

CALL TO ORDER

Mayor Paul Helenberg called the December 14, 2015 regular meeting of the Castle Rock City Council to order at 7:34 p.m., followed by the Pledge of Allegiance. The following councilmembers were present: Art Lee, Lee Kessler, Earl Queen, Mike Davis and Ellen Rose.

BUSINESS FROM THE FLOOR - NoneDepartment Reports

1. Police Chief Bob Heuer praised Officer Dave Yeager for his service during the recent storm event. Mayor Helenberg stated Lee Kessler also worked as a Castle Rock Reserve Officer during the event.
2. Public Works Director Dave Vorse provided a report on the storm event which began on December 8, 2015; producing record rainfall amounts. Vorse stated the city is fortunate to have such good levy systems and it appears the city fared better than other parts of the county. Vorse reported the city had water over the roadway at Fair Lane and PH-10 Road. There was some erosion on Dike Road, which has been repaired. The city provided sand and sandbags to those who needed them in the area; with over 1000 sandbags distributed.

There were issues at the boat launch with log jams, resulting in some damage to the ramps. Public Works is currently evaluating the extent of any damages and will be submitted damage reports to Cowlitz Department of Emergency Management.

At the end of Cherry Street, the city needed to pump water over the levy to keep homes from flooding. The city also experienced some sewer backups and overflow. These incidents were reported to Department of Ecology. There also were reports of several flooded yards and a small slide on Huntington Avenue South. Vorse stated this weather system brought over 6" of rain in three days and over 8" of rain in four days.

Vorse appreciated the help provided by the police and fire departments. Vorse also noted that Councilmembers Queen and Kessler assisted with event planning. Mayor Helenberg commended the Public Works Department for their work during this event. Councilmember Queen also praised the mayor for his efforts during the event, which included work at North County Recreation and boat launch sites. Queen stated the mayor assisted crews with log removal at the launch.

3. Covington provided copies of the preliminary November 2015 Cash report. She noted the Street Construction Capital Fund remains in a deficit. Projects within that fund are grant and/or loan funded and will be resolved when reimbursement payments have been received from those agencies. One of the funding agencies, USDA Rural Development, has advised they are waiting for the project to be completed before

remitting further reimbursements. Covington stated the street construction portion of that project is complete, with only the trenchless sewer project remaining. She will be reallocating what RDA has already reimbursed to those projects that have been completed. This will reduce the deficit in the Street Construction Capital Fund, but not completely resolve it. Two other construction projects within that fund are still ongoing and she does not anticipate receiving full reimbursement for the Front Avenue Sidewalk project or the State Route 504 projects prior to year-end.

4. Mayor Helenberg reported he attended the Castle Rock Festival of Lights last weekend. He praised the committee and Jana Gann for their work to make such a successful event. There was a good turnout for the event; despite the inclement weather.
5. Councilmembers Art Lee and Earl Queen attended the Elected Officials training sponsored by Association of Washington Cities. Queen stated they were provided with a copy of the Mayor and Councilmember Handbook.
6. Councilmember Davis and Rose also attended the Festival of Lights event. Both stated the event was successful and well attended. Davis suggested next year more garbage receptacles be made available.
7. Nancy Chennault provided the following report:
 - Cowlitz Economic Development Council (CEDC) meeting will be this Thursday. Bill Fashing, Director of Cowlitz-Wahkiakum Council of Governments will be the featured speaker.
 - She will be meeting with a representative from Jaime Herrera-Beutler's office to discuss economic development. Chennault asked if there are any other issues the city needs to have addressed, or if council wants to attend, please let her know.
 - Chennault is serving on the committee called '40 for 20/20', to discuss quality of place issues in Cowlitz County. County Commissioner Mike Karnofski also is serving on that committee. The committee has now been tasked with identifying strategies for implementation of ideas. Chennault stated the committee is embracing the northwest character theme that has been a success for our city.
 - Castle Rock Community Development Alliance and the Castle Rock America In Bloom groups have been asked to be involved with the interview process for selecting a new Castle Rock School District Superintendent.
 - Chennault reminded councilmembers that she has one more year to serve as the city's representative on the CEDC board. City Council will need to decide who the next city representative will be. She stated that she would consider an additional year, but suggested it might be a good idea to seek a replacement prior to the end of her term in 2016.Mayor Helenberg commended the Castle Rock America In Bloom volunteers for the Christmas planter and floral decorations located throughout the city. He stated he has

heard numerous compliments about how good the city looks.

