

CALL TO ORDER

Mayor Paul Helenberg called the July 13, 2015 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: Lee Kessler, Earl Queen and Ellen Rose. Councilmembers Ray Teter and Mike Davis were absent.

BUSINESS FROM THE FLOOR

1. Carey Mackie, Red Canoe Credit Union requested permission to place signage on city right-of-way to notify the public of their annual 'Fill The Canoe School Supply Drive' to be held July 27th through August 14th. Mackie distributed a picture of the signage for council review and noted that 200 to 300 local area students benefit each year from this campaign. Councilmember Kessler made a motion, seconded by Queen to approve Red Canoe Credit Union's request to place signage at each city entrance for their 'Fill The Canoe School Supply Drive'. By roll call vote; unanimous 'Aye'.
2. Bill Fashing, Director of Cowlitz-Wahkiakum Council of Governments introduced their new employee, Deborah Johnson. Ms. Johnson has been assigned to provide planning services to the City of Castle Rock and also to work with the economic development commission and associated boards.

DEPARTMENT/COMMITTEE REPORTSDepartment Reports

1. Public Works Director Dave Vorse announced the city received a \$500 loss control grant and the Castle Rock City Transportation Benefit District (TBD) also received a \$500 loss control grant from AWC RMSA for attending their annual meeting. The grant awarded to the TBD will be used toward sidewalk upgrades on Front Avenue SW. The city's grant will be used in combination with other \$1000 grants received earlier from AWC.

The Vorse noted the city also received a plaque from AWC RMSA in recognition of having no claims in 2014.

2. Vorse distributed a copy of Lakeside Industries paving schedule for the 2015 City Wide Overlay project. Work is expected to begin Wednesday and be completed by month-end. Paving will begin with the parking lots at City Hall and the City Shop area and then move to Westside Highway and end with several designated residential street sections. Work will be weather dependent.
3. Representative Orcutt has continued to work with the city to assist with the completion of a proposed land swap with Washington State Department of Natural Resources (DNR). Ownership of land commonly referred to as the 'High Banks' would be transferred from DNR to the City of Castle Rock. The city currently is leasing this land from DNR. The city

has been negotiating with DNR for the past ten years on this project; however DNR did not have any mechanism in place to provide for such trades.

Representative Orcutt was able to include funding in the State budget to allow DNR to complete the land swap with the City of Castle Rock this year. Vorse stated this land swap will allow the city to move forward with proposed economic development projects outlined in the city's park plan.

4. Covington provided copies of the preliminary Cash Report for June 2015. She noted several funds with deficit balances, including the Street Fund, Street Construction Fund, Municipal Water Capital Fund and Boat Launch Facility Fund. The Street Construction Fund and Municipal Water Capital Fund deficits are due to grant or loan funded projects that are awaiting payments from funding agencies. Covington stated the report is considered preliminary because the expenditures listed are pending council approval at tonight's council meeting.
5. Mayor Helenberg -
 - attended the Kalama 125th Anniversary celebration. Attendance exceeded their estimate of 500 participants.
 - announced the America In Bloom judges will be in town July 24th and 25th to provide an evaluation of the city and its services. Councilmembers and staff are invited to a potluck on the 24th at 6:30 p.m. to welcome the judges.
6. Councilmember Kessler reported the IT Infrastructure Committee assigned to evaluate server options will need to re-evaluate information they have received. A meeting of the full committee may be necessary

Mayor Helenberg noted Cowlitz Fire Protection District #6 has informed the city they will be cutting off network services to the city on July 16th. Due to the short notice, Mayor Helenberg stated he has authorized the city to contract with Jayson Rogen to evaluate the city systems and to assist with transitioning system services to maintain city Internet communication capabilities. Mr. Rogen has all required certifications and has provided services to the City of Kelso and Cowlitz Fire Protection District #2. City employee Brian Engkraf is working with Mr. Rogen to coordinate city departments during the transition.

7. Councilmembers reviewed the second quarter report submitted by the Humane Society of Cowlitz County for animal control services.

CONSENT AGENDA

1. Councilmember Queen made a motion, seconded by Rose to approve the minutes to the June 22, 2015 regular council meeting. By roll call vote, unanimous 'Aye'.

2. Clerk-Treasurer Covington noted that June invoices were reviewed by Councilmember Kessler prior to this meeting. Councilmember Queen made a motion, seconded by Kessler to approve the June expenditures in the amount of \$367,529.35 and further described as adjustment number 413-6/15, check numbers 46078 through 46177 for general expenditures, EFT Payroll Draw 6/15/15 and EFT Payroll 6/30/15 and NACHA Draw Batch#1719021 and Month End NACHA Batch#1721322 and payroll check numbers 24480 through 24507. By roll call vote, unanimous 'Aye'.

