

- 0005 Mayor Pro Tempore Greg Marcil called the regular meeting of the Castle Rock City Council to order at 7:36 p.m., followed by the Pledge of Allegiance.
- 0033 Clerk-Treasurer Ryana Covington administered the Oath of Office to Ray Teter for Council Position 1 and to Glenn Pingree for Council Position 2.
- 0186 The following councilmembers were present: Ray Teter, Glenn Pingree, Earl Queen, Jack Reilly and Mike Mask.
- 0228 Councilmember Reilly made a motion, seconded by Queen to approve the minutes of the December 14, 2009 Regular Council Meeting. By roll call vote, Teter and Pingree abstained, the rest Aye, motion passed.
- 0278 Councilmember Mask made a motion, seconded by Reilly to approve the minutes of the December 31, 2009 Special Meeting. By roll call vote, Teter and Pingree abstained, the rest Aye, motion passed.
- 0294 Vic Verhasselt, ABT Development, reports that Cowlitz County Public Works has approved the width revision for the road approach. The concrete and asphalt will be poured as weather permits. Only the curb returns, ADA ramps and sidewalks at the Powell Road intersection remain to be completed. In addition some sections of asphalt must be removed and guardrails installed. Verhasselt noted that today is the extension agreement deadline for the city. He recommended that the city request an additional time extension of 60 days to allow him to complete work for final plat.

In response to a question from Councilmember Mask, Mr. Verhasselt clarified that it is the wet season and the remaining work is dependant upon sufficient dry weather and the delivery of the guardrail. A 60 day extension should be enough.

In response to a question from Councilmember Mask, City Attorney Tom O'Neill specified that at this point council must decide to deny final plat or request an extension for final plat approval. Mr. Verhasselt would need to sign a final plat extension agreement allowing additional time for final plat approval. Councilmember Queen added that 60 days is not unreasonable for this time of year.

- 0551 Councilmember Reilly made a motion, seconded by Queen requesting a 60 day extension agreement from ABT Development for final plat approval of Lois Dye Subdivision.

Discussion: Councilmember Mask cautioned that this is the eighth extension since he became a councilmember. In response to a question from Covington, Mr. Verhasselt clarified that he has obtained verbal permit approval from Cowlitz

County. Mayor Pro Tempore Marcil requests that Mr. Verhasselt obtain written approval and provide City Hall with a copy.

Vote: By roll call vote, unanimous Aye.

0675 Mayor Pro Tempore Marcil thanked the following for their dedicated service to the city: Attorney Tom O'Neill for 21 years of service, City Engineer Mike Johnson for 7 years of service and TJ Keiran for 3 years of service. Marcil thanked everyone for a job well done.

0708 City Attorney Tom O'Neill provided an overview of his recommendation that in the absence of a Mayor, Mayor Pro Tempore Marcil's term extends beyond his term as City Councilmember. It is now on the agenda for councilmembers to choose an interim Mayor Pro Tempore to act as Mayor until the position of Mayor is filled.

In response to a question from Councilmember Mask, O'Neill clarified that council has 90 days from the November 30, 2009 resignation of Mayor Larsen to appoint a Mayor to fill the position until the next general election. The term of Mayor Pro Tempore can be specified by council.

0832 Councilmember Reilly nominated Earl Queen to serve as Mayor Pro Tempore. There being no other nominations, Mayor Pro Tempore Marcil closed the nominations. By roll call vote, Mask abstained, the rest Aye, motion passed. Mayor Pro Tempore Marcil turned the meeting over to newly appointed Mayor Pro Tempore Queen and Marcil retired from the council bench.

0912 Councilmember Mask stated that City Attorney Tom O'Neill had provided a suggestion for criteria to consider for the selection of a Mayor. Councilmember Reilly read from the memo the suggested five criteria for consideration when reviewing applications:

1. Does the applicant intend to file for the position of Mayor at the next general election?
2. Does the applicant have prior experience with municipal matters, budgets or personnel issues?
3. Does the applicant have experience with land development/use issues?
4. Does the applicant have the ability to attend council and workshop meetings without work or family scheduling conflicts?
5. Does the applicant have the ability to complete the term?

Mayor Pro Tempore Queen believes that each application should be thoroughly considered. A process for elimination must be determined. Councilmember Teter suggests interviewing applicants at the next meeting and making a decision during the following meeting.

