

**CALL TO ORDER**

Mayor Paul Helenberg called the January 12, 2015 regular meeting of the Castle Rock City Council to order at 7:31 p.m., followed by the Pledge of Allegiance. The following councilmembers were present: Lee Kessler, Earl Queen, and Ellen Rose. Councilmembers Ray Teter and Mike Davis were absent.

**BUSINESS FROM THE FLOOR**

Castle Rock School District Superintendent Susan Barker requested council permission to display banners on city right-of-way. One banner would hang at the intersection of Cowlitz/Huntington Avenue and the other at the school crossing on Huntington Avenue South. She noted that banners would be requesting voter support for the school’s operation and capital facility levies. She would like the banners to be displayed between January 21<sup>st</sup> through February 10<sup>th</sup>. In answer to Mayor Helenberg’s question, Ms. Barker stated the banners would state; ‘Vote for Schools’. She noted if it is not appropriate for the school to display banners encouraging people to vote ‘Yes’, the alternative wording could be ‘Please remember to vote’. Barker noted the second option is more neutral. The mayor stated the city is in the process to ascertain with Municipal Research and Service Center (MRSC) the legality of allowing posting on city right-of-way. Barker stated the banners have not been ordered yet; however timing is short. In answer to Councilmember Rose’s question, Barker stated the election is by mail-in and ballots are available January 23<sup>rd</sup>.

Councilmember Kessler made a motion, seconded by Queen to approve the schools request to display banners on city right-of-way, pending approval from MRSC. Vote on the motion; unanimous ‘Aye’.

**DEPARTMENT REPORTS**

Council and Ad Hoc Committee Reports

1. Mayor Helenberg assigned committee and department representatives for 2015 as follows:

<b>COUNCIL LIAISON TO CITY DEPARTMENTS</b>		
Law Enforcement	Earl Queen	
Court	Mike Davis	
Finance	Ray Teter	
Library	Lee Kessler	
Parks/Public Works	Ellen Rose	
<b>COMMITTEE APPOINTMENTS</b>		<b>ALTERNATE</b>
Mosquito Board	Ed Smith	
9-1-1 Council *	Earl Queen	
Lower Columbia Community Action Council	Paul Helenberg	
Emergency Management Advisory Committee	Paul Helenberg	

Cowlitz Public Health Advisory Comm	Ellen Rose	
Cowlitz-Wahkiakum Council Of Governments (CWCOG)	David Vorse	Ryana Covington
Regional Transportation Planning Organization (TAC) and RPACT	David Vorse	Earl Queen
Regional Information Forum	Ryana Covington	David Vorse
Cowlitz Economic Development Council	Nancy Chennault	
Watershed Management/Salmon Recovery Committee	David Vorse	Paul Helenberg
Regional Utility Board (2 Elected Reps)	Paul Helenberg	Mike Davis
CDBG Home Rehab Committee	Mike Davis	
Audit Committee Members (3)	Meetings: Ellen Rose and Ray Teter Signature: Ellen Rose, Ray Teter and Lee Kessler	
Chamber of Commerce	Ryana Covington	Paul Helenberg
CARE Coalition	Earl Queen	
Housing Advisory Committee	Ellen Rose	
Cowlitz-Lewis Economic Development District	Ellen Rose	Ryana Covington
Vulnerable Adult Task Force	Bob Heuer	
Public Information Officer (PIO)	David Vorse	
Tourism 'Big Idea' Board of Directors	(4 yr term), Chris Gould (2 yr term), Paul Helenberg (6 yr term), Ellen Rose	

2. Nancy Chennault, Cowlitz Economic Development Council (CEDC) representative reported that CEDC has been working with Alice Dietz and the U.S. Forest Service to develop the State Route 504 Corridor Comprehensive Plan. A Town Hall meeting is scheduled for February 5<sup>th</sup> in Toutle to discuss this issue.

Chennault also reported that the mayor’s Task Force groups are continuing to complete their assignment relating to recommendations for the use of the building at 147 Front Avenue NW. A final presentation will be made at the January 26<sup>th</sup> City Council meeting. Chennault asked councilmembers to review the presentation materials that were distributed to them at the December 22<sup>nd</sup> city council meeting. Representatives from the Task Force will be available at the next council meeting to answer questions. Following this meeting, city councilmembers should have adequate information provided to be able to make a

determination on future use of that building.

