

Note: Intermittent malfunction of tape throughout meeting.

#### CALL TO ORDER

Mayor Paul Helenberg called the October 24, 2016, regular meeting of the Castle Rock City Council to order at 7:30 pm., followed by the Pledge of Allegiance. The following councilmembers were present: Art Lee, Lee Keesler, Ellen Rose, and Earl Queen.

#### BUSINESS FROM THE FLOOR

Jana Gann, representing Festival of Lights Organization (FOL) requested council approval to use the former Exhibit Hall building located on Front Avenue NW for vendors to use during the November 26<sup>th</sup> Small Business Saturday, sponsored by Castle Rock Chamber of Commerce. Gann stated she currently has approximately forty vendors for the event. If council approves; vendors will be located at the Exhibit Hall building and also at Parkers Steak House.

Gann also requested council permission to place signage on city Right of Way and to use the former Exhibit Hall building for the annual Festival of Lights Celebration scheduled for December 10<sup>th</sup>. She stated Janet Bredfield, owner of Bredfield's Hardware has already given FOL permission to use her parking lot for food vendors and other vendors will be located at the intersection of Front Avenue and Cowlitz Street. She requested permission to close Cowlitz Street West at 4:00 p.m. on December 10<sup>th</sup> for the festival.

Gann noted she would also like to change the route of the Christmas parade. She would like to use the same route as approved for the Castle Rock Fair parade. This would provide better visibility for onlookers and a better staging area for participants. Public Works Director Dave Vorse provided Gann with some recommendations for the parade route.

Councilmember Queen made a motion, seconded by Lee to approve all requests for the Festival of Lights as outlined by Gann. By roll call vote, unanimous 'Aye'.

#### PRESENTATION

Hans Hadley from West Consultants provided a PowerPoint presentation on the results of the hydraulic evaluation for the boat launch facility. Vorse explained that West Consultants are a sub-consultant to Gibbs and Olson and are conducting the analysis on their behalf. Engineering costs for the analysis are being paid by the Port of Longview.

Mr. Hadley stated the city has requested an analysis of how to manage sediment at the boat launch and how to slow the current to increase boater's safety when launching. Sediment collects where flows are slower; therefore the city will not be able to achieve both of their goals completely. He noted the city will need find a solution that will address each goal to a certain point. He presented a PowerPoint presentation showing several engineered analysis options for potential structures that could be used to slow the current and the effects on sediment accumulation. Hadley noted that Option 7 or Option 8 could be the most viable for the city's needs. In Option 7 gap spacing of the structures is used to even out velocities and Option 8 uses shorter structures. In all options, the city will still need to address sediment accumulation to some point. Hadley noted that 'shear stress' is defined as the amount of velocity required to move sedimentation. Option 7, with additional assessments could be a viable option for the city to consider. Steel with concrete panels would be what the structures are made from.

Public Works Director Vorse stated he is currently working on a grant application to Washington State

Recreation and Conservation (RCO) for funding of the improvements. This grant is due on November 1<sup>st</sup> and he would like council approval to move forward with that application.

Councilmember Queen made a motion, seconded by Rose to approve Option 7 or Option 8 as outlined by the engineer and to move forward with the grant application to RCO.

Discussion of the motion: Councilmember Kessler asked if this was a solution for the side current when launching; but what about the sediment issue. Vorse stated he has been working on a maintenance agreement; which must be approved by regulatory agencies. The maintenance agreement addresses sediment management options. Vorse stated the silt will always be an issue. Mayor Helenberg noted the maintenance agreement has not yet been approved by the regulatory agencies.

Councilmember Queen noted that Options 7 and 8 were recommended as viable options by the engineer. Mayor Helenberg stated that neither option has addressed the issue of silt accumulation and the engineer stated additional analysis will be needed for those options.

Vorse suggested council could approve submitting the grant application to RCO by the due date. RCO then allows for a technical review and the city can submit changes at that time. RCO then does not allow further changes to be made to the grant application after January 2017. Vorse noted the city is not required to accept the grant, if it is awarded by RCO.

Deborah Johnson, contracted planner, stated she has been working with Vorse and the engineer on environmental issues for the project.

Vote on the above motion: Unanimous 'Aye'.

#### PUBLIC HEARING

Mayor Helenberg closed regular session at 8:01 p.m. and opened the Public Hearing to review revenue sources for the following year's current expense budget (General Fund) and consideration of possible increases in property tax revenues to be assessed for the fiscal year ending December 31, 2017.

Covington provided a comparison of General Fund revenues for 2015, 2016 and estimated 2017. The fiscal year comparisons for 2015 and 2016 included revenue total received for the months of January through October. Covington noted staff is recommending an increase in ad valorem taxes of 1.974%; which is an increase of \$7,256.93 over last year's assessment. Revenues within General Fund have continued to be 'flat'; however several contracted increases in wages and benefits for 2017 will create additional costs within this fund.

Councilmember Queen asked what the cost would be for a \$150,000 valuation. Covington stated she would provide a comparison of assessments based on \$150,000 valuation at the next council meeting.