Lee Kessler, Clearwood Court SE, is concerned with the suggested criteria. He felt if the city is seeking the best candidate, applicants should not be eliminated due to their line of work or if they intend to run during the next election. He felt this is not acceptable criteria for elimination. Councilmember Mask stated that this criterion is just a suggested guideline.

Councilmember Pingree agreed with both views. An applicant that has no previous municipal experience could make a great Mayor. Time is needed to review the applications. Councilmember Pingree would prefer a special meeting to allow residents the opportunity to question the applicants. Criteria must be determined by each individual.

O'Neill agreed and suggests scheduling a special meeting with an agenda devoted entirely to interviewing the applicants for the position of Mayor. A Mayor must be appointed by February 28th or the decision will be passed to the Cowlitz County Board of Commissioners. Although interviews must be conducted in a public meeting, council can discuss the merits of the applicants in executive session.

Councilmember Mask noted that all five applicants are in attendance and therefore interviews could be conducted at this time. The Daily News Reporter Barbara LaBoe pointed out that candidate interviews was not included on the agenda for this meeting.

Councilmember Pingree again suggested scheduling a special meeting to interview candidates as it may be a lengthy endeavor. Councilmember Teter suggests that during the special meeting the candidate field could also be narrowed to two.

Clerk-Treasurer Ryana Covington read an email sent to councilmembers from Police Chaplain Steve White requesting that a special meeting to interview mayoral candidates be part of the process. He was also hopeful that there will be an opportunity for public comment.

Councilmembers discussed scheduling of a special meeting. Councilmember Teter suggests that the candidates should also be reduced from five to two during this special meeting. Councilmembers Mask and Reilly and Mayor Pro Tempore Queen would prefer that the special meeting be devoted entirely to interviewing candidates, then the field can be narrowed to two during the January 25th Regular Council Meeting, with the appointment then made at the February 8th Regular Council Meeting.

Don Miller, Cowlitz View Court, agreed that a special meeting should be held to interview the candidates.

Paul Helenberg, B Street SW, believes that each councilmember should have the ability to make a decision without established guidelines.

1691 Councilmember Pingree made a motion to schedule a Special Meeting to interview applicants for the position of Mayor on Monday January 18, 2010 at 6:30 p.m. The motion died for lack of a second.

1720 Councilmember Pingree made a motion, seconded by Mask to schedule a Special Meeting to interview applicants for the position of Mayor on Tuesday January 19, 2010 at 6:30 p.m. at City Hall.

Discussion: In response to a question from Councilmember Teter, Councilmember Pingree clarified that the purpose of the meeting will be to interview the candidates and provide for public questions and comments. The candidates will then be reduced to two during the January 25th Regular Council Meeting, and the appointment to the position of Mayor will be made at the February 8th Regular Council Meeting.

Vote: By roll call vote, unanimous Aye.

1806 Councilmember Teter made a motion to reduce the number of candidates for the position of Mayor to two during the January 25th Regular Council Meeting and appoint a candidate to the position of Mayor during the February 8th Regular Council Meeting. In response to a question from Covington, Councilmember Teter clarified that he would like to establish a timeline for the process. Mayor Pro Tempore Queen would like the process completed by the end of January. The motion died for lack of a second.

1931 Councilmember Teter made a motion, seconded by Mask to reduce the number of candidates for the position of Mayor to two during the January 19th Special Meeting and appoint a candidate to the position of Mayor during the January 25th Regular Council Meeting.

Discussion: In response to a question from Councilmember Pingree, O'Neill clarified that any action must be taken during a public meeting, but council has the option of adjourning to an executive session following the interviews or just to review options in an open forum.

Vote: By roll call vote, unanimous Aye.

2000 In response to a question from Lee Kessler, Councilmember Mask stated that as a candidate for the position of Mayor, he has chosen to abstain from voting for a candidate, but he will participate in the selection process. Councilmember Mask verified that he will vote only in the case of a tie vote.

In response to a question from Councilmember Mask, O'Neill stated that he would recommend that Councilmember Mask not be involved in the selection process. However, O'Neill is not aware of a law that would preclude Councilmember Mask from participating in the process.

Khembar Yund, Aden Street SW, agreed that Councilmember Mask should not attend executive sessions or be otherwise involved in the selection process as he is actively pursuing the position. His participation in the process appears to be a conflict of interest. Councilmember Mask stated that he would not attend an executive session nor otherwise participate in the process in any fashion that appears to be a conflict of interest.

