

CALL TO ORDER

Mayor Paul Helenberg called the November 13, 2017, 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 Kessler, Earl Queen, Paul Simonsen and Ellen Rose.

Also present: City Attorney Frank Randolph, Public Works Brian Engkraf, Acting Sergeant Charlie Worley, Clerk-Treasurer Ryana Covington, Librarian Vicki Selander, City Engineer Tom Gower.

BUSINESS FROM THE FLOOR - None

DEPARTMENT REPORTS

City Attorney Frank Randolph -

- presented the third quarter indigent defense report submitted by Burchett Law Firm

Police Department – Acting Sergeant Charlie Worley

- reported that Castle Rock Police Department sponsored Shop With A Cop event is scheduled for December 2nd at 10:00 am at Walmart.

Public Works Brian Enkraf -

- reported personnel have been working to put up Christmas decorations.

Clerk-Treasurer Ryana Covington -

- reported the State Auditor has concluded the Financial and Accountability audit for fiscal years 2015 and 2016. An Exit Conference was held on November 8th and the formal audit report will be published sometime next week.

- provided a memorandum outlining estimated dates for review of the proposed 2018 fiscal year budget and public hearing dates. Covington noted several issues have created delays, including medical coverage changes, liability insurance cost discrepancies and scheduling of negotiations for police bargaining contract. The budget must be adopted no later than December 29th.

Librarian Vicki Selander -

- stated the library levy issue seems to be passing in the General Election, with over 68% voting in favor of the excess levy. In addition, it appears there were adequate votes cast to certify the election. The election will be formally certified by County Elections on November 28th.

Council And Ad Hoc Committees –

Mayor Paul Helenberg -

- convened a meeting with Department Supervisors and the city attorney on November 9th.

- met with representatives from Gray and Osborne Engineering regarding issues at the Water Treatment Plant. The mayor stated he believes those issues have been identified and a resolution is being considered.

Councilmember Earl Queen -

- recommended that councilmembers consider an increase in payment for city council and mayor elected positions. He suggested council pay be increased to \$200/month. Queen hoped this would be an incentive to others to run for those positions when a vacancy occurs. Councilmember Simonsen suggested the mayor's salary should be increased at the same time. He suggested \$400/month for the

mayor's salary. Councilmember Kessler made a motion, seconded by Queen to increase city council pay from \$100/month to \$200/month and the mayor's pay from \$300/month to \$400/month.

Discussion: Councilmember Rose asked if there were adequate funds to pay for those increases.

Covington stated increases would be effective for those seeking elective office after 2018.

By roll call vote, unanimous 'Aye'.

Ellen Rose -

- attended a Lodging Tax Advisory Committee (LTAC) meeting. Candidates for grants to fund events are being considered. There is a total of \$25,000 to be allocated this year.

CONSENT AGENDA

1. Councilmember Queen made a motion, seconded by Rose to approve the minutes to the October 23, 2017 regular council meeting. By roll call vote; unanimous 'Aye'.
2. Councilmember Art Lee stated he reviewed the payment vouchers for October invoices. No issues were noted. Councilmember Rose made a motion, seconded by Kessler to approve October invoices in the amount of \$366,770.58 as outlined on the Fund Transaction Summary report and further described as adjustment numbers EFT 547-10/17, check numbers 48755 through 48838 for general expenditures and adjustment number EFT Payroll Draw 10/15/17, NACHA Draw Pay Batch#1865261, EFT Payroll 10/31/17, NACHA October Pay Batch# 1868825 and check numbers 25120 through 25139 for payroll expenditures. By roll call vote, unanimous 'Aye'.

PUBLIC HEARING

Mayor Helenberg closed regular session at 7:45 p.m. to convene a Public Hearing to review estimated revenue sources for upcoming fiscal year 2018 for the current expense budget (General Fund). Revenue sources also included consideration of possible increases in the property tax rate (Ad Valorem taxes) to be received in 2018. A comparison of current expense revenues from 2015 actual totals through 2018 estimated was available to the public and council. In addition, the levy calculation summary prepared by Cowlitz County Assessor was also available for review. The city is limited, by law, to no larger than a 1% increase over last year's actual levy amount, which equates to a total increase of \$3,771.52 for 2018. No public comment was offered. Mayor Helenberg closed the Public Hearing at 7:51 p.m. and resumed regular session.

