126.05	126.05	26,653.05	76,300.00	49,646.95	34.93%
Accumulative Reserve		150	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
CDBG Grant/Home Rehab Proj		160	-	-	-	-	-	-	-	-	-	-	1,000.00	1,000.00	0.00%
DOT Spoils Site		170	7,294.75	10,086.39	2,699.92	5,001.99	2,644.65	9,876.02	7,023.31	3,006.90	2,925.24	50,559.17	126,645.00	76,085.83	39.92%
Public Works Vehicle Replacement		180	-	-	-	-	-	-	20,529.10	9,775.56	-	30,304.66	45,000.00	14,695.34	67.34%
Police Vehicle Replacement		185	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Drug Enforcement		190	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Low Income Housing		195	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Swimming Pool Construction		300	-	-	-	-	-	-	-	-	45,000.00	45,000.00	45,000.00	-	100.00%
REET Construction		310	-	-	-	-	-	-	-	32,916.08	-	32,916.08	93,600.00	60,683.92	35.17%
Street Construction		320	-	7,599.80	18,559.20	6,186.40	19,796.48	31,074.17	8,286.47	152,084.51	162,999.43	406,586.46	3,790,464.00	3,383,877.54	10.73%
Water/Sewer Operating		400	217,698.48	154,624.16	301,639.27	179,072.20	203,731.88	152,800.49	147,618.35	150,547.62	229,952.29	1,737,684.74	2,235,472.00	497,787.26	77.73%
Regional Water System		410	72,160.83	32,044.14	87,595.36	44,048.65	36,249.48	30,346.39	34,285.87	142,760.99	39,728.27	519,219.98	710,186.00	190,966.02	73.11%
Stormwater Management		420	17,636.77	13,376.07	19,170.94	12,678.66	12,253.27	11,821.40	14,476.98	11,986.08	10,323.96	123,724.13	242,139.00	118,414.87	51.10%
Stormwater Capital		425	-	-	-	-	-	-	4,260.79	1,580.00	14,896.19	20,736.98	256,500.00	235,763.02	8.08%
Regional Water Capital		430	18.38	525.00	-	18.38	-	-	-	-	18.38	580.14	135,225.00	134,644.86	0.43%
Muni Water Capital Improvement		435	55,802.02	105,429.10	203,230.80	10,705.45	34,058.74	20,753.78	77,684.04	36,252.70	23,027.80	566,944.43	1,618,200.00	1,051,255.57	35.04%
Water Bond Reserve		440	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Sewer Bond Reserve		450	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Sewer Loan Reserve Fund		460	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Short Lived Asset Reserve Fund		463	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Emerg Repair/Replace Res Fund		465	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Muni Sewer Cap Impr Reserve		470	-	-	1,404.08	8,884.18	281.95	4,666.68	190.74	20,784.51	9,754.17	45,966.31	118,100.00	72,133.69	38.92%
Boat Launch Facility		475	4,817.52	7,225.03	4,079.49	10,824.94	1,364.24	7,817.48	10,242.00	489.95	4,364.52	51,225.17	46,389.00	(4,836.17)	110.43%
Utility Deposit		631	320.00	283.76	411.60	280.00	640.00	590.00	765.78	803.73	940.00	5,034.87	12,000.00	6,965.13	41.96%
Transportation Benefit District		632	4,837.00	32,000.00	-	-	-	-	21,792.88	29,971.77	-	88,601.65	279,147.00	190,545.35	31.74%
TBD Capital Project		633	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
State Custodial Pass-Thru Fund		634	903.07	833.20	1,184.31	819.32	1,147.62	2,055.40	1,390.36	1,225.29	2,186.82	11,745.39	24,980.00	13,234.61	47.02%
Totals			721,611.20	525,979.03	1,084,301.98	459,699.18	458,228.53	452,042.21	581,822.67	831,520.74	777,269.59	5,892,475.13	12,608,534.00	6,716,058.87	46.73%