#### CONSENT AGENDA

1. Councilmember Kessler made a motion, seconded by Rose to approve the minutes to the December 22, 2014 regular council meeting. By roll call vote, unanimous 'Aye'.
2. Councilmember Rose reviewed December 2014 invoices and Fund Transaction Summary; no issues were noted. Councilmember Kessler made a motion, seconded by Rose to approve the December expenses in the amount of \$383,333.43 and further described as check numbers 45523 through 45626 for general expenditures and check numbers 24317 through 24345 for payroll expenses, adjustment number 384-12/14, EFT Payroll Draw 12/15/14 and EFT Payroll 12/31/14 and NACHA Draw Batch#1688466 and Month End NACHA Batch#1695368. By roll call vote, unanimous 'Aye'.

#### OLD BUSINESS

1. Councilmember Kessler made a motion, seconded by Queen to adopt Resolution No. 2014-15, a resolution approving sponsorship of liability insurance coverage with AWC RMSA for the Castle Rock City Transportation Benefit District, on second reading. By roll call vote; unanimous 'Aye'.
2. Councilmembers reviewed Gray and Osborne memorandum outlining options for discharging backwash water into infiltration ponds. The report provided description of two alternatives based on calculated infiltration rates;
  - Construct a new Infiltration Pond; estimated cost of \$280,000
  - Construct Infiltration Trench from existing Infiltration Pond toward the Cowlitz River; estimated cost of \$36,000.

Vorse noted that the estimated cost for the pond may be lower, if there is a contractor willing to exchange material for the work.

Councilmember Kessler made a motion, seconded by Rose to further explore the option for the pond for the Water Treatment Plant and to bring back a proposal for council action. By roll call vote, unanimous 'Aye'.

3. Councilmembers reviewed a potential funding source for the Water Treatment Plant Rehabilitation and Telemetry Upgrade project. Vorse stated funding is available through the Rural Community Assistance Corporation for a loan in the amount of \$135,000. The term of the loan can be between 5 to 20 years, with a 5% interest rate. A loan fee of 1% would also be assessed. Vorse stated the city engineer estimated annual payments to be: 5 year term = \$31,500; 10 year term = \$17,700; 15 year term = \$13,100; and 20 year term = \$10,900.

The engineer also provided an analysis estimating rate impacts, based on 2,400 ERU's (equivalent residential units). Vorse noted that because this is a regional utility; impacts on rates may be different than estimated by the city engineer.

Vorse stated if councilmembers wanted to repair the filter only, the cost would be \$110,000. Repair of the filter and telemetry systems would cost \$135,000.

Mayor Helenberg asked Vorse to provide a better evaluation for rate impacts and report back at the next council meeting.

#### NEW BUSINESS

1. Councilmember Queen reported that he is conducting a test to evaluate timing from when customers receive their month utility bill to when collection procedures begin. Recent issues relating to the timing between the delinquency notice and the disconnect notice have resulted in issues for the customer. He suggested the city consider moving to only one disconnect notice; eliminating the \$2 delinquency notice. Queen stated he would like to conduct this evaluation over a two-month period before making a final recommendation to city council. Covington distributed a calendar representing a flow chart for the existing billing cycle. Also provided was an outline of collection policies for other entities within Cowlitz County. In answer to Councilmember Queen's question, Covington stated this year she intends to expand services to allow for customers to access their account through the Internet and make credit card payments on their balance. Covington cautioned that any change will require good communication with the city's customers to allow for a smooth transition. Queen tabled further discussion until next month.
2. Covington noted that city council is required to adopt a salary schedule outlining each position and pay scale. She noted cost of living increases include 2% for public works and clerical bargaining contracts, 2% for non-bargaining positions and 2.5% for police collective bargaining and part-time police positions. Councilmember Kessler asked how long it has been since department supervisors received any cost of living (COLA) increase. Mayor Helenberg stated supervisory staff received a 2% COLA increase in 2014 and will also receive 2% in 2015. Kessler noted that a department supervisor has discussed this with him; and the long term impacts on retirement benefits. Mayor Helenberg agreed this is an issue that needs to be evaluated. Councilmember Kessler made a motion, seconded by Queen to approve the 2015 Salary Schedule. By roll call vote, unanimous 'Aye'.
3. Bill Fashing, Executive Director for Cowlitz-Wahkiakum Council of Governments introduced himself and offered his time to discuss issues at a later date, if requested.

ADJOURNMENT

There being no further business, Mayor Paul Helenberg adjourned the regular meeting at 7:58 p.m.

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Mayor Paul Helenberg

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Clerk-Treasurer Ryana Covington