OLD BUSINESS -

1. Councilmember reviewed draft Ordinance No. 2017-04, an ordinance amending Castle Rock Municipal Code, Section 6.06.120 'Dog and Cat Registration Fees'. Mayor Helenberg noted the Humane Society of Cowlitz County had requested the fee amendment to allow for a more standardized county-wide fee schedule. Increasing the fees was reviewed and approved by city council at their October 23rd regular council meeting. Clerk Covington noted that Councilmember Queen had voiced an issue with including registration fees for cats. The current code states that registration fees for cats are optional. Councilmember Queen stated the city has never required licensing of cats and he stated the cities of Longview and Kelso also do not license cats. Queen asked the city attorney they could amend the ordinance so that registration of cats is not required. Mayor Helenberg tabled further consideration on this proposed ordinance until the city attorney can incorporate the requested amendment.
2. Councilmember Kessler made a motion, seconded by Lee to approve Ordinance No. 2017-03, an ordinance establishing a new chapter of the Municipal Code regarding Complete Streets, on first reading. By roll call vote, unanimous 'Aye'. Motion carried.

NEW BUSINESS

1. City Engineer Tom Gower requested council approval for Authorization of Engineering Services for the Powell Road Overpass Washout Repair in the amount of \$24,900. In answer to council's question, Brian Engkraf stated he has notified the city's insurance carrier and costs for the repair, including engineering will be submitted to AWC RMSA for reimbursement. Gower summarized that last spring the city's 10" water main adjacent to the Powell Road overpass broke and washed out part of the area under the Powell Road overpass. Mayor Helenberg added that Vorse also has discussed this with Washington State Department of Transportation representatives. In answer to Councilmember Kessler's question, Mayor Helenberg stated this line needs to be repaired, since it is one of the main regional water lines used to fill the Bond Road reservoir. If the insurance does not cover the costs, the project would be funded from the Regional Water Fund. Councilmember Kessler made a motion, seconded by Rose to approve the engineering proposal for the Powell Road Overpass Washout Repair in the amount of \$24,900. By roll call vote, unanimous 'Aye'.
2. Tom Gower requested council authorize the mayor to sign the Washington State Department of Transportation Local Agency Agreement (LAG) and the Local Agency Federal Aid Project Prospectus for the Exit 40 Pedestrian Improvement Project Phase 2. Gower stated this will allow funds to be obligated for this project. The agreement and prospectus outline the city's responsibilities for the grant funding, including requirements for use of federal funds. Councilmember Queen made a motion, seconded by Kessler to authorize the mayor to sign both agreements for the Exit 49 project. By roll call vote, unanimous 'Aye'.
3. Councilmembers reviewed the National Joint Powers Alliance Cooperative Purchasing Enrollment Agreement to become a participating member. Mayor Helenberg stated this is a national buying program that participating entities can use to purchase a variety of equipment. City Attorney Frank Randolph stated he has discussed this with Public Works Director Dave Vorse and Clerk-Treasurer Ryana Covington. From these discussions, he is aware that Cowlitz County and the cities of Longview and Kelso are currently participating members. Under the provisions of this cooperative agreement and also Washington State RCW, the city is held responsible for guaranteeing that all purchases comply with the city's mandated bid requirements. The NJPA is a Minnesota based public entity and offers services in accordance with Minnesota Statute. When the city piggybacks on contracts from another entity, the city must compile records to show the entity complied with the same Washington State bid requirements mandated for the City of Castle Rock. Randolph stated he has not had the opportunity to research this fully. He noted that NJPA may have complied with Washington State bid laws, however the city still needs to develop a file to provide proof that whatever is acquired complies with bid laws mandated for the City of Castle Rock for that particular equipment or project.