2025 Revenue

<u>Fund</u>	<u>#</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>Total</u>	<u>Budget</u>	<u>Remaining</u>	<u>% Received</u>
General	010	159,050.72	123,861.34	189,789.03	141,056.61	319,284.96	191,361.87	143,763.43	165,366.09	176,665.32	1,610,199.37	2,128,098.00	517,898.63	75.66%
Streets	100	3,438.32	3,141.66	127,324.54	2,508.71	2,144.39	8,331.22	2,370.60	24,171.03	27,667.17	201,097.64	314,860.00	113,762.36	63.87%
Building Code	115	4,352.49	301.48	1,306.54	7,994.30	896.95	2,176.76	6,232.67	1,494.38	1,454.60	26,210.17	55,000.00	28,789.83	47.65%
Visitor Center	120	1,598.87	835.27	825.44	765.53	927.34	873.92	1,351.94	2,559.25	2,490.82	12,228.38	17,000.00	4,771.62	71.93%
Library	130	693.75	380.36	508.42	215.99	1,088.99	354.02	166.24	586.92	190.37	4,185.06	2,450.00	(1,735.06)	170.82%
Criminal Justice	140	1,201.30	109.30	117.87	1,209.16	110.05	97.88	1,257.46	116.97	113.34	4,333.33	4,451.00	117.67	97.36%
Local Criminal Justice	145	5,307.37	6,315.24	5,078.24	4,700.57	5,563.31	5,365.24	6,246.28	6,134.01	6,262.19	50,972.45	58,000.00	7,027.55	87.88%
Accumulative Reserve	150	51.56	49.90	56.38	55.51	51.52	49.56	47.65	53.61	51.95	467.64	-	(467.64)	0.00%
CDBG Grant/Home Rehab Proj	160	532.85	520.38	561.19	555.10	517.51	497.91	480.87	541.01	524.22	4,731.04	-	(4,731.04)	0.00%
DOT Spoils Site	170	180.13	356.54	10,079.44	9,395.57	83,074.54	840.99	998.03	1,067.38	826.39	106,819.01	93,000.00	(13,819.01)	114.86%
Public Works Vehicle Replacement	180	-	-	45,115.32	113.55	107.72	103.63	99.64	56.05	54.31	45,650.22	45,000.00	(650.22)	101.44%
Police Vehicle Replacement	185	78.58	76.03	10,107.63	105.98	98.35	94.63	90.97	104.79	101.54	10,858.50	10,000.00	(858.50)	108.59%
Drug Enforcement	190	7.37	7.13	7.69	7.57	7.02	6.76	6.50	7.31	7.09	64.44	200.00	135.56	32.22%
Low Income Housing	195	169.43	3,166.33	304.94	184.19	173.28	166.72	160.29	180.33	174.74	4,680.25	3,000.00	(1,680.25)	156.01%
Swimming Pool Construction	300	424.81	413.46	448.44	441.55	412.13	396.53	381.23	431.34	417.96	3,767.45	-	(3,767.45)	0.00%
REET Capital Fund	310	2,619.38	228.11	233.19	996.86	4,764.22	3,445.27	2,768.57	2,707.46	15,230.13	32,993.19	30,000.00	(2,993.19)	109.98%
Street Construction	320	-	4.75	30,000.00	4,251.79	(2,015.40)	-	52,893.72	18,900.10	6,894.22	110,929.18	3,790,464.00	3,679,534.82	2.93%
Water/Sewer Operating	400	163,565.54	179,772.88	168,735.44	160,303.46	185,333.81	169,942.81	190,353.58	203,785.75	216,775.61	1,638,568.88	2,141,669.00	503,100.12	76.51%
Regional Water System	410	30,267.45	88,046.32	62,667.98	60,651.43	33,032.33	88,185.89	60,633.41	62,886.69	63,401.91	549,773.41	710,186.00	160,412.59	77.41%
Stormwater Management	420	13,576.23	13,915.37	14,248.10	15,426.97	14,328.47	12,656.21	14,299.02	13,787.98	13,917.78	126,156.13	219,900.00	93,743.87	57.37%
Stormwater Capital	425	61.39	26.14	105.06	103.45	96.01	92.38	88.81	90.17	82.65	746.06	238,500.00	237,753.94	0.31%
Regional Water Capital	430	3,326.58	327.92	39,726.00	446.61	416.81	401.03	387.73	1,486.22	2,669.04	49,187.94	43,225.00	(5,962.94)	113.80%
Muni Water Capital Improvement	435	2,828.78	2,350.03	92,119.59	3,015.19	2,779.55	552,604.48	3,656.35	4,983.28	5,972.55	670,309.80	107,500.00	(562,809.80)	623.54%
Water Bond Reserve	440	540.22	527.50	568.88	562.67	524.53	504.67	487.37	548.32	531.31	4,795.47	-	(4,795.47)	0.00%
Sewer Bond Reserve	450	837.34	817.40	884.07	870.49	810.21	781.79	753.80	850.50	824.11	7,429.71	-	(7,429.71)	0.00%
Sewer Loan Reserve Fund	460	51.56	49.90	53.81	52.99	49.18	47.32	45.49	51.18	49.59	451.02	-	(451.02)	0.00%
Short Lived Asset Reserve Fund	463	122.77	118.81	130.69	128.68	119.42	114.91	110.48	124.29	120.43	1,090.48	-	(1,090.48)	0.00%
Muni Sewer Cap Impr Reserve	470	248.00	216.23	50,361.31	2,353.24	313.78	301.90	279.42	314.37	257.39	54,645.64	52,500.00	(2,145.64)	104.09%
Boat Launch Facility	475	850.68	402.92	1,039.31	1,305.60	674.81	855.05	1,170.49	1,162.00	700.00	8,160.86	11,600.00	3,439.14	70.35%
Utility Deposit	631	446.27	761.97	827.81	774.47	841.38	673.75	1,148.45	1,172.02	925.43	7,571.55	12,000.00	4,428.45	63.10%
Transportation Benefit District	632	13,288.45	15,391.54	15,072.24	11,971.09	14,624.94	14,575.00	15,562.29	16,639.78	16,433.58	133,558.91	150,285.00	16,726.09	88.87%
State Custodial Pass-Through Fund	634	606.07	893.20	1,238.31	853.32	1,205.12	2,077.40	1,486.86	934.29	1,871.42	11,165.99	24,980.00	13,814.01	44.70%
Totals		410,324.26	443,385.41	869,642.90	433,378.20	672,357.23	1,057,977.50	509,779.64	533,294.87	563,659.16	5,493,799.17	10,263,868.00	4,770,068.83	53.53%