Councilmembers Pingree and Reilly agreed that they would prefer that Councilmember Mask restrain from participating in the process for the selection of a Mayor. Councilmember Mask stated that it is his choice and he will determine his level of participation during the special meeting.

2121 Ed Smith, Second Avenue SW, announced that he is also a candidate for the position of Mayor. As no questions will be asked of the candidates nor any decisions made during this meeting, Mr. Smith excused himself due to his demanding work schedule. He will attend the Special Meeting on January 19th.

2155 Mayor Pro Tempore Queen opened the Public Hearing at 8:15 p.m. to take public testimony on the proposed budgetary amendments. This public hearing was originally scheduled for the December 28, 2009 Regular Council Meeting.

Clerk-Treasurer Ryana Covington detailed that Ordinance 2009-24 provides for budgetary amendment to increase revenue and expenditure appropriations for fiscal year ending December 31, 2009 for the General Fund, DOT Spoil Site Fund, Regional Water Fund, Swimming Pool Construction Fund and the Stormwater Management Fund. Four components are contained within this amendment:

1. As suggested by the State Auditor, \$33,000 transferred from the General Fund ending fund balance into General Fund non-expenditure appropriation.
2. An interfund loan to the DOT Spoil Site Fund from the Swimming Pool Construction Fund in the amount of \$140,000 to provide revenue for project expenditures until reimbursement is received from the granting agency.
3. \$301,016 expenditure from the Regional Water Fund to pay a short term loan of \$300,000 from Cowlitz County that was received to address the lead paint issue encountered during the Water Treatment Plant Improvement Project, plus \$1,016 interest. This amendment also includes the appropriating for the \$300,000 loan that was received from Rural Development for this project.
4. An amendment to the Stormwater Management Fund to provide for damage incurred due to severe weather and reimbursement from FEMA and Washington State.

- Covington noted the text in proposed Ordinance No. 2009-24 is amended from the first reading to also eliminate the \$140,000 loan originally budgeted from the Swimming Pool Construction Fund to the General Fund, as council is now allocating those funds to the DOT Spoil Site.
- 2277 There being no further discussion Mayor Pro Tempore Queen closed the Public Hearing at 8:18 p.m. and resumed regular session.
- 2287 City Attorney Tom O'Neill detailed that legal descriptions are being obtained for the land swap with the Nicholson family for a section of right-of-way. Until this is completed, he requested that Ordinance No. 2009-25 be tabled.
- 2324 In response to a question from Councilmember Pingree, Police Chief Bob Heuer reports that the investigation of the robbery at the Oasis Tavern is ongoing. Approximately \$9,000 in karaoke equipment was stolen along with alcohol and lottery tickets.
- 2399 City Planner TJ Keiran requests direction on the formation of an annexation committee. During the August 10, 2009 Regular Council Meeting, council accepted the agreement with Cowlitz County for the Transfer of West Castle Rock Utility Facility with the condition that the city ordinance be amended to allow the city to provide services to those customers at the same rate as inside the city limits for a period of six months from the date of adoption by the Cowlitz County Board of Commissioners. That agreement was finalized on December 15, 2009. The ordinance was adopted to allow those customer that are now city customers a grace period to annex into the city before the rates are readjusted.

Side B

Keiran recommends that it may be more cost effective to form an annexation committee to encourage submission of one large annexation application as opposed to many single applications. This would also promote annexation into the city from properties located within the Urban Growth Area (UGA) that have a Comprehensive Plan Designation. Keiran recommends a committee that includes a:

1. City Councilmember;
2. Planning Commission member;
3. City resident;
4. Property owner(s) in the UGA or proposed area of annexation;
5. Staff support from Planning, Clerk-Treasurer and Public Works Department

This committee could assist in the annexation of properties within the UGA by:

1. Preparing informational materials;
2. Conducting cost/benefit analysis;
3. Hosting public meetings;
4. Being available to answer questions;

5. Evaluating the likelihood of success using various annexation methods;
6. Anticipating issues and
7. Helping coordinate multiple small requests into a larger more cost effective procedure.

As stated earlier, the west Castle Rock property owners have six months from December 15th to submit an 'Intent to Annex' and another six months to complete the annexation process before utility rates are adjusted. An informational notice should be sent this month to property owners outlining these options.