PUBLIC HEARING

Mayor Helenberg closed regular session at 7:40 p.m. for a public hearing to take testimony on the proposed budget for fiscal year ending December 31, 2016, including capital projects and the following rate increases: water base rate an additional \$1.75/month, water consumption rate an additional \$.05/100 cubic feet of usage, sewer base rate an additional \$.75/month and a 2% increase in stormwater service rates. Mayor Helenberg announced the public will have a second opportunity to provide input on the proposed 2016 budget and rate increases at a second public hearing scheduled for Monday, December 21st at 7:40 p.m.

The following documents were provided to the public:

- Mayor's Budget Message which included the following information; expenditure and revenue comparisons from 2014 through 2016, personnel COLA changes, percentage of cost allocations for personnel hours, capital projects, proposed rate increases and an outline showing impacts of the proposed utility rate increases.
- Estimated Revenue Report for all funds
- Estimated Expenditure Report for all funds
- Copy of Ordinance No. 2015-16; amending stormwater rates
- Copy of Resolution No. 2015-11; amending the water and sewer rates
- Copy of Ordinance No. 2015-17; adopting the 2016 fiscal year budget

Clerk-Treasurer Covington noted the proposed 2016 budget is approximately 7% less than the current budget. This is primarily due to the completion of the Residential Street Construction project in 2015.

Personnel cost of living increases are outlined in the mayor's message for both non-bargaining and collective bargaining employees.

Rate increases in base rates for both water and sewer services are incorporated to meet additional debt obligations. In 2015, the city incurred obligations for two Rural Development revenue bonds (\$220,000 for water mains and \$103,000 for sewer mains) and a \$139,000 loan from RCAC to fund improvements at the Water Treatment Plant.

The 2% increase in stormwater utility rates is intended to meet operations and capital needs for the system. Covington stated the Public Works Department needs to complete a mapping survey of all city stormwater lines. Estimated cost to complete this project is \$100,000. The city was only able to budget a portion of that cost in 2016.

There being no public comment offered, Mayor Helenberg closed the Public Hearing at 7:46

p.m. and reconvened regular session.

CONSENT AGENDA

1. Councilmember Queen made a motion, seconded by Davis to approve the minutes to the November 23, 2015 regular council meeting. By roll call vote, unanimous 'Aye'.
2. Councilmember Queen made a motion, seconded by Kessler to approve the minutes to the November 30, 2015 Special Meeting, Budget Workshop. By roll call vote, unanimous 'Aye'.
3. Councilmember Rose reviewed payment vouchers prior to the meeting and did not note any issues. Councilmember Davis made a motion, seconded by Rose to approve payment of November invoices in the amount of \$517,071.70 as described on the Fund Transaction Summary report and further described as adjustment number 427-11/15, check numbers 46555 through 46692 for general expenditures, adjustment numbers EFT Payroll Draw 11/15/2015 and EFT Payroll 11/30/2015, NACHA Batch numbers 1742399 (Draw pay) and 1744549 (Month end pay), and payroll check numbers 24604 through 24625. By roll call vote, unanimous 'Aye'. Motion carried.

OLD BUSINESS –

1. Councilmember Kessler reported he has completed his research on tablets to be purchased for use by councilmembers. Kessler distributed a handout from Amazonbusiness describing the Asus-Flip 2-in-1 laptop. He stated he compared connectivity, memory and evaluated user reviews and felt this best suited council's needs. These function either as a tablet or laptop. Cost of the units is \$448.95 through Amazon. Councilmember Kessler stated AmazonBasics also offers 15.6" inch Laptop and Tablet bags at a cost of \$16.49 each. Kessler stated \$500/unit was allocated for the purchase of laptops or tablets; however if councilmembers want to also purchase the carrying bags, the total cost per unit would be \$502.68, including tax.