2025 Expense/Revenue Comparison

Fund	#	Expenses			Revenue			Budget Revenue	% of	Actual Revenue	% of Actual
		Actuals	Budget	% Expended	Actuals	Budget	% Received	Less Actual Expenses	Budget Expended	Less Actual Expenses	Revenue Expended
General Total	010	1,873,709.46	2,338,098.00	80.14%	1,610,199.37	2,128,098.00	75.66%	254,388.54	88.05%	(263,510.09)	116.37%
Streets	100	210,564.73	326,053.00	64.58%	201,097.64	314,860.00	63.87%	104,295.27	66.88%	(9,467.09)	104.71%
Building Code	115	20,311.65	48,590.00	41.80%	26,210.17	55,000.00	47.65%	34,688.35	36.93%	5,898.52	77.50%
Visitor Center	120	11,175.97	20,689.00	54.02%	12,228.38	17,000.00	71.93%	5,824.03	65.74%	1,052.41	91.39%
Library	130	12,945.11	17,090.00	75.75%	4,185.06	2,450.00	170.82%	(10,495.11)	528.37%	(8,760.05)	309.32%
Criminal Justice	140	285.00	1,667.00	17.10%	4,333.33	4,451.00	97.36%	4,166.00	6.40%	4,048.33	6.58%
Local Criminal Justice	145	26,653.05	76,300.00	34.93%	50,972.45	58,000.00	87.88%	31,346.95	45.95%	24,319.40	52.29%
Accumulative Reserve	150	-	-		467.64	-		-		467.64	0.00%
CDBG Grant/Home Rehab Proj	160	-	1,000.00	0.00%	4,731.04	-		-		4,731.04	0.00%
DOT Spoils Site	170	50,559.17	126,645.00	39.92%	106,819.01	93,000.00	114.86%	42,440.83	54.36%	56,259.84	47.33%
Public Works Vehicle Replacement	180	30,304.66	45,000.00	67.34%	45,650.22	45,000.00	101.44%	14,695.34	67.34%	15,345.56	66.38%
Police Vehicle Replacement	185	-	-		10,858.50	10,000.00	108.59%	10,000.00	0.00%	10,858.50	0.00%
Drug Enforcement	190	-	-		64.44	200.00	32.22%	200.00	0.00%	64.44	0.00%
Low Income Housing	195	-	-		4,680.25	3,000.00	156.01%	3,000.00	0.00%	4,680.25	0.00%
Swimming Pool Construction	300	45,000.00	45,000.00	100.00%	3,767.45	-		(45,000.00)		(41,232.55)	1194.44%
REET Construction	310	32,916.08	93,600.00	35.17%	32,993.19	30,000.00	109.98%	(2,916.08)	109.72%	77.11	99.77%
Street Construction	320	406,586.46	3,790,464.00	10.73%	110,929.18	3,790,464.00	2.93%	3,383,877.54	10.73%	(295,657.28)	366.53%
Water/Sewer Operating	400	1,737,684.74	2,235,472.00	77.73%	1,638,568.88	2,141,669.00	76.51%	403,984.26	81.14%	(99,115.86)	106.05%
Regional Water System	410	519,219.98	710,186.00	73.11%	549,773.41	710,186.00	77.41%	190,966.02	73.11%	30,553.43	94.44%
Stormwater Management	420	123,724.13	242,139.00	51.10%	126,156.13	219,900.00	57.37%	96,175.87	56.26%	2,432.00	98.07%
Stormwater Capital	425	20,736.98	256,500.00	8.08%	746.06	238,500.00	0.31%	217,763.02	8.69%	(19,990.92)	2779.53%
Regional Water Capital	430	580.14	135,225.00	0.43%	49,187.94	43,225.00	113.80%	42,644.86	1.34%	48,607.80	1.18%
Muni Water Capital Improvement	435	566,944.43	1,618,200.00	35.04%	670,309.80	107,500.00	623.54%	(459,444.43)	527.39%	103,365.37	84.58%
Water Bond Reserve	440	-	-		4,795.47	-		-		4,795.47	0.00%
Sewer Bond Reserve	450	-	-		7,429.71	-		-		7,429.71	0.00%
Sewer Loan Reserve Fund	460	-	-		451.02	-		-		451.02	0.00%
Short Lived Asset Reserve Fund	463	-	-		1,090.48	-		-		1,090.48	0.00%
Muni Sewer Cap Impr Reserve	470	45,966.31	118,100.00	38.92%	54,645.64	52,500.00	104.09%	6,533.69	87.55%	8,679.33	84.12%
Boat Launch Facility	475	51,225.17	46,389.00	110.43%	8,160.86	11,600.00	70.35%	(39,625.17)	441.60%	(43,064.31)	627.69%
Utility Deposit	631	5,034.87	12,000.00	41.96%	7,571.55	12,000.00	63.10%	6,965.13	41.96%	2,536.68	66.50%
Transportation Benefit District	632	88,601.65	279,147.00	31.74%	133,558.91	150,285.00	88.87%	61,683.35	58.96%	44,957.26	66.34%
State Custodial Pass-Thru Fund	634	11,745.39	24,980.00	47.02%	11,165.99	24,980.00	44.70%	13,234.61	47.02%	(579.40)	105.19%
		5,892,475.13	12,608,534.00	46.73%	5,493,799.17	10,263,868.00	53.53%	4,371,392.87	57.41%	(398,675.96)	107.26%