Keiran quoted the Municipal Research and Services Center Annexation Handbook, "The success of an annexation program is often directly dependent on public attitudes. Accordingly, it is important that members of the public be fully informed on the issues involved so that the final decision truly reflects the general will. An annexation information program can help to dispel false rumors, misunderstandings, and incorrect information. Annexations can then be more readily judged on their own merits." Councilmember Reilly noted how rumors can kill an annexation.

- 2834 Councilmember Mask called for an immediate ten-minute executive session. In response to a question from The Daily News Reporter Barbara LaBoe, Councilmember Mask clarified that an executive session is needed due to pending legal issues.
- 2911 Mayor Pro Tempore Queen adjourned regular session at 8:29 p.m. for ten minutes to allow City Attorney Tom O'Neill the opportunity to confer with Councilmember Mask regarding his request for an Executive Session.
- 2922 Mayor Pro Tempore Queen resumed regular session at 8:30 p.m. Councilmember Mask stated that it is imperative that an executive session be held before the end of the meeting. O'Neill verified that the reason qualifies under the litigation exemption.
- 2995 Councilmember Pingree agreed that an annexation committee should be formed. Mayor Pro Tempore Queen appointed Greg Marcil to serve on this committee representing as a citizen.
- 3028 Councilmember Pingree made a motion, seconded by Reilly for City Planner TJ Keiran to form an Annexation Committee.

Discussion: In response to a question from Councilmember Mask, Keiran reviewed that the west Castle Rock property owners have six months from December 15th to submit an 'Intent to Annex'. Staff has most of the information that is needed and can produce a financial and increased services analysis. The objective of the committee is to avoid individual Annexation Applications.

Vote: By roll call vote, unanimous Aye.

- 3205 Nancy Crosby, B Street SW, reports that alley access in the 300 block, between Second and Third Avenue SW, is still repeatedly being blocked by parked vehicles. She has reported these violations to the Police Department four times since the last meeting.

Police Chief Bob Heuer suggests that Ms. Crosby address these complaints to him. It is difficult to respond when he only learns of the complaints during council meetings. Councilmember Reilly noted that this alleyway is narrow. Mayor Pro Tempore Queen directed Ms. Crosby to contact Chief Heuer with this issue, then if it is not resolved report to council.

- 3405 City Engineer Mike Johnson recommends acceptance of the Flood Repair Project as complete. Triple S Excavation has completed flood damage repairs of the ditch on North Pacific Highway, repairs on the platform and Riverfront Trail East under the PH10 Bridge and Riverfront Trail West repairs. These repairs have been completed in accordance with the specifications.

- 3444 Councilmember Reilly made a motion, seconded by Pingree to accept the Flood Repair Project as complete. By roll call vote, unanimous Aye.

- 3465 Public Works Director David Vorse presented the annual report of projects completed in 2009 by the Public Works Department and projects proposed for 2010. He noted that each year begins with a short list of proposed projects and ends with a two page list of completed projects. Councilmember Mask stated that the Public Works Department has done a splendid job.

Vorse pointed out that 35 water main leaks were repaired in 2009. This is a concerning increase over previous years. In response to a question from Councilmember Teter, Vorse clarified that these leaks happened throughout the entire year, not only during the freeze.

- 3626 In response to a question from Councilmember Pingree, Vorse reports that the new Colorado pickup has been received. The city decals and radio have been ordered. In addition, the utility vehicle was purchased at auction for the same price that Cowlitz County had initially indicated. The air compressor for that utility truck has also been purchased from the county.

- 3676 Vorse requests approval of change order for installation of erosion quarry spalls on the landward side of the levee from the bank of the Public Works facility to Shintaffer ADA ramp. This is in the area of the Corps levee project. A correct erosion control measure was not correctly identified in that project. Therefore the Corps of Engineer will provide funds to the city to complete that portion of the project in the amount of \$56,000. Of that \$22,000 is for the quarry spalls to control erosion. The remaining \$34,000 will be to assist with the repair of the

ADA ramp due to the elevation difference created by the Corps levee repair project.

Vorse requested approval to expend the \$22,000 so that work can be done while the contractor is on site. The Corps of Engineers has assured that the check for these projects is forthcoming.

Mike Johnson also was requesting council approval of a change order for engineering services to include \$3,000 for engineering of these added projects and \$17,800 to Lakeside, the contractor who will be completing the construction. Based on these changes, total of the amended contract for Lakeside would be \$72,000.

Vorse stated the city was originally awarded \$66,500 in ARRA funds for the trail repair project. With the added funds, the total ARRA funds would be \$88,500.