There being no further public testimony provided, Mayor Helenberg closed the public hearing and resumed regular session at 8:12 p.m.

#### REVIEW AND INTERVIEW OF APPLICATIONS FOR VACATED COUNCIL POSITION #4

Covington noted councilmembers were provided with a copy of the notice soliciting applications from those interested in filling the vacated position. Covington also provided a copy of Washington RCW 35A.12.030 outlining eligibility to hold elective office.

In answer to Mayor Helenberg's question; Covington stated applications closed at 3:00 p.m. on October 21<sup>st</sup> and copies of all submitted applications were emailed to councilmembers on October 21<sup>st</sup>. Covington stated she had additional copies of the applications available, if needed.

Applicants include the following:

- Paul Simonsen, retired from Washington State Department of Transportation after 38 years of service. He has been a resident since 1985 and has been active in the Mount Saint Helens Motorcycle Club from 1973-2014. Mr. Simonsen currently serves as a commissioner on the Civil Service Board.
- Cameron Wilkerson, pipe fitter and business agent for Local No. 26. Moved to Castle Rock twelve years ago. Volunteer work includes several community activities, including the North County ball fields and completion of the new Visitor Center. Mr. Wilkerson said his wife works as a para-educator with Castle Rock School District and his children attend Castle Rock schools.
- Mike Lerma, retired Pastor of Castle Rock Baptist Church. Served as pastor for twenty years.

Queen stated he regrets that councilmembers did not receive copies of the applications prior to this meeting and wants more time to review. Councilmember Lee stated he received the email sent by the clerk and he was able to review the applications.

City Attorney Nicole Tideman outlined what is allowed to be discussed in Executive Sessions. City councilmembers are allowed to discuss the applicant's qualifications in Executive Session; but any decisions on appointment or interview of applicants must be done during regular session. Councilmember Queen stated he would like to discuss qualifications in Executive Session. Mayor Helenberg adjourned regular session at 8:21 p.m. for a ten-minute Executive Session to discuss qualifications of applicants for the city council vacancy. Mayor Helenberg stated action may be taken following the Executive Session.

Mayor Helenberg resumed regular session at 8:30 p.m. By consensus; city councilmembers agreed to wait until the next regular council meeting to take any formal action on appointment.

#### DEPARTMENT REPORTS

Public Works Director Dave Vorse reported engineer Tom Gower and planner Deborah Johnson have been working on the JARPA application.

Vorse provided a copy of the RCO Boating Facilities Program (BFP) Application/Resolution. Council will need to adopt a resolution as part of the grant application for the boat launch repair work.

Reported he has been attending the Strong Cities Meetings on behalf of the mayor. These meetings discuss issues that affect cities on a regional scale.

Mayor Helenberg - reported he will be meeting this Thursday with Department Supervisors to discuss and review their proposed 2017 budgets.

Reported he has been attending community meeting conducted by the Castle Rock School Superintendent. These meetings have been very productive and include discussion on how the school district, city and other community organizations will interact to meet the community's needs.

Reviewed the third quarter report submitted by Humane Society of Cowlitz County.

Librarian Vicki Selander - the Friends of the Library will have a Boo Bash for Halloween.

Deborah Johnson – planner – reported the Planning Commission held a ‘Meet And Greet’ meeting on November 8<sup>th</sup> to introduce the new planning commission members and to outline their work plan for the remaining year. Their next meeting will be on November 8<sup>th</sup>.

Nancy Chennault – CEDC Representative – reported on the Millennium environmental impact statement public hearing. She noted that NW Innovators have also incurred challenges for their proposed development. At the upcoming Cowlitz Economic Development meeting, Chennault has been asked to report on the Castle Rock America In Bloom program and the positive economic impact that the program has had on the city.

AWC Legislative Session – Mayor Helenberg encouraged councilmembers to register and attend this meeting. It will be held in Woodland, WA on November 3<sup>rd</sup>.

#### PROCLAMATION

Mayor Helenberg stated he has issued a proclamation to commemorate the 125<sup>th</sup> anniversary of Castle Rock United Methodist Church and recognizing the positive impact they have had on our community.

#### CONSENT AGENDA

Councilmember Kessler made a motion, seconded by Rose to approve the minutes of the October 10, 2016 city council meeting. By roll call vote; unanimous ‘Aye’.