Cash and Investment Activity

Period: 2025 - September
Period Totals

Fund		Cash Balance				Investments				Total Ending Balance	
		Beginning	Activity In	Out	Ending	Beginning	Activity Acquired	Interest	Liquidated		Ending
010	General Fund	\$242,329.28	\$71,303.53	\$12,306.21	\$301,326.60	\$479,128.40	\$0.00	\$0.00	\$0.00	\$479,128.40	\$780,455.00
011	Petty Cash/Change Fund	\$760.00	\$0.00	\$0.00	\$760.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$760.00
100	Street Fund	(\$2,973.17)	\$900.29	\$1,035.00	(\$3,107.88)	\$11,173.14	\$0.00	\$0.00	\$0.00	\$11,173.14	\$8,065.26
115	Building Code Account Fund	\$32,762.80	\$3,571.57	\$156.00	\$36,178.37	\$61,123.60	\$0.00	\$0.00	\$0.00	\$61,123.60	\$97,301.97
120	Visitor Center Fund	\$7,901.64	\$30,000.00	\$0.00	\$37,901.64	\$11,173.14	\$0.00	\$0.00	\$0.00	\$11,173.14	\$49,074.78
130	Library Fund	\$2,293.65	\$107.10	\$0.00	\$2,400.75	\$3,943.17	\$0.00	\$0.00	\$0.00	\$3,943.17	\$6,343.92
140	Criminal Justice Fund	\$17,669.89	\$0.00	\$0.00	\$17,669.89	\$31,547.34	\$0.00	\$0.00	\$0.00	\$31,547.34	\$49,217.23
145	Local Criminal Justice Fund	\$65,755.85	\$0.00	\$0.00	\$65,755.85	\$111,730.43	\$0.00	\$0.00	\$0.00	\$111,730.43	\$177,486.28
150	Accumulative Reserve Fund	\$7,947.70	\$0.00	\$0.00	\$7,947.70	\$14,458.95	\$0.00	\$0.00	\$0.00	\$14,458.95	\$22,406.65
160	CDBG Grant/Home Rehab Project	\$77,683.41	\$0.00	\$0.00	\$77,683.41	\$145,907.22	\$0.00	\$0.00	\$0.00	\$145,907.22	\$223,590.63
170	DOT Spoil Site Fund	\$31,486.80	\$2,200.00	\$0.00	\$33,686.80	\$63,094.69	\$0.00	\$0.00	\$0.00	\$63,094.69	\$96,781.49
180	Public Works Vehicle Replacement	\$1,075.78	\$0.00	\$0.00	\$1,075.78	\$15,116.31	\$0.00	\$0.00	\$0.00	\$15,116.31	\$16,192.09
185	Police Vehicle Replacement Fund	\$14,987.09	\$0.00	\$0.00	\$14,987.09	\$28,261.54	\$0.00	\$0.00	\$0.00	\$28,261.54	\$43,248.63
190	Drug Enforcement Fund	\$1,500.05	\$0.00	\$0.00	\$1,500.05	\$1,972.09	\$0.00	\$0.00	\$0.00	\$1,972.09	\$3,472.14
195	Low Income Housing Fund	\$26,278.70	\$0.00	\$0.00	\$26,278.70	\$48,635.74	\$0.00	\$0.00	\$0.00	\$48,635.74	\$74,914.44
300	Swimming Pool Const Fund, 1987	\$16,812.82	\$0.00	\$0.00	\$16,812.82	\$116,331.96	\$0.00	\$0.00	\$0.00	\$116,331.96	\$133,144.78
310	REET Capital Fund	\$40,555.73	\$0.00	\$0.00	\$40,555.73	\$47,978.37	\$0.00	\$0.00	\$0.00	\$47,978.37	\$88,534.10
320	Street Construction Capital Fund	(\$293,594.13)	\$0.00	\$0.00	(\$293,594.13)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$293,594.13)
400	Water/Sewer Operating Fund	\$297,866.37	\$111,307.45	\$18,754.11	\$390,419.71	\$633,579.33	\$0.00	\$0.00	\$0.00	\$633,579.33	\$1,023,999.04
410	Regional Water System Fund	\$256,775.71	\$62,309.30	\$3,736.50	\$315,348.51	\$435,750.57	\$0.00	\$0.00	\$0.00	\$435,750.57	\$751,099.08
420	Stormwater Management Fund	\$12,839.90	\$55,270.26	\$1,547.01	\$66,563.15	\$21,031.57	\$0.00	\$0.00	\$0.00	\$21,031.57	\$87,594.72
425	Stormwater Capital Reserve Fund	(\$1,971.19)	\$0.00	\$0.00	(\$1,971.19)	\$23,003.65	\$0.00	\$0.00	\$0.00	\$23,003.65	\$21,032.46
430	Regional Water Capital Improvement	\$65,393.10	\$0.00	\$39.27	\$65,353.83	\$118,303.04	\$0.00	\$0.00	\$0.00	\$118,303.04	\$183,656.87
435	Muni Water Capital Improvement	\$528,106.07	\$0.00	\$118.64	\$527,987.43	\$1,037,782.55	\$0.00	\$0.00	\$0.00	\$1,037,782.55	\$1,565,769.98
440	Water Bond Reserve Fund	\$78,811.95	\$0.00	\$0.00	\$78,811.95	\$147,879.31	\$0.00	\$0.00	\$0.00	\$147,879.31	\$226,691.26
450	Sewer Bond Reserve Fund	\$121,404.22	\$0.00	\$0.00	\$121,404.22	\$229,377.11	\$0.00	\$0.00	\$0.00	\$229,377.11	\$350,781.33
460	Sewer Loan Reserve Fund	\$8,164.49	\$0.00	\$0.00	\$8,164.49	\$13,801.59	\$0.00	\$0.00	\$0.00	\$13,801.59	\$21,966.08
463	Short Lived Asset Reserve Fund	\$18,368.96	\$0.00	\$0.00	\$18,368.96	\$33,519.43	\$0.00	\$0.00	\$0.00	\$33,519.43	\$51,888.39
470	Muni Sewer Capital Imprv Reserve	\$28,290.90	\$0.00	\$0.00	\$28,290.90	\$71,639.39	\$0.00	\$0.00	\$0.00	\$71,639.39	\$99,930.29
475	Boat Launch Facility Fund	(\$2,556.66)	\$215.00	\$328.77	(\$2,670.43)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$2,670.43)
631	Utility Deposit Fund	\$30,329.34	\$360.00	\$16.97	\$30,672.37	\$57,179.43	\$0.00	\$0.00	\$0.00	\$57,179.43	\$87,851.80
632	Transportation Benefit District Fund	\$210,835.32	\$0.00	\$0.00	\$210,835.32	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$210,835.32
633	TBD Capital Project Fund	\$3,456.17	\$0.00	\$0.00	\$3,456.17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,456.17
634	State Custodial Pass-Thru Fund	\$1,083.67	\$569.40	\$0.00	\$1,653.07	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,653.07
		\$1,948,432.21	\$338,113.90	\$38,038.48	\$2,248,507.63	\$4,014,423.06	\$0.00	\$0.00	\$0.00	\$4,014,423.06	\$6,262,930.69

1. CALL TO ORDER

Mayor Paul Helenberg called the regular meeting of the Castle Rock City Council to order at 7:32 PM.

a. Pledge of Allegiance

Mayor Helenberg led the Pledge of Allegiance.

b. Roll Call

Councilmembers present: Art Lee, Lee Kessler, Paul Simonsen, and Ellen Rose.

Staff present: Police Chief Charlie Worley, City Attorney Nikki Thompson, Assistant Public Works Director Tyler Stone, City Engineer Tom Gower, and Clerk-Treasurer Carie Cuttonaro.

c. Changes to Agenda

Added an executive session to discuss with legal counsel about current or potential litigation (RCW 42.30.110(1)(i)).

2. EXECUTIVE SESSION

Mayor Helenberg adjourned regular session at 7:33 PM to convene a 10-minute executive session for the following: to discuss with legal counsel about current or potential litigation per RCW 42.30.110(1)(i). No action will be taken following the executive session.