3827 Councilmember Pingree made a motion, seconded by Reilly to accept approval of the two change orders; \$3,000 to Gray and Osborne for engineering services and \$17,800 to Lakeside for construction costs. By roll call vote, unanimous 'Aye'.

4020 Paul Helenberg, Boat Launch Project Manager provided a summary of the remaining grant funds available for the project. Out of the approximately \$188,000 remaining, Helenberg proposed completion of the floats, paving for the ramp and ADA parking, installation of the pay station, installation of three lights in the parking lot and finishing various curbs and sidewalk access areas. A site map showing the areas of these proposed projects was shown at the meeting.

Mr. Helenberg stated he is also lacking approximately \$70,000 in volunteer hours to get the maximum benefit from the grant. They will be reevaluating to make sure that all volunteer hours have been accounted.

Mr. Helenberg stated the pay station will allow the use of debit and credit cards. Councilmember Teter asked how the city plans to monitor that users are paying. Mr. Helenberg stated this will need to be addressed by the city at a later date. Vorse also suggested the city could allow a person to stay at the site in return for monitoring the area. Currently Cowlitz County uses this resource.

Councilmember Mask complimented Mr. Helenberg on the extraordinary work that has been done on the project.

By consensus, councilmembers agreed on the project list as outlined by Mr. Helenberg for the remaining of the project.

4391 Vorse stated he has discussed with the engineer the proposed engineering services agreement for development of a sewer inspection plan. He noted there are quite a few hours included to review the videos and logs. Vorse stated this would be one

area that his public works personnel could complete to help reduce the cost of the proposal.

- 4504 Councilmember Mask made a motion, seconded by Reilly to accept the engineer's bid in the amount of \$12,900, as initially proposed, to develop of a sewer inspection plan.

Discussion: Councilmember Pingree noted that a savings of \$450 would be realized by using the public works time to complete a portion of the project. Councilmember Mask felt the cost savings would not justify diverting personnel from other projects. Vorse stated he could not guarantee work would be done in a timely manner if public works personnel are used.

In answer to Councilmember Pingree's question, Vorse stated this plan is a requirement of the city's liability insurance carrier.

Vote on the motion: Unanimous 'Aye'.

- 4675 Covington requested approval of the December invoices in the amount of \$336,154.07 as described on the Summary of Claims and further described as check numbers 39390 through 39483 for general expenditures, adjustment number 73 and check numbers 20986 through 21034 for payroll expenses. Councilmember Mask has reviewed all expenditures prior to the meeting.

Councilmember Mask noted that the city continues to incur late fees for the credit card used by the police department. Covington stated the issue stems from the short due date turnaround. For example, the bill for December was received by the police department on January 2nd, and is due by January 14th. The late fee incurred is \$29.

Councilmember Teter noted that the minimum payment on the credit card is \$10 every month. Chief Heuer stated the card was issued by US Bank and his department uses it on a minimal basis.

Councilmember Teter made a motion, seconded by Reilly to authorize the city to pay the monthly \$10 minimum payment prior to receipt of the billing statement, to avoid these late fees.

Tape 2 of 2

Side – A

- 0012 Discussion: Chief Heuer agreed that he needs to have some approved stop gap to avoid this.

Vote on the motion: unanimous 'Aye'.