OLD BUSINESS –

1. Councilmembers reviewed documentation provided by Mayor Helenberg relating to a request to consider an increase in pay for the Chief of Police position. Documentation included a summary showing salary increases for supervisors from 1999 through 2015. Also included was an analysis of the budgetary impact required for a 12% increase in salary for the Chief of Police position. It was noted that no cost of living increase was provided to supervisory staff members in 2013, 2011 and 2010 fiscal years. Councilmember Kessler stated under the current collective bargaining contract, when the sergeant is temporarily assigned to work in the capacity of Chief (for instances the Chief is gone for three or more days); the sergeant would make approximately 9.3% higher hourly wage (\$3.39/hour) than what is currently earned by the Chief of Police. Kessler stated Chief Heuer had requested consideration of 12% increase; partly to make up for the missed COLA years and also to make up for the hourly discrepancy between the sergeant's adjusted hourly pay while working in the capacity of chief of police. Councilmember Kessler stated the police department's total ending expenses for 2014 were \$38,000 less than appropriated for that fiscal year for police services. Kessler felt that savings would more than cover the cost impacts, if approved for this year. Mayor Helenberg noted the police department also received budgetary amendments in 2014, which increased their initial budgeted amount. Without the budgetary amendments; Helenberg estimated the police department would have expended approximately \$10,000 less than what was initially appropriated for 2014. Helenberg stated he has reviewed revenues for this current fiscal year, and compared those to revenues for the same period last year (January – May). General Fund revenues have remained flat; which has been the trend over the last few years.

Covington noted in 2014, the sergeant worked 96 hours (paid at additional Officer In Charge/OIC pay) in the capacity of chief of police. This year, the sergeant has worked 50 hours in that capacity. In 2014, the bargaining contract additional pay for OIC was set at 10% of the officer's base pay. A new contract was negotiated for 2015, which increased the OIC pay for officers temporarily assigned as Chief to an additional 15% of the officer's base pay. This 15% additional pay for temporary assignment created the issue between the sergeant's hourly rate and the chief's hourly rate. Covington stated the year-to-date earning difference in the OIC sergeant pay was a total of \$169.50 over what the chief would have earned. This was calculated at 50 hours paid OIC time worked by

the sergeant multiplied by \$3.39/hour; the rate of pay in excess of the chief's calculated hourly rate.

Councilmember Kessler stated if council approved the 12% increase in salary for the chief of police; the total budgetary impact for the remainder of the year would be approximately \$3,800. Kessler stated this would still be within the \$10,000 returned to General Fund at the end of 2014 fiscal year.

Councilmember Kessler made a motion, seconded by Queen to approve an increase of 12% for the chief of police salary.

Discussion: Councilmember Rose stated she wishes a full-council would be present for this decision. Councilmember Kessler stated he had considered this; however he has already waited several months for a full council to be present. This has resulted in additional loss of compensation for that position as the year progresses.

Vote on the motion: Councilmembers Queen and Kessler voted 'Aye'. Councilmember Rose voted 'Nay'. Motion did not pass. Covington noted budgetary issues cannot be voted on by the mayor and there were not enough votes to pass the motion.

2. Councilmember Queen made a motion, seconded by Kessler to adopt Resolution No. 2015-08, a resolution requesting qualified voters of the City of Castle Rock to fund by special excess levy the furnishing of public library services to the citizens of Castle Rock and will submit the following question: "Whether or not a special excess levy on real property shall be had for the purpose of funding library services to the citizens of Castle Rock during the year 2016, on second reading. By roll call vote, unanimous 'Aye'
3. Councilmember Queen made a motion, seconded by Kessler to adopt Resolution No. 2015-09, a resolution relating to the Six-Year Transportation Plan for the ensuing calendar year/s of 2016-2021, on second reading. By roll call vote, unanimous 'Aye'.

NEW BUSINESS-

1. Councilmembers reviewed the July 13, 2015 correspondence from city engineer, Mike Johnson relating to the bid received for the Trenchless Sewer Repair and Maintenance project. Public Works Director Vorse reported the city received only one bid from Insta Pipe Inc of Tumwater, WA in the amount of \$269,291.43. The city engineer's estimate was \$85,000. Based on additional research, the city engineer recommends council reject the bid received and rebid the project with a revised scope of work to meet city funding limitations. In answer to Councilmember Kessler's question, Vorse explained how trenchless repairs are completed.