Executive session attendees: Mayor Helenberg, Councilmembers Lee, Kessler, Simonsen, and Rose, City Attorney Nikki Thompson, Police Chief Charlie Worley, and Clerk-Treasurer Carie Cuttonaro.

At 7:43 PM, Clerk-Treasurer Carie Cuttonaro announced the executive session will be extended an additional 5 minutes, ending at 7:48 PM.

Mayor Helenberg closed the executive session at 7:50 PM and reconvened regular session at 7:50 PM.

3. PROCLAMATIONS & PRESENTATIONS

4. CITIZEN COMMENTS - maximum 3 minutes

5. DEPARTMENT REPORTS

- City Attorney Nikki Thompson

City Attorney

- Police Chief Charlie Worley

Police Chief Charlie Worley gave a verbal report.

- Public Works Director Dave Vorse / Assistant Public Works Director Tyler Stone

Assistant Public Works Director Tyler Stone gave a verbal report.

- City Engineer Tom Gower

City Engineer Tom Gower gave a verbal report.

- Clerk-Treasurer Carie Cuttonaro

Clerk-Treasurer Carie Cuttonaro gave a verbal report.

6. COUNCIL AND AD HOC COMMITTEE REPORTS

- Mayor / Mayor Pro-Tempore / Councilmembers

1. Request to schedule a Special Meeting for a Budget Workshop on Monday, October 20, 2025 at 6:00 PM.

Special Meeting for the Budget Workshop on Monday, October 20, 2025 at 6:00 PM is scheduled.

Councilmember Kessler gave a verbal report.

- CRCDA Representative

7. PUBLIC HEARINGS

a. Purpose: To review estimated revenue sources for the 2026 current expense budget (General Fund) and include consideration of possible increases in property tax revenues (Ad Valorem taxes) to be assessed for the fiscal year ending December 31, 2026. The public is invited to present testimony on this issue.

Mayor Helenberg closed the Regular Meeting at 7:55 PM and opened the Public Hearing at 7:55 PM. Clerk-Treasurer presented.

There was no public comment offered.

Mayor Helenberg closed the Public Hearing at 7:57 PM and reopened the Regular Meeting at 7:57 PM.

8. CONSENT AGENDA

Councilmember Lee made a motion, seconded by Rose, to approve the Consent Agenda as presented. Motion carried by roll call vote. Councilmembers Lee, Kessler, Simonsen, and Rose voted 'Aye'.

a. September 22, 2025 Regular Council Meeting Minutes

b. September 2025 invoices as described in the Fund Transaction Summary Report in the amount of \$774,146.99.

9. OLD BUSINESS

10. NEW BUSINESS

a. Ordinance No. 2025-14, an ordinance fixing the estimated amount to be raised by Ad Valorem taxes for the 2026 budget of the City of Castle Rock, Washington in accordance with Revised Code of Washington 84.55.120, on first reading.

Councilmember Kessler made a motion, seconded by Lee, to approve Ordinance No. 2025-14. Motion carried by roll call vote. Councilmembers Lee, Kessler, Simonsen, and Rose voted 'Aye'.

b. Contract agreement with iamGIS to provide a software package that includes GIS layer maps, asset management, project management and inventory tracking. One-time implementation fee of \$1,000 and \$6,000 per year for three years. The contract will automatically renew for a period of one year for each renewal.

Assistant Public Works Director Tyler Stone presented.

Councilmember Rose made a motion, seconded by Kessler, to approve the contract agreement with

iamGIS. Motion carried by roll call vote. Councilmembers Lee, Kessler, Simonsen, and Rose voted 'Aye'.

11. OTHER BUSINESS

12. ADJOURNMENT

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

Mayor Paul Helenberg

Clerk-Treasurer Carie Cuttonaro

1. CALL TO ORDER

Mayor Paul Helenberg called the special meeting of the Castle Rock City Council to order at 6:05 PM.

a. Pledge of Allegiance

Mayor Helenberg led the Pledge of Allegiance.

b. Roll Call

Councilmembers present: Art Lee, Lee Kessler, and Ellen Rose. Councilmember Paul Simonsen was absent.

Staff present: Police Chief Charlie Worley, Assistant Public Works Director Tyler Stone, and Clerk-Treasurer Carie Cuttonaro.

2. WORKSHOP

a. Proposed Budget for Fiscal Year Ending December 31, 2026 including:

1. Revenue Projections
2. Expenditures
3. Capital Projects
4. Utility Rates
5. Wages

Clerk-Treasurer Carie Cuttonaro, Assistant Public Works Director Tyler Stone, Police Chief Charlie Worley and Mayor Helenberg presented.

3. ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 7:15 PM.

Mayor Paul Helenberg

Clerk-Treasurer Carie Cuttonaro

ORDINANCE NO. 2025-14

AN ORDINANCE FIXING THE ESTIMATED AMOUNT TO BE RAISED BY AD VALOREM TAXES FOR THE 2026 BUDGET OF THE CITY OF CASTLE ROCK, WASHINGTON IN ACCORDANCE WITH REVISED CODE OF WASHINGTON 84.55.120

WHEREAS, the Castle Rock City Council of the City of Castle Rock has met and considered its budget for the calendar year ending December 31, 2026; and

WHEREAS, the City's highest lawful levy for 2025 was \$439,876; and

WHEREAS, the district's actual levy amount from the previous year was \$437,871, leaving \$2,005 in banked capacity; and

WHEREAS, the City's highest lawful levy for 2026 is \$444,275, representing an increase of 1% above highest lawful levy; and

WHEREAS, the 2026 construction allowance is \$2,196, increasing the levy limit to \$446,471; and

WHEREAS, Council has determined that it is in the best interest of the City to levy the full limit amount for 2026 of \$446,471; and

WHEREAS, levying highest lawful levy amount will result in an increase of \$6,404 for 2026, after exclusion of the construction allowance; and

WHEREAS, the population of this district is less than 10,000.

