

CALL TO ORDER

Mayor Paul Helenberg called the February 9, 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, Mike Davis and Ellen Rose. Councilmember Ray Teter was absent.

BUSINESS FROM THE FLOOR

Lisa Mustion, representing Family House Academy requested permission to use city property for their Project Run event on May 17th. Ms. Mustion distributed fliers for the event. Their goal is to partner with Castle Rock, Kalama, Kelso and Longview High Schools to raise money to fund student vocational opportunities and job training.

Jack Laulainen, Senior at Kelso High School spoke on the importance of Project Run. Students would work together to form teams and raise funds for vocational programs. This experience will help students develop team skills and provide job experience opportunities.

Mr. Taylor Mustion, Project Run representative stated this event has two goals; to create money for vocational and technical training and to develop stakeholders to provide that training. Project Run is a 26+ mile marathon, with relay teams of seven runners for each team. Securing donations will be the responsibility of each team; which is \$50/runner, or \$300/team. The run will begin at Castle Rock High School; proceed along Westside Highway to PH-10 Road, across the bridge to the Riverfront Trail and then south to Pleasant Hill Road. Ms. Mustion provided a map of the route and a completed Facility Use Insurance and Indemnification Agreement form. Mayor Helenberg noted that a copy of their liability insurance, naming the city as an additional insured will also be required. Mustion stated they have insurance coverage through Family House Academy, which is a 501 (c)(3) organization. She noted that each agency also is requiring copies of the liability insurance and she will provide this to the city prior to the run, listing each of the entities as an additional insured.

Mayor Helenberg asked if any assistance will be required from the city police or public works departments. Mr. Mustion did not anticipate the need for any city personnel; student High School organizations such as PEP Clubs, DECA and FBLA will be invited to develop their own personal events at each school and other volunteers will provide support vehicles.

Public Works Director Dave Vorse stated the first priority will need to be safety; and he offered to set up cones, if needed. This is not a competitive run; more of an inspirational run.

Councilmember Queen made a motion, seconded by Rose to approve Family House Academy's request to use city right-of-way for their Project Run event on May 17th, as long as they provided proof of insurance and listed the city as an additional insured on the policy.

By roll call vote, unanimous 'Aye'.

In answer to Ms. Mustion's question, Mayor Helenberg stated she would need to contact Susie Barker, Castle Rock School Superintendent for permission to use school property or resources.

DEPARTMENT/COMMITTEE REPORTS

Department Reports

1. Public Works Director Dave Vorse provided a summary of projects completed in 2014 and proposed projects for 2015. In answer to Councilmember Queen's question, Vorse stated that divers will remove logs at the boat launch sometime in September when the water levels are low. Councilmember Queen suggested that August would be a better month to do this work.
2. Mayor Helenberg reported he has been working with coordinators for the Sand and Misery Run to be held on March 14th.
3. Councilmember Queen stated the second month to evaluate the flow for utility customer processes is nearly concluded. He stated customers received February bills in a more timely; noting the holiday season and individual banking issues also contributed.
4. Nancy Chennault, Cowlitz Economic Development Council (CEDC) representative reported the next CEDC will be Wednesday. Northwest Innovators will be moving their offices to the Port of Kalama, bringing in additional employment to Cowlitz County, in addition to new business development opportunities.

Castle Rock Community Development Alliance will hold their annual meeting on March 2nd at 6:30 p.m. in the Senior Center. The board will hold a comprehensive review of projects from 2014 and discuss future goals and objectives.

Chennault attended the SR504 Corridor Planning meeting in Toutle. Clerk-Treasurer Ryana Covington also attended. At that meeting, it was evident that Toutle residents were very interested in aligning future planning with that of Castle Rock. Chennault noted the meeting allowed for flexibility for discussion and those who put on the meeting received a lot of input from approximately 40 people who were in attendance.

CONSENT AGENDA

1. Councilmember Queen made a motion, seconded by Davis to approve the minutes to the January 26, 2015 regular council meeting. By roll call vote, unanimous 'Aye'.

2. Covington noted that January invoices were reviewed by Councilmember Teter; no issues were noted. Councilmember Queen made a motion, seconded by Rose to approve the January expenses in the amount of \$452,051.26 and further described as check numbers 45627 through 45720 for general expenditures and check numbers 24346 through 24376 for payroll expenses, adjustment number 384-1/15, EFT Payroll Draw 1/15/15 and EFT Payroll 1/30/15 and NACHA Draw Batch#1697535 and Month End NACHA Batch#1699697, and Uniform NACHA Pay Batch. By roll call vote, unanimous 'Aye'.

