

CALL TO ORDER

Mayor Paul Helenberg called the August 14, 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.

BUSINESS FROM THE FLOOR

1. Pastor Pam Brokaw, Castle Rock Methodist Church, requested council approval to use the south end parking lot for youth pickleball lessons as part of their Vacation Bible School activities. Pastor Brokaw stated pickleball activities are planned for August 28, 29 and 30<sup>th</sup> from 9:00 am to 11:30 am. Pickleball court will be set up each day by Donna Quaife. Covington stated she spoke with Senior Center President Myron Nelson and he did not have any issues. Councilmember Queen made a motion, seconded by Kessler to close the south end parking lot at City Hall to allow the Castle Rock Methodist Church to use for their pickleball lessons for the time stated. By roll call vote; unanimous 'Aye'.

DEPARTMENT REPORTS

City Attorney Frank Randolph - no report

- City Councilmembers were provided with a copy of the second quarter Indigent Defense report prepared by Burchett Law Firm.

Castle Rock Police Department - Sergeant Scott Neves

- reported that National Night Out, held on August 1<sup>st</sup> went well. This was a joint effort with Castle Rock Police Department and Cowlitz County Sheriff's office.

- announced their department has been awarded a \$1,000 traffic safety grant to fund purchase of speed monitoring equipment.

- several members of the department are participating in EVOC training. This training is at no expense to the city because Castle Rock Police Department provides training instructors for other State training programs.

- in the next two weeks officers will be finishing up with summer emphasis patrols.

Public Works Director David Vorse - no report

City Engineer Tom Gower – no report

Librarian Vicki Selander – announced that the library excess levy proposal failed due to lack of voters. Voters supported the measure; however there were not enough votes cast to be ratified.

Clerk-Treasurer Ryana Covington - announced that interview processes have been completed for the Deputy Clerk I position. Joanne Purvis will be retiring this month; leaving an opening in the Finance Office. Covington currently is completing the background investigation and reference checks and should be ready to make an offer of employment by the end of this week. The intent is to have the position filled by the first of September.

Council And Ad Hoc Committees – no report

CONSENT AGENDA

1. Councilmember Queen made a motion, seconded by Kessler to approve minutes to the July 24, 2017 regular council meeting. By roll call vote; unanimous 'Aye'.

2. Councilmember Lee reviewed July invoices prior to the meeting. Councilmember Queen made a motion, seconded by Rose to approve the July expenditures in the amount of \$393,722.54 as described on the Fund Transaction Summary report and further described as adjustment number EFT 520-7/17, EFT 526-7/17 and check numbers 48465 through 48557 for general expenditures and adjustment number EFT Payroll Draw 7/15/17, NACHA Draw Pay Batch#1847935, EFT Payroll 7/31/17, NACHA May Pay Batch# 1851399 and check numbers 25055 through 25076 for payroll expenditures. By roll call vote, unanimous 'Aye'.

#### OLD BUSINESS

1. Clerk-Treasurer Ryana Covington requested council approval to offer temporary part-time employment to Deputy Clerk II Joanne Purvis for the month of September, not to exceed 80 hours for the month. Purvis has submitted notice to of her intent to retire at the end of August. Covington stated offering part-time hours to Purvis would allow additional training for Karlene Akesson on the utility billing process and provide for better staffing transition. Akesson has been working with Purvis for the past two months on the utility billing processes; however this has been in addition to transitioning duties for Building and Planning clerical work and her responsibilities of Deputy Clerk I position. Hours offered would qualify Purvis for an additional month of medical insurance and retirement benefits. Covington provided a memorandum outlining the cost for the part-time hours. Because the part-time work would involve utilities only; the cost would be divided as follows; 49% Water Fund, 49% Sewer Fund and 2% Stormwater Fund. Covington stated she has discussed this proposal with the Public Works Director and he would have adequate funds to support the part-time costs. Vorse noted the Water/Sewer Operating budgets included pressure washing and painting both reservoirs. He noted the Dougherty Drive Reservoir would not be completed until next year. Vorse stated at this point he plans to use public works personnel to complete that project in 2018 and he supports Covington's proposal to allow for additional training. Councilmember Queen made a motion, seconded by Kessler to approve offering additional part-time hours to Purvis, not to exceed 80 hours for the month of September to allow for staffing transition. By roll call vote, unanimous 'Aye'.
2. In answer to Councilmember Queen's question; Vorse stated he has spoken with Jayson Rogen, member of Cowlitz Dive Team regarding work needed at the boat launch. At this point no date has been set for completion of that work. Queen voiced concern that the work needed to be completed by the end of August due to State regulations.