NOW, THEREFORE BE IT ORDAINED by the governing body of the taxing district that an increase in the regular property tax levy, including previously banked capacity, is hereby authorized to be collected in the 2026 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$6,404 which is a percentage increase of 1.4625% from the previous year. The increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted by the City Council and signed by the Mayor on this ____ day of _____, 2025.

CITY OF CASTLE ROCK

APPROVED:

Paul Helenberg, Mayor

APPROVED AS TO FORM:

ATTEST:

Nikki Thompson, City Attorney

Carie Cuttonaro, City Clerk

Publication Date: _____

September 16, 2016

Carie Cuttonaro, Clerk-Treasurer
City of Castle Rock
PO Box 370 / 141 A Street SW
Castle Rock, WA 98611
Proposal sent via email to: ccuttonaro@ci.castle-rock.wa.us

Re: **25-002: Amendment for Professional Services for City of Castle Rock On-Call Agreement**

Dear Ms. Cuttonaro:

Kimley-Horn and Associates, Inc. ("Kimley-Horn" or "Consultant") and City of Castle Rock ("Client") entered in a Professional Services Agreement dated January 13, 2025 ("Agreement") for providing on-call planning professional services for the City of Castle Rock.

The parties now desire to amend the Agreement to include services to be performed by Consultant for compensation as set forth below in accordance with the terms of the Agreement, which are incorporated by reference.

AMENDMENT OVERVIEW:

The scope of services does not change from the Professional Services Agreement dated January 13, 2025. The amendment is necessary to continue service given the on-call contract was set at an hourly rate not to exceed \$70,000. As of 8/31/2025, most recent invoice total expense for the contract is \$60,647.94, with 9,352.06 remaining for the rest of the year. Reasoning for the increased budget include the following:

Increased development review

When we set a budget at the beginning of the year it is often a best guess at historical development trends and prior year applications to best project the upcoming years cost and effort. For 2025, Castle Rock has been extremely busy seeing an increase in inquiries, development applications, pre-application meetings and much more. The Master Planned Development, the Landing on the Cowlitz (LOTIC) is beginning to apply for various permits, some of which include longer land use processes and review procedures.

- The Landing on the Cowlitz (LOTIC) began the year with multiple pre-application meetings and a submittal for the 45-residential unit Preliminary Plat and Substantial Shoreline Development Permit (SSDP). The last major subdivision before the city was nearly two decades ago.
- Increased pre-application meetings and Kimley-Horn took on taking and providing pre-app notes on behalf of the city.
- Development inquiries, business license review, zoning verification and plan review.
- Increased intake of land use permits such as variances, plats, critical area and floodplain reviews, and shoreline development review permits.

Comprehensive Plan Update & Development/Critical Areas Ordinance Update

- At request of the City, Kimley-Horn subcontracted with Ecological Land Services, Inc. to support Critical Areas Ordinance update, adding a contract of additional \$11,500 to support the regulation review and update.
- PUG Periodic Update Grant: A total of \$20,000 was allocated to the City of Castle Rock to update Comprehensive Plan and regulations from the State Department of Commerce. These funds offset the increased consultant costs, but also increase deliverables and workload associated with the required and optional updates for the city.

Special Planning Projects:

The city has various ongoing special projects relating to planning efforts. These have included various updates and revisions to city code, which include research, drafting, comparison of different approaches and regulations as well as coordination with Commerce and various stakeholders. Some examples of these projects include:

- Mobile Food Court Ordinance
- Large Lot Subdivision Exemption Ordinance

TERM AND BUDGET

The Consultant will provide the services specifically set forth in the January 13, 2025 contract. This contract amendment extends for the remainder of the 2025 calendar year. The City and consultant will evaluate needs for 2026 through a separate effort.

For the services set forth in the January 13, 2025 contract and for reasoning outlined in this amendment, the Client shall pay Consultant the following compensation:

Amendment to allocate a budget of an additional \$30,000; of the original \$70,000 contract; with the total budget not to exceed \$100,000 for 2025 On-Call Planning Services. This is an hourly rate contract, not to exceed.

We appreciate the opportunity to provide these services to you. Please contact me if you have any questions.

Very truly yours,

KIMLEY-HORN AND ASSOCIATES, INC.

Signed:



Printed Name: Rachel Granrath, AICP

Title: Project Manager

AGREED AND ACCEPTED:
CITY OF CASTLE ROCK

By: _____

Title: _____

Date: _____



DISTRICT COURT

312 SW First Avenue
Kelso, WA 98626
TEL (360) 577-3073
TTY/VCO 1-800-833-6384

District Court Judges

Hon. Kevin G. Blondin	Position 1
Hon. M. Jamie Imboden	Position 2
Hon. John A. Hays	Position 3

Molly Martin, Court Administrator

October 10, 2025

Mayor
City of Castle Rock
PO Box 370
Castle Rock, WA 98611

Re: Appointment of Municipal Court Judges

Dear Mayor:

As you know, District Court Judges M. Jamie Imboden, Kevin G. Blondin, and John A. Hays currently serve as the judges for your Municipal Court. Even though one judge might be the judge regularly assigned to your cases, having both judges appointed will help us when the regular judge is absent. Additionally, some of our dockets have cases from more than one jurisdiction, such as traffic infraction cases and probation cases. All judges need to be able to preside over these dockets.

If you agree, please complete and return the enclosed appointment form with original signatures. It's our understanding that the mayor makes the appointment, and the city council confirms it.

Thank you very much for your assistance. If you have any questions, please feel free to call me.

Sincerely,

A handwritten signature in black ink, appearing to read "Molly Martin", with a large, stylized loop at the end.

Molly Martin
Court Administrator

Enc

APPOINTMENT OF JUDGES TO CASTLE ROCK MUNICIPAL COURT

I hereby appoint District Court judges M. Jamie Imboden, Kevin G. Blondin, and John A. Hays as part-time judges of the Castle Rock Municipal Court. Their term of office shall be as provided in RCW 3.50.