OLD BUSINESS – None

NEW BUSINESS

1. Councilmember Kessler made a motion, seconded by Queen to adopt Ordinance No. 2015-01, an ordinance amending policy for travel reimbursement, with an amending section to reflect that locations within Washington and Oregon State will be according to (not average of) those rates listed on the State of Washington OFM administrative And Accounting Resource website for meal reimbursement, on first reading.
Discussion: In answer to Councilmember Rose's question, Covington stated it would be incumbent upon the employee to provide a copy of the OFM document denoting the current meal reimbursement rate for the location of travel. In answer to Chief Heuer's question, Councilmember Kessler stated updates would be per OFM determination. By roll call vote, unanimous 'Aye'.
2. Councilmembers reviewed proposed Ordinance No. 2015-02, an ordinance amending the 2015 adopted budget relating to the Street Fund to allow for repayment of a \$300,000 loan received from Cowlitz County to allow for cash flow needs for the Cowlitz Street West project. Vorse noted the this loan was initially due in 2013; however an extension was granted to allow the city to close out other existing street infrastructure projects; such as Front Avenue.

Vorse stated due to various costs not covered by funding agencies; the city currently has \$215,000 available in fund reserve to repay the County ELF loan. He recommends council approve an interfund loan from the Swimming Pool Construction Fund in the amount of \$85,000 to allow adequate funds to repay Cowlitz County, in full. The Street Fund would be required to make annual payments to the Swimming Pool fund, including interest; until the interfund loan is repaid.

Vorse stated some of the additional street projects costs included \$56,000 in change orders for Cowlitz Street and \$118,000 in change order for Front Avenue; some of which was reimbursed from granting agencies. These change orders amounted to approximately 5% of the total project cost; which is well within reason. He noted that currently the city has submitted for an additional \$20,000 to Transportation

Improvement Board (TIB) and \$6,000 to Washington Department of Transportation (WSDOT). He noted the city is in the process of working with TIB for full reimbursement of those costs; but the funds are not guaranteed. Vorse noted the extension for this loan was due December 31, 2014; however the county is allowing for extra time to allow the city to receive outstanding grant revenues for those projects. In answer to Councilmember Kessler's question, Vorse stated there are no current plans to construct a swimming pool.

Councilmember Kessler made a motion, seconded by Davis to approve Ordinance No. 2015-02, an ordinance amending the Street Fund budget for 2015, on first reading. By roll call vote, unanimous 'Aye'.

3. Councilmembers reviewed a maintenance agreement submitted by Denali Heating and Air Conditioning to provide annual maintenance for the library heating and cooling systems at a cost of \$175/year, not including sales tax. Mayor Helenberg requested Vicki Selander, city librarian to contact Denali and request a more formal agreement, to include their business name and contact information. The mayor also requested the agreement reference hourly cost of any labor required over the scope of the agreement. Councilmember Kessler made a motion to table further action until an amended contract is received by the city.
4. Councilmembers reviewed proposed amended scope of service agreement for G. R. Dohrn and Associates (GRDA). Mayor Helenberg noted this consultant was hired by the city to complete an update to the Shoreline Master Plan and revision of the city's Critical Area ordinance. Vorse stated the document has been submitted to Department of Ecology (DOE) for their review and comments. The next phase will require a workshop with city council and the planning commission. Until then, the consultant will be responding to comments submitted by DOE; and Vorse hopes there will not be any major issues needing to be addressed. Vorse noted that a portion of the funding will be from a DOE grant awarded to the city for updating the Critical Area ordinance. He noted that Cowlitz County is the holder of these funds and he has received an email from the county showing that all of our costs would be covered. He is in the process of confirming with the county that adequate funds are still available to complete the plans. Clerk-Treasurer Covington stated the city is mandated to complete those two plans. She suggested if Vorse finds that adequate funds are not available; then Vorse should re-address this issue with council. He asked councilmembers to approve this amended service agreement, to keep from any potential disruption in services.

Councilmember Rose made a motion, seconded by Queen to approve the contract amendment with G. R. Dohrn and Associates (GRDA), subject to Cowlitz County's approval to fund the remaining work. By roll call vote, unanimous 'Aye'.

5. Other items.

Councilmember Davis requested clarification on if the city is required to solicit other proposals for maintenance of the library system. Mayor Helenberg stated Denali Heating and Cooling installed the system and this is just an extended agreement to maintain the system. Vorse stated this is usually a function of this department, however since the system involves gas; his department does not have the equipment to do the maintenance work on the system.

ADJOURNMENT

There being no further business, Mayor Paul Helenberg adjourned the regular meeting at 8:06 p.m.

Mayor Paul Helenberg

Clerk-Treasurer Ryana Covington