Councilmember Queen made a motion, seconded by Davis to approve purchase of the Asus-Flip 2-in-1 laptop and AmazonBasics Tablet and Laptop bag. By roll call vote, unanimous 'Aye'.

Mayor Helenberg thanked Councilmember Kessler for his time in researching options.

2. Public Works Director Dave Vorse requested tabling review of the proposed park sign design until the next meeting.
3. Vorse stated the city has solicited requests for Statement of Qualification for engineering services and requested the mayor appoint a committee to review the statements that have been received. Mayor Helenberg appointed Public Works Director Dave Vorse,

Brian Engkraf, and Councilmembers Queen and Davis to serve on that review committee. The mayor also will participate on the committee. Vorse said he hopes to be able to complete the review before year-end.

NEW BUSINESS-

1. Mayor Helenberg announced there have been businesses expressing an interest in locating to Castle Rock, however the city's current zoning codes do not allow for a combined manufacturing/retail usage in the commercial district. He would like to request the Castle Rock Planning Commission review the permitted uses in the business districts. Helenberg stated the city planner also recommends updating a few other sections of the code at the same time. By consensus councilmembers agreed with the mayor to request the Planning Commission review allowable uses in the commercial districts and to forward recommendations to city council.
2. Councilmember Kessler made a motion, seconded by Queen to approve Ordinance No. 2015-13, an ordinance amending various funds for fiscal year ending December 31, 2015, on first reading. By roll call vote, unanimous 'Aye'.
3. Councilmember Queen made a motion, seconded by Davis to approve Ordinance No. 2015-14, an ordinance amending the Street Fund and Street Construction Capital Fund for fiscal year ending December 31, 2015, on first reading. By roll call vote, unanimous 'Aye'.
4. Councilmember Queen made a motion, seconded by Davis to approve Ordinance No. 2015-15, an ordinance amending various funds relating to utility services for fiscal year ending December 31, 2015, on first reading. By roll call vote, unanimous 'Aye'.
5. Councilmember Kessler made a motion, seconded by Queen to approve Ordinance No. 2015-16, an ordinance amending stormwater service fees effective January 2016 billing cycle, on first reading. By roll call vote, unanimous 'Aye'.
6. Councilmember Davis made a motion, seconded by Rose to approve Resolution No. 2015-11, a resolution amending the water and sewer utility rates, effective January 2016 billing cycle, on first reading. By roll call vote, unanimous 'Aye'.
7. Councilmember Queen made a motion, seconded by Kessler to approve Ordinance No. 2015-17, an ordinance adopting the budget for fiscal year ending December 31, 2016, on first reading. By roll call vote, Councilmember Lee voted 'Nay'. Councilmembers Kessler, Queen, Davis and Rose voted 'Aye'. Motion passed.
8. Councilmember Kessler made a motion, seconded by Lee to approve Resolution No. 2015-12, a resolution ratifying the Declaration of Emergency Proclamation signed by the

Mayor on December 8, 2015. By roll call vote, unanimous 'Aye'.

9. Councilmember Queen made a motion, seconded by Davis to approve Resolution No. 2015-13, a resolution designating authorized agents for the city to obtain federal and/or state emergency or disaster assistance funding for the December 2015 flood event, on first reading. By roll call vote, unanimous 'Aye'.

10. Jana Gann, Castle Rock Festival of Lights committee member, thanked the police department, public works and Nancy Chennault for their support and assistance with the festival. In addition, she also thanked Mayor Helenberg and Councilmembers Lee and Kessler for serving as judges for the storefront decorating competition.

ADJOURNMENT

There being no further business, Mayor Paul Helenberg adjourned the regular meeting at 8:11 p.m.

Mayor Paul Helenberg

Clerk-Treasurer Ryana Covington