Dated: _____, 2025.

Mayor

I hereby certify that on _____, 2025 the Castle Rock City Council confirmed the appointment of District Court judges M. Jamie Imboden, Kevin G. Blondin, and John A. Hays as part-time judges of the Castle Rock Municipal Court.

Dated: _____, 2025.

Title: _____

RESOLUTION NO. 2025-08

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CASTLE ROCK PROVIDING FOR THE DISPOSAL OF CERTAIN PROPERTY DEEMED TO BE SURPLUS TO THE REASONABLY FORESEEABLE NEEDS OF THE CITY OF CASTLE ROCK

WHEREAS, certain items of equipment belonging to the City of Castle Rock are obsolete and no longer used by the City; and

WHEREAS, the value, obsolescence and condition of these items of inventory make it impractical to trade the same in on future purchases of new inventory items from the list of assets of the City, and to obtain the maximum return for said inventory items, it would be in the best advantage to the City to dispose of the same in a manner that will be to the best advantage to the City of Castle Rock.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CASTLE ROCK, WASHINGTON AS FOLLOWS:

1. Based upon the finding and recommendations of the Assistant Public Works Director of said City, the items of inventory belonging to said City as shown on “Exhibit A” (surplus request letter), attached hereto and incorporated herein by this reference, are declared to be surplus to the foreseeable needs of the City.

2. That it is deemed to be for the common benefit of the residents of said City to dispose of said items of inventory.

3. That the Public Works Director and/or the Assistant Public Works Director is authorized to dispose of items listed on “Exhibit A” (surplus request email), attached hereto, in a manner that will be to the best advantage to the City of Castle Rock.

APPROVED AND ADOPTED this 27th day of October, 2025.

CITY OF CASTLE ROCK

APPROVED:

Paul Helenberg, Mayor

APPROVED AS TO FORM:

ATTEST:

Nikki Thompson, City Attorney

Carie Cuttonaro, City Clerk

EXHIBIT A

ccuttonaro@ci.castle-rock.wa.us

From: Tyler Stone <tstone@ci.castle-rock.wa.us>
Sent: Tuesday, September 30, 2025 8:37 AM
To: Carrie Cuttonaro
Subject: Request to Surplus Building Materials - Wall Insulation

Please process the following building materials as surplus. These items were originally purchased for the Impound/Storage Project, but the project plans have since changed to include higher quality insulation for the walls. As a result, these materials are no longer needed.

Item Description: 2" CCB Wall Insulation
Quantities and Dimensions:

6' x 48' – Quantity: 2
6' x 44' – Quantity: 3
6' x 34' – Quantity: 8
4' x 40' – Quantity: 2
4' x 38' – Quantity: 2

Estimated Value: \$1500.00

Public Works would like to request Council approval to negotiate the best possible deal for the sale of this surplus material, in order to recoup funds for the City.

Please let me know if any additional documentation or actions are needed to move forward with this request.

Tyler Stone
Public Works
Senior Operator
City of Castle Rock WA
(360)274-7478



2026 - City of Castle Rock - Server Hardware Replacement

Prepared for

City of Castle Rock

By Vision Municipal Solutions, LLC.

9/19/2025



P.O. Box 28429
Spokane, WA 99228
USA

Purchase Agreement

PA #:	VMSQ4115
Date:	Sep 19, 2025
Expires:	May 8, 2026

Prepared For:
City of Castle Rock
141 "A" Street SW
Castle Rock, WA 98611
United States

Sales Representative:
Dalton Lundgren
320 N Johnson St.
Ste. 900
Kennewick, WA 99336
United States of America
dlundgren@tripleview.com

Qty	Description	Unit Price	Ext. Price
2026 - City of Castle Rock - Server Hardware Replacement			
1	Vision T4470 Server <i>Includes:</i> - Intel Xeon Silver 4309Y - 2.8GHz, 8C/16T, LGA4189, 12MB, 125W - 2 x 64GB DDR4 3200 (Total of 128GB RAM) - 1 x 480GB M.2 NVME (Host OS HD) - 2 x 2 TB (Data and Vision DB Drives) (RAID1) - Broadcom 9540-8i 12Gb/s MegaRAID 0/1/10, SAS3808 PCIE x8, SlimSAS 8i SFF-8654 - USB 3.0 - Redundant Power Supplies - 5 Year Standard Warranty	\$7,403.50	\$7,403.50
Server Software:			
1	Microsoft Server 2022 Standard - 16 Cores - 1 Physical Host License - 2 VM's - Does Not include User CAL's	\$1,216.68	\$1,216.68
5	Microsoft Server User CAL - 1 user CAL per Login	\$52.35	\$261.75
1	Microsoft SQL Server 2022 Standard  - Server + CAL License Model - License 1 Operating System Environment (OSE)	\$1,112.80	\$1,112.80

Qty	Description	Unit Price	Ext. Price
5	SQL Server User CAL	\$250.00	\$1,250.00
	 - 1 SQL User Access License for each Vision Software User		

Professional Services

1	Server Setup & Application Installation  - Active Directory Server / Domain Setup - BIOS Updates - Management Software Installation - Security Software Installation - Windows Security and Software Updates - Driver Update	\$660.00	\$660.00
1	Vision Software Migration + SQL Server Setup - Setup of SQL Server 2022 - Full Migration of current Vision Software Server to new hardware	\$1,050.00	\$1,050.00
1	On-Site Installation - Physical Setup of the new Server-PC Workstation - Transfer of any necessary profiles/available applications to new hardware - Travel on-site to begin setup, stay overnight at Langley, continue setup the next day to ensure all users connected and operational	\$1,760.00	\$1,760.00

Qty	Description	Unit Price	Ext. Price
Deposit Required:	\$0.00	SUBTOTAL	\$14,714.73
Monthly Recurring:	\$0.00	SALES TAX	\$888.33
Annual Recurring:	\$0.00	Estimated S/H	\$0.00
		TOTAL	\$15,603.06

Terms & Agreement

- Office 365 subscriptions (if required) will be proratedly charged and contracted at the current rate.
- Items contained in this Purchase Agreement are based on current costs and availability. Substitutions may occur if item listed is no longer available. Backordered items are subject to current pricing and may not reflect the price on this Purchase Agreement.
- Shipping costs are an estimate, actual shipping costs will be invoiced.
- If on-site delivery is required or requested it will be based on travel time and actual time on-site at the prevailing technician rate.
- We strive to include everything required for the project in this Purchase Agreement. If an item is used that is not listed, it will be invoiced with this Purchase Agreement. Likewise, if a listed item is not used, it will not be invoiced.
- Items may be billed seperately.
- This Purchase Agreement dated below when signed, confirms the sale herein specified, the equipment and features listed above.