In answer to Councilmember Kessler's question, Engkraf stated there is a Kubota SkidSteer they want to acquire through the NJPA Agreement and it would not be ideal to wait two weeks. He noted the machine is in Kelso at this time and is being held for the city to process the agreement. Engkraf stated the Public Works Director is requesting that council consider approving the NJPA Agreement pending the city attorney's review and approval. Councilmember Kessler made a motion, seconded by Queen to approve enrollment in the NJPA Cooperative Purchasing Agreement pending review by the city attorney. By roll call vote, unanimous 'Aye'.

4. Councilmember Kessler made a motion, seconded by Queen to approve the purchase of a 2017 Kubota SVL75-2HFWC Skid-steer through the NJPA Agreement in the amount of \$57,143.15, including tax subject to review and approval by the city attorney for bid law compliance. By roll call vote; unanimous 'Aye'.
5. Review of Public Works Director's request to reallocate \$18,000 within the Stormwater Management Fund, from allocations for Improvements Other Than Buildings to the Cherry Street Lift Station Improvements budget line item.

Mayor Helenberg asked if the pumps at the Wastewater Treatment Plant had been repaired. Engkraf stated he has solicited a bid for the impeller on one of the pumps and he has not been able to obtain a quote to repair the other pump. Mayor Helenberg recommended delaying work on the Cherry Street NW pump station until Engkraf is able to ascertain repair costs for the pumps at the Wastewater Treatment Plant. In response to Covington's question, Engkraf stated there are two pumps that remove storm water from the downtown region to the North Storm Pump Station. One is a 20 hp pump and the other a 40 hp pump. Both of these pumps are 37 years old. During regular maintenance this year, it was discovered the impellor on the 40 hp pump has a crack in it and the 20 hp pump is measuring on the low side, which is an indication of failure. Engkraf stated the estimated cost for the impeller is \$4,000. He is trying to ascertain if it would be better to repair a 37 year old pump, or to just replace with a new pump. At this point, he has not completed that assessment. The mayor stated this is an important pump station and replacement of pumps could easily cost \$20,000 or \$30,000. Mayor Helenberg felt the Cherry Street Storm Pump Station work could be postponed until a plan is decided on repairs or replacement of the two North Storm pumps. Councilmembers did not provide any further comment.

6. Councilmember Kessler made a motion, seconded by Queen to approve Ordinance No. 2017-05, an ordinance fixing the amount to be raised by Ad Valorem taxes for the 2018 fiscal year budget of the City of Castle Rock, on first reading. By roll call vote, unanimous 'Aye'.
7. Councilmember Kessler made a motion, seconded by Queen to confirm the Mayor's appointment of David R. Koss and Ed Putka as part-time judges of the Castle Rock Municipal Court. By roll call vote, unanimous 'Aye'.
8. Councilmembers reviewed the utility leak adjustment requested by Angelique Brinson, Green Acres Drive, in the amount of \$1,221.99 for the months of September and October. Ms. Brinson provided pictures of the broken pipe, which was located in her yard. The pipe was repaired and public works personnel have confirmed there is no longer a leak. Councilmember Queen questioned why this leak was not discovered earlier by the customer. He also asked why the customer was not notified of the higher usage for the months of August and September billing period. Covington stated during those two months the weather was warm, so staff would not know why the customer was using additional water. Covington stated the monthly utility bills include a graph showing a comparison of the customer's usage over a twelve-month period. The customer did not question their usage during those previous billings. When October readings were taken, staff did notify the customer of the high usage and confirmed there was a leak. Councilmember Kessler made a motion, seconded by Lee to approve the utility leak adjustment in the amount of \$1,221.99 as requested by Ms. Brinson for the months of September and October billing periods. By roll call vote, unanimous 'Aye'.

9. Councilmember Queen asked the clerk-treasurer why the camera video system was not being used to tape council meetings. Covington stated the system needed to be reset. Queen asked Officer Gann to reset the system so that it can be used again. Officer Gann initially set up the system and he stated that he would work on it this Wednesday.

ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 8:21 p.m.

Paul Helenberg, Mayor

Ryana Covington, Clerk-Treasurer