- 0104 In answer to Councilmember Pingree's question, Chief Heuer stated the \$60 paid monthly to Chief Heuer and to Sergeant Neves is a stipend for them to carry a cell phone for city business.
- 0134 Councilmember Pingree made a motion, seconded by Reilly to approve payment of December invoices in the amount of \$336,154.07 as described on the Summary of Claims. By roll call vote, unanimous 'Aye'.
- 0201 Covington noted that the November budget report was distributed to councilmembers in December. The balance of all funds at the end of November was \$2,870,027.55. Funds with expenditures exceeding revenues include: Street Fund, City Exhibit Hall Fund, Criminal Justice Fund, Local Criminal Justice, DOT Spoil Site, Regional Sewer System Fund and Stormwater Management Fund. Covington noted that the DOT Spoil Site Fund is in arrears by \$91,842.70, which is the result of three grant funded projects. Grant funds are received on a reimbursable basis and for this reason, councilmembers have approved an interfund loan from the Swimming Pool Construction Fund to serve as capital until completion of these projects. Covington also added that the use of reserves within the Regional Sewer System Fund was discussed and approved at the time of adopting the current fiscal year budget.
- 0449 Covington reported that all seventeen eligible employees have been transitioned to medical, dental, vision and life insurance plans through the Association Of Washington Cities Employee Benefit Plan. At this time, it appears the transition has been smooth and employees now have received their new insurance cards. She continues to work with the department supervisors to monitor any issues that might arise.
- 0613 The city's previous medical/dental/vision benefit provider (William Earhart/Teamsters) did not include the option for employees to insure their children who do not meet the IRS definition for dependents. Association Of Washington Cities Employee Benefit Plan does allow for this coverage, however if the city pays for the premium, it would be a taxable benefit for the employee and the city would be responsible for Medicare and social security payments and all reporting. The city is not required to pay the premiums; they could require the employee to pay premiums through a payroll deduction. Since this is a new benefit, Covington is asking council to determine policy regarding who is responsible for paying the insurance premium. Covington stated that she has distributed an email received from Chief Heuer asking for more time to research the issue. City Attorney Tom O'Neill stated that he also would like to review this further.
- 0831 Councilmember Reilly made a motion, seconded by Mask to table this issue until Chief Heuer and the city attorney complete their research into the subject. By roll call vote, Councilmember Teter, Reilly and Mask voted 'Aye', Councilmember Pingree voted 'Nay' motion passed.

- 1024 Covington summarized that when union negotiations were completed, the bargaining units had agreed to allow the city to change medical benefit insurers, providing the benefit packages remained the same, or better. Association Of Washington Cities Employee Benefit Plan does not include coverage for short term disability.

During the police negotiations, the police collective bargaining unit had contacted a representative from Hartford Insurance, which could provide such coverage. The coverage levels denoted in the contracts were amounts provided by Teamster's coverage, but were less than what Hartford Insurance Company provides. Covington asked if the city council would approve amending the collective bargaining contract to include an increase in coverage levels, as provided by Hartford.

Covington stated that the current bargaining contracts specify benefits of \$300/week for the first thirteen weeks of total disability and \$325/week for the second thirteen weeks of total disability. According to the insurance agent, Wayne Lunday, Hartford Company's minimum coverage is \$500/week for a maximum of 26 weeks. The total monthly premium for the seventeen employees would be \$285.85, with the rate guaranteed for three years.

In answer to Councilmember Mask's question, Covington stated she was not advised of the need for short term disability coverage expenses, so these costs were not included in the 2010 budget allocation. Chief Heuer stated the need for this coverage was discovered during the police bargaining unit negotiations.

In answer to Councilmember Pingree's question, Covington stated the city is mandated by union contract to provide this coverage.

In answer to Councilmember Teter's question, Covington stated preliminary estimates are that the city will be saving approximately \$30,000 per year by changing medical benefit insurance providers to Association of Washington Cities Employee Benefit Plan.

- 1728 Councilmember Reilly made a motion, seconded by Pingree to accept the amended benefit coverage for short term disability through Hartford Insurance Company and to notify the bargaining units of this amendment to their contract. By roll call vote, unanimous 'Aye'.
- 1750 In answer to Councilmember Mask's question, Librarian Vicki Selander reported that the Friends of the Library continue to receive donations to support library services until the 2010 property tax proceeds are received.
- 1900 Council Report of Meetings:
Covington announced that the Government Summit meeting will be held January

- 13th. Councilmember Mask encouraged all councilmembers to attend, if possible.
- 2052 Councilmember Reilly made a motion, seconded by Mask to adopt Ordinance No. 2009-24, amending the budget for fiscal year ending 2009 as presented, on second reading. By roll call vote, unanimous 'Aye'.
- 2156 At the last meeting, councilmembers were provided with an incorrect amount that could be approved for Mr. Curtis' leak adjustment. Covington stated that the correct amount would have been \$11.70 more than initially approved. She asked if councilmembers would consider approving the additional amount, as allowed by city ordinance.
- 2215 Councilmember Pingree made a motion, seconded by Mask to approve an additional \$11.70 for the Jackson Curtis leak adjustment approved at the previous regular meeting. By roll call vote, unanimous 'Aye'.
- 2250 Mayor Pro-Tempore Queen stated after Current Home Technologies provided a cost estimate to replace the microphones for the council recording system, it was discovered that the city's system requires a converter kit to make the microphones compatible with the recording system. He asked council to approve the additional expense.
- 2424 Councilmember Reilly made a motion, seconded by Pingree to approve an additional \$150 for the purchase of a converter kit to complete the microphone improvement for the council recording system.
- Discussion: In answer to Councilmember Mask's question, the converter system will allow new microphones to be installed to improve the audio portion of the recording. Covington stated that the converter kit will allow capacity for two microphones.
- 2616 By roll call vote, unanimous 'Aye'.
- 2635 Councilmember Mask made a motion, seconded by Reilly to approve Resolution No. 2009-15, a resolution adopting the Castle Rock Levee System and Stormwater Structure Operating and Maintenance Manual dated September 10, 2009, on second reading. By roll call vote, unanimous 'Aye'.
- 2713 Councilmembers reviewed the Interlocal Agreement provided by Association of Washington Cities for participation in the insurance pool. Mr. O'Neill stated he has reviewed the agreement and recommends council approve, on first reading. Mr. O'Neill stated he would be contacting the insurance pool to ascertain if wording regarding conflict resolution could be included.
- 2857 Councilmember Mask made a motion, seconded by Reilly to approve Resolution No. 2010-01, a resolution approving the Interlocal Agreement with the