Councilmember Kessler made a motion, seconded by Queen to reject all bids submitted for the Trenchless Sewer Repair and Maintenance project. Discussion: In answer to a question submitted by resident Don Miller, Mayor Helenberg and Dave Vorse explained

how contractors install plastic liners in the sewer lines. Vote on the motion; unanimous 'Aye'.

2. Councilmembers reviewed the proposed Airspace Lease Agreement between the city and Washington State Department of Transportation (DOT). This agreement would allow the city to build a new Visitor Center at the Park And Ride at Exit 49. Vorse stated he and the city attorney have been negotiating with DOT; and most issues have been addressed. One issue involving operations of the visitor center. DOT restricts selling of products from that location. If this is important to city operations at the Visitor Center; this issue would need to be addressed under separate agreement. In answer to Councilmember Rose' question, Vorse stated the contractor anticipates construction within six weeks; with the rough-in construction being completed by October. Councilmember Kessler made a motion, seconded by Rose to approve the Washington State Department of Transportation Airspace Lease and Right Of Way Entry agreement. By roll call vote; unanimous 'Aye'.
3. Councilmembers reviewed proposed Resolution No. 2015-10, a resolution authorizing the city to submit a 2015 Youth Athletics Facilities grant to Recreation and Conservation Office on behalf of North County Recreation Association for development of baseball and softball field upgrades; in the amount of \$500,000. This grant requires 50% matching funds. If awarded, the Youth Athletics Facility grant would provide \$250,000 and the local match the remaining \$250,000 of the total estimated project cost. Mayor Helenberg stated if the city is awarded the grant; the city would need to enter into an interlocal agreement with North County Recreation Association for management of this grant. In answer to Councilmember Kessler's question, the mayor stated a large portion of the match would be from in-kind donated labor, equipment and materials. Another funding option might be Rural County Development funds, or fundraising efforts from North County Recreation Association. The mayor stated no city funds would be used for this project.

Councilmember Kessler made a motion, seconded by Rose to approve Resolution No. 2015-10, a resolution authorizing the city to submit a 2015 Youth Athletics Facilities grant to Recreation and Conservation Office on behalf of North County Recreation Association for development of baseball and softball field upgrades; in the amount of \$500,000. By roll call vote, unanimous 'Aye'.

4. Public Works Director Dave Vorse requested discussion regarding purchase and installation of playground equipment at the Lois Dye subdivision to be tabled. He noted the Park Board has asked residents in that area to submit recommendations and a family finally has come forward. The Park Board requests an additional month in which to research the feasibility of that option.

5. Covington stated utility customer, Richard Blackburn, Kirby Avenue SE reported a possible theft or vandalism at his residence which resulted in additional usage of his water service. Castle Rock Municipal Code 13.06.130 (H)(2) Special Circumstances requires a police report to be filed and action taken by the customer to prevent future similar losses. Covington stated Mr. Blackburn did report the loss to the police department. Blackburn also placed a lock on his outdoor faucet to prevent future losses.

Councilmember Kessler made a motion, seconded by Queen to approve a utility adjustment due to unusual circumstances (possible theft of services) in the amount of \$60.83, as requested by Mr. Blackburn.

Discussion: Chief Heuer stated that Officer Worley investigated the incident and there was sufficient evidence to conclude that someone had tampered with the outdoor faucet. Chief Heuer stated the Castle Rock Case number is 15-245.

By roll call vote, unanimous 'Aye'.

6. Mayor Helenberg noted that Councilmember Teter had requested discussion regarding developing signage to bring participants to services such as the boat launch, Bike Park and Riverfront Trail. Vorse stated the city would not be able to get signage on I-5; but could develop options for roadside signs. Due to Councilmember Teter's absence, the mayor tabled further discussion on the issue.
7. Councilmembers reviewed a letter dated July 6, 2015 from Myron Nelson, President of the Castle Rock Senior Center requesting the city to replace the two air conditioner units in the senior center. Councilmember Queen noted that the Lease Agreement between the Senior Center and the City (Item 7 Repairs) identifies portable appliances, such as the air conditioner units to be the obligation of the lessee (Senior Center). Queen stated President Nelson has a copy of this lease agreement. Mayor Helenberg noted this lease agreement eliminated the monthly lease and they should be required to replace the air conditioning units, if they are not functioning properly. The mayor requested a letter be sent to President Nelson advising of city council's response.

ADJOURNMENT

There being no further business, Mayor Paul Helenberg adjourned the regular meeting at 8:12 p.m.

Mayor Paul Helenberg

Clerk-Treasurer Ryana Covington