#### NEW BUSINESS

1. City Council reviewed proposed Ordinance No. 2017-02, an ordinance relating to medical and recreational marijuana extending the moratorium adopted in Ordinance No. 2017-01 on the acceptance of applications and the issuance of permits for facilities engaged in the production, processing and/or sales of recreational and medical marijuana as well as collective gardens and medical marijuana cooperatives in all zoning districts of the City of Castle rock for a period of six months, on first reading. Councilmember Kessler made a motion, seconded by Lee to approve Ordinance No. 2017-02, on first reading. By roll call vote; Councilmembers Lee, Kessler, Simonsen and Rose voted 'Aye'. Councilmember Queen voted 'Nay'. Motion carried.
2. Public Works Director Vorse requested council approval to submit to grant applications to Washington State Transportation Improvement Board (TIB). Vorse outlined the applications:
  - Small City Funding Application. TIB funds requested are \$\$386,200 for additional funds to complete the Huntington Avenue South paving project, which extends Front Avenue SW to Bond Road. Vorse noted the city already has been awarded a federal Surface Transportation Program

grant in the amount of \$823,400. If awarded, the TIB grant funds would provide the additional funds needed for this project.

- TIB Sidewalk Funding; in the amount of \$35,262. Vorse stated the city has been awarded a Washington State Department of Transportation; Transportation Alternative grant in the amount of \$225,938. This grant requires a 13.5% match. This grant application would include the amount needed for that match. Project includes installation of a crosswalk with pedestrian activated signal system at the intersection of Mount Saint Helens Way NE and Boyd Avenue NE, along with minimal landscaping between the shared use path and curb.

Councilmember Kessler made a motion, seconded by Rose to approve submission of both grant applications for street improvement projects as outlined in the applications. By roll call vote, unanimous 'Aye'.

3. Nancy Chennault, representative to Castle Rock Community Development Alliance, requested city council to provide funding to allow Public Works Director Vorse to attend the American In Bloom Symposium, October 5 – 7, 2017 in Holliston, Massachusetts. Chennault noted in the past City Council has paid for the hotel costs to allow Vorse to attend.

Chennault announced this year the city has two nominees for the National Community Champion Award. Carolyn Kennington was nominated by the local volunteers and Dave Vorse was nominated by the America In Bloom judges. Vorse has been involved in projects for many years and continues to assist in bettering our community.

Chennault stated the Castle Rock Bloom Team has the balance of the registration fees paid. She requested the city fund the hotel room (estimated at \$700) and the airfare (between \$500 to \$700). Mayor Helenberg spoke in support of Vorse attending the Symposium. He is proud of what has been accomplished in the past seven years. The mayor stated Vorse is instrumental in supporting local programs and Castle Rock has accomplished things that many cities are not able to do. Councilmember Kessler noted the Symposium includes several educational training opportunities. In answer to Kessler's question; Covington stated expenses would be paid from Executive Department in General Fund. Councilmember Kessler made a motion, seconded by Queen to approve funding for Vorse to attend the America In Bloom Symposium. By roll call vote; unanimous 'Aye'.

Chennault asked city council to also consider funding travel costs for the mayor to attend the America In Bloom Symposium. She stated Castle Rock America In Bloom will donate the airfare if the city pays for motel and registration costs. Registration costs will be approximately \$150. Councilmember Simonsen made a motion, seconded by Rose to pay for Mayor Helenberg to attend the Symposium. Cost will include registration and motel fees. By roll call vote; unanimous 'Aye'.

Simonsen noted that Mayor Helenberg has been a strong supporter of the American In Bloom projects and he supports the opportunity for the mayor to represent our city at this event.

#### ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 7:56 p.m.

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Paul Helenberg, Mayor

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Ryana Covington, Clerk-Treasurer