Acceptance of Agreement
Vision Municipal Solutions, LLC.

Acceptance of Agreement
City of Castle Rock

Dalton Lundgren

Accepted By (Signature)
Dalton Lundgren
Printed Name
IT Service Manager
Title
Friday, September 19, 2025
Date

Accepted By (Signature)

Printed Name

Title

Date



2026 - City of Castle Rock - Server Cloud Migration

Prepared for

City of Castle Rock

By Vision Municipal Solutions, LLC.

9/19/2025



P.O. Box 28429
Spokane, WA 99228
USA

Purchase Agreement

PA #:	VMSQ41114
Date:	Sep 19, 2025
Expires:	May 8, 2026

Prepared For:
City of Castle Rock
141 "A" Street SW
Castle Rock, WA 98611
United States

Sales Representative:
Dalton Lundgren
320 N Johnson St.
Ste. 900
Kennewick, WA 99336
United States of America
dlundgren@tripleview.com

Qty	Description	Unit Price	Ext. Price
2026 - City of Castle Rock - Server Cloud Migration			
Vision Software Cloud Solution			
1	Migration to Vision Cloud Service	\$1,000.00	\$1,000.00
1	Vision Software Cloud Hosting	\$2,880.00	\$2,880.00
	- Annual Recurring Charge		
File Server Migration			
3	Migration of Data to Sharepoint from File Server	\$350.00	\$1,050.00
	- Setup of Sharepoint Sites for each identified Network Drive		
	- Network Drives Identified: Finance, Payroll, Public Works		
	- Migration of Data		
	- Decommissioning of File Servers		
	- Setup of any additional required Sharepoint Sites		
Active Directory Migration			
1	Migration and Decommissioning of Active Directory	\$300.00	\$300.00
	- Separate On-Prem Domain from Azure AD		
	- Decommission Domain Controller		
	- Update Network Configuration		
Multi-Factor Authentication Deployment			
1	Deployment of Multi-Factor Authentication	\$550.00	\$550.00
E3 Office Licensing			
5	Annual - Office Business Premium w/ Compliance Archival	\$285.48	\$1,427.40
	- Consolidate all Office 365 Suite licenses into Business Premium.		
	- Required for each user who will need access to Email/File Shares/Teams		
0	Annual - Office Business Basic w/ Compliance Archival	\$77.85	\$0.00
	- Consolidate Vision Email Plan 1 licenses into Business Basic (For Vision Email Plan 1 Standalone Users)		

Qty	Description	Unit Price	Ext. Price
"Recurring Annual" reflects increase in current Microsoft Licensing Costs.			
Desktop Migration:			
1	Two Full Days of Onsite Follow-Up Support (Optional - SELECTED) - Tech onsite for the two days following migration - Ensures all devices have been properly migrated and provides any training needed to begin accessing new environment	\$1,760.00	\$1,760.00
5	Join Workstations to Azure AD (Police Department) - Copy files to OneDrive - Unjoin workstation from Domain - Join workstation to Azure AD - Migrate profile to Azure AD - 27 Devices managed by Vision IT currently	\$220.00	\$1,100.00

Qty	Description	Unit Price	Ext. Price
Deposit Required:	\$0.00	SUBTOTAL	\$10,067.40
Monthly Recurring:	\$0.00	SALES TAX	\$401.90
Annual Recurring:	\$4,420.16	Estimated S/H	\$0.00
		TOTAL	\$10,469.30

Terms & Agreement

- Office 365 subscriptions (if required) will be proratedly charged and contracted at the current rate.
- Items contained in this Purchase Agreement are based on current costs and availability. Substitutions may occur if item listed is no longer available. Backordered items are subject to current pricing and may not reflect the price on this Purchase Agreement.
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Dalton Lundgren

Accepted By (Signature)
Dalton Lundgren
Printed Name
IT Service Manager
Title
Friday, September 19, 2025
Date

Accepted By (Signature)
Printed Name
Title
Date

2025 Chemical Procurement Preliminary Bid Results

Bids Due/Bid Opening: 10/20/2025 at 11:00 AM

Attended by: Paul Helenberg, David Vorse, Tyler Stone, & Carie Cuttonaro

Bidder City, St	Aluminum Sulfate 4,000 Gallons	12.5% Sodium Hypochlorite 400 Gallons	Sodium Flouride 2,000 lbs	Chlorine 3,000 lbs	Signed	References
Cascade Columbia Distribution Seattle, WA	1.56/gal (6,240.00)	11.20/gal (4,480.00)	1.72/lb (3,440.00)	3.89/lb (11,670.00)	✓	✓
JCI Jones Chemicals Tacoma, WA	No Bid	No Bid	No Bid	3.6666/lb (10,999.80)	✓	✓
Northstar Chemical Tualatin, OR	1.82/gal (7,280.00)	No Bid	No Bid	No Bid	✓	✓
Chemtrade Parisppany, NJ	2.182/gal (8,728.00)	No Bid	No Bid	No Bid	✓	✓
Univar Kent, WA	1.74 (/lb?) (13,920.00?)	No Bid	No Bid	No Bid	✓	✓
Pencco Inc. San Felipe, TX	No Bid	No Bid	No Bid	No Bid	✓	✓

(Bid Results includes shipping costs but excludes sales tax.)