Association of Washington Cities (AWC) Risk Management Agency (RMSA) and it's members, on first reading. By roll call vote, unanimous 'Aye', motion passed.

- 2937 In answer to Councilmember Teter's question, Covington stated the 2010 assessment for \$5 million dollars liability insurance is \$94,959.95. The insurance carrier offers an option to add \$5 million dollars of coverage for \$1051.05. During the budget workshops, councilmembers directed staff to budget only for the initial \$5 million dollars of coverage.

Councilmember Teter felt purchasing the additional coverage would be a good fiscal investment. Councilmember Mask voiced concern over budget constraints. Covington stated the additional cost for the coverage would be distributed between various funds; not just from the General Fund.

- 3246 Councilmember Teter made a motion, seconded by Reilly to purchase an additional \$5 million in liability insurance for an additional \$1051.05; for a total liability coverage in 2010 of \$10 million dollars. By roll call vote, unanimous 'Aye'.
- 3304 Greg Marcil, Shear Street SW, suggested that councilmembers could develop an exterior enclosure for use by the Senior Center. This would create a 3' x 10' area, to be located near the generator. Marcil stated that the Senior Center will purchase the supplies needed to create the enclosure.
- In answer to Mayor Pro-Tempore Queen's question, Covington suggested the use of this storage area be included as an addendum to the Senior Center contract. Mr. O'Neill will review the existing lease and develop an addendum to the agreement.
- 3643 Councilmember Mask made a motion, seconded by Teter to allow the Senior Center to erect a storage area, at their own cost, with the understanding that there would not be any electricity provided, no combustibles stored in the enclosure and they are solely liable for the contents. By roll call vote, Councilmember Reilly abstained, and the remaining councilmembers voted 'Aye'. Motion passed.
- 3847 Councilmembers reviewed a letter from Mike Vorse, President of the Castle Rock Chamber of Commerce asking the city council to provide at least one team member for support and assistance to help the Chamber to mobilize the business team and to encourage business development and growth in the local economy.

Covington stated she has been in contact with Mr. Vorse and also Jennifer Keene, from Cowlitz-Wahkiakum Council of Governments, who are both working to begin implementation of the city's business and marketing plan. Ms Keene is asking councilmembers to consider sponsoring a joint meeting with primary stakeholders, including the city council, chamber, planning commission members

and community leaders prior to beginning work on the city's marketing plan. Ms Keene would like to provide a presentation outlining the current status of the city and an explanation of how the city's comprehensive plan and zoning regulations impact business development.

In answer to Councilmember Pingree's question, Covington stated when Mr. Pingree was initially on the city council, the city has just adopted a Community Action Plan. In 2006, the city received a grant which enabled them to have consultants assess the city's strengths and weaknesses and develop a business and marketing plan to guide the city in developing a stronger local economic base.

By consensus, Councilmembers agreed to host a forum with stakeholders to discuss economic development strategies for the city. Covington stated she would contact Ms Keene and Mr. Vorse with this information.

4319 Mayor Pro-Tempore Earl Queen closed regular session at 9:54 p.m. for a ten-minute Executive Session to discuss litigation. No action after the Executive Session is anticipated.

4337 Mayor Pro-Tempore Earl Queen adjourned the meeting at 10:02 p.m.

Mayor Pro-Tempore

Clerk-Treasurer