#### OLD BUSINESS – None

#### NEW BUSINESS

1. Rodney Burgy, Kirby Avenue NE submitted a request to adjust his utility account balance in the amount of \$109.12 due to city equipment failure which affected his September billing. Vorse stated a gasket failed on the customer’s side of the meter, which created the leak. Adjustment amount is based on 100% impact of the services billed. Councilmember Rose made a motion, seconded by Kessler to approve the leak adjustment in the amount of \$109.12 to Burgy’s account due to failure of city equipment. By roll call vote; unanimous ‘Aye’. Motion passed.
2. Councilmember Kessler made a motion, seconded by Rose to approve Resolution No. 2016-08, a resolution to deem the 1979 GMC lift truck and the 717 John Deere Commercial Mini-Frame mower as surplus property, on first reading. By roll call vote; unanimous ‘Aye’.
3. Vorse advised that Washington Department of Transportation (WSDOT) will be finalizing their street project on State Route 411. They have provided the city an opportunity to consider reducing the speed limit on State Route 411; from milepost 12.01 to milepost 11.86 within city limits; to not exceed 35 miles per hour. Vorse stated that Chief Heuer has already sent an email to WSDOT in support of reducing the speed limit within that section. Covington stated city council would need to adopt an ordinance to amend the speed limit. Councilmember Kessler made a motion, seconded by Queen to approve and ordinance reducing the speed limit within the city limits of State Route 411; between mileposts 12.01 and 11.86 to not exceed 35 miles per hour, on first reading. By roll

call vote; unanimous ‘Aye’.

4. Vorse reported bids for Chemical Procurement were opened on October 19<sup>th</sup> and resulted in the following submittals:

Bidder	Aluminum Sulfate 4,000 Gallons	12.5% Sodium Hypochlorite 400 Gallons	Sodium Fluoride 2,000 lbs	Chlorine 3,000 lbs
Northstar Chemical, Inc. Sherwood, OR	\$1.38/gal \$5,520	No bid	No bid	No bid
Univar USA Kent, WA	No bid	No bid	No bid	No bid
<b>Cascade Columbia Distribution Co. Seattle, WA</b>	<b>\$1.285/gal \$5,140</b>	\$7.02/gal \$2,808	<b>\$ .85/lb \$1,700</b>	No bid
Chemtrade Chemicals US LLC Parsippany, NJ	\$1.50/gal (\$555/dry ton) \$6,000 total	No bid	No bid	No bid
<b>JCI Jones Chemicals Tacoma, WA</b>	No bid	No bid	No bid	<b>\$2.333/lb \$6,999, plus \$100 container deposit</b>
Wesmar Co. Inc Lynnwood, WA	No bid	\$7.95/gal \$3,400	No bid	No bid
<b>ORCA Pacific Auburn, WA</b>	No bid	<b>\$28.67 (5 gal) \$5.734/gal \$2,293.60</b>	\$1.5406/lb \$3,081.20	No bid

A comparison of 2015 bid results was provided to councilmembers. Current year low bidders are included in **BOLD** print and Vorse recommends award to the low bidders.

Councilmember Kessler made a motion, seconded by Lee to award the chemical procurement to the low bidders as described. By roll call vote; unanimous ‘Aye’.

5. Councilmembers reviewed the revised contract proposal between the city and Humane Society of Cowlitz County for animal control services for fiscal year 2017. The proposal includes an option to remove the patrol clause from the contract; which would reduce costs to the city. In addition, the contract sets a rate of \$150 per stray animal, based on a three-year intake average; total amount of contract \$9,650. Mayor Helenberg commended Councilmember Kessler and Sergeant Neves for their work in evaluating the actual animal intake totals and working with the Humane Society to develop a better system for tracking this information. The mayor also supported removal of the requirement for patrol hours. Councilmember Kessler stated the Humane Society is striving for consistency throughout the county and the city’s contract is the only one requiring a specific number of patrol hours.

Councilmember Lee questioned the verbiage allowing the Humane Society to exceed prices to reflect industry standards. He questioned how ‘reasonable increases’ would be documented. Councilmember Kessler stated this was a one-year contract. Councilmembers requested the city attorney review this contract and provide a recommendation at the next meeting.

6. Councilmember Kessler made a motion, seconded by Lee to approve Ordinance No. 2016-08, an ordinance fixing the estimated amount to be raised by Ad Valorem taxes for the fiscal year 2017 budget of the City of Castle Rock in accordance with 84.55.120 RCW, on first reading. By roll call vote; unanimous 'Aye'.
7. City Planner Deborah Johnson reviewed her staff report on pertaining to adoption of the city's Shoreline Master Program update. The city must adopt an ordinance including the plan document, appendices and maps by reference. Councilmember Kessler made a motion, seconded by Queen to approve adopting an updated Shoreline Master Program; amending portions of Chapters 18.08 and 18.10 of the Municipal Code; and repealing Ordinances 400 and 2016-02 and Chapter 18.12 of the Municipal Code of the City of Castle Rock, on first reading. By roll call vote; unanimous 'Aye'.
8. Councilmembers reviewed the proposed amendments to the collective bargaining agreement for Police Officers. The proposed amendments are the result of negotiations required in the current bargaining contract which included reopening the contract in 2016 for the purpose of negotiating wage and health/welfare benefits to be effective January 1, 2017 through December 31, 2017. Councilmember Kessler and Mayor Helenberg represented the city during negotiations. Councilmember Queen made a motion, seconded by Kessler to approve the contract amendments listed in the draft. By roll call vote; unanimous 'Aye' .

#### ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 9:11 p.m.

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Paul Helenberg, Mayor

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Ryana Covington, Clerk-Treasurer