

**CALL TO ORDER**

Mayor Paul Helenberg called the May 11, 2015 regular meeting of the Castle Rock City Council to order at 7:30 p.m., followed by the Pledge of Allegiance. The following councilmembers were present: Ray Teter, Lee Kessler, Earl Queen and Mike Davis. Councilmember Ellen Rose was absent.

**BUSINESS FROM THE FLOOR**

1. Shebanyah Vanloof, representing Castle Rock Soccer Club, requested permission to place two 4' x 8' banners within city right-of-way; one to be located at the northeast corner at Four Corners intersection and the other banner to be located on Huntington Avenue South, near the park. Signs will be posted from June 1<sup>st</sup> through July 15<sup>th</sup>; and will be soliciting interested persons to sign-up for soccer. Public Works Director Dave Vorse noted that the area being requested at Four Corners intersection is private property and she would need to contact them for permission at that site. Councilmember Kessler made a motion, seconded by Queen to approve Castle Rock Soccer Club request to use city right-of-way to place a banner along right-of-way on Huntington Avenue South. Discussion: In answer to Vanloof's question, Vorse provided information on where the banner could be placed. By roll call vote, unanimous 'Aye'.

2. Jeff Hart, representing NW Motorsports, requested council permission to close certain streets within the business district on June 20<sup>th</sup>, from 8:00 am to 6:00 pm for a Rides, Rods and Rigs motorcycle, four-wheel drive and ATV show. All vehicles would be parked for display. Mr. Hart stated he has received input from the public works director regarding maintaining emergency vehicle access and access to the grocery store, hardware store and post office. Mount Saint Helens Motorcycle Club also will be a co-sponsor of the event and this will be a fundraiser for them. Hart stated he hopes to encourage local residents with classic motorcycles to display them at the show and he has also contacted CC Motorcycles in Portland to ask them to bring their classic race bikes for display. Mount Saint Helens Motorcycle Club has races that weekend (Dirt Quake Event); so the Rides, Rods and Rigs show on Saturday will be an addition to the events already planned for that weekend. Covington noted council members have a copy of the city's Facility Use Insurance And Indemnification Agreement that was completed and submitted by Mr. Hart for this event. Hart stated Mount Saint Helens Motorcycle Club will be providing the required liability insurance for this show.

Kessler asked about accessibility for businesses on Cowlitz Street. Vorse described alternate access routes for both vehicle and pedestrian traffic to Cowlitz Street West businesses. He noted this event is not as impactful as the annual car show and the public works department would be able to provide 'street closed' signage.

Councilmember Davis made a motion, seconded by Queen to approve the street closures as requested for the Rides, Rods and Rigs show on June 20<sup>th</sup>; providing that insurance and

other requirements are met.

Discussion: Vorse clarified that customers will still be able to access businesses on Cowlitz Street. Hart also noted there will not be any admission charge for this event.

Councilmember Teter asked that detour signage be posted to show visitors alternate routes to businesses. In answer to Kessler's question; Vorse verified that Jackson Street will remain open.

Vote on the motion: Unanimous 'Aye'.

## DEPARTMENT/COMMITTEE REPORTS

### Department Reports

1. Officer Charlie Worley reintroduced Officer Dave Yeager. Yeager just completed 720 hours of training at the State Police Academy and is now doing his field training. Worley anticipates that Yeager will have that completed by the first part of July. Councilmembers congratulated Yeager on his graduation from the academy.
2. Public Works Director Dave Vorse updated councilmembers on the two County Rural Development grant applications; one for Wi-Fi capabilities in the commercial district and the other for Riverfront Trail Restrooms. The city was awarded a \$70,000 grant to provide Wi-Fi in the commercial districts.

Vorse announced that three loss control grants were awarded in the amount of \$1,000 for each grant to public works. These will be used for replacement of regulatory signs, purchase of DVRs and hard drives for camera systems and for use of equipment owned by City of Longview to replace sidewalks that are lifting.

Vorse stated he has been working to establish a date to auction items recently deemed as surplus. He recommended viewing of auction items on June 12<sup>th</sup>, with the actual silent auction to be held Saturday, June 13<sup>th</sup>, from 9:00 am to 11:30 am. Auction will be held at the former Exhibit Hall building on Front Avenue. He is currently working on logistics with the finance office to be able to allow purchasers to pay for the items on that same date. Councilmembers did not have any objections to those dates.

3. Covington reported over 78 volunteers participated in the annual Spring Cleanup Event, held May 2<sup>nd</sup> from 8:00 am to 1:00 pm. Vorse noted over 50 projects were completed. Mayor Helenberg cited some of the projects included reroofing a park picnic structure, planting flowers, repaired a sidewalk at Gateway Park and replanted the lawn at Lions Pride Park. Vorse reported that residents also participated in the free dump program offered at the Public Works site.

4. Councilmember Kessler continues to meet with the committee researching server options. He suggested council holds off on the purchase of laptops until after the infrastructure is resolved.
5. Councilmembers Kessler and Queen attended the congratulatory party for Officer Yeager on May 9<sup>th</sup>.
6. Mayor Helenberg reminded councilmembers of the Special Meeting/Public Hearing scheduled for Monday, May 18<sup>th</sup> at 7:00 p.m. to discuss the city's draft Shoreline Master Plan.

#### CONSENT AGENDA

1. Councilmember Queen made a motion, seconded by Kessler to approve the minutes to the April 27, 2015 regular council meeting. By roll call vote, Councilmembers Kessler and Queen voted 'Aye'. Councilmembers Davis and Teter abstained. Mayor Helenberg voted 'Aye'. Motion passed.
2. Mayor Helenberg noted that March invoices were reviewed by Councilmember Teter. Councilmember Teter made a motion, seconded by Queen to approve the April expenses in the amount of \$487,867.80 and further described as check numbers 45907 through 45994 for general expenditures and check numbers 24429 through 24452 for payroll expenses, adjustment number 401-4/15. EFT Payroll Draw 4/15/15 and EFT Payroll 4/30/15 and NACHA Draw Batch#1709723 and Month End NACHA Batch#1711966. By roll call vote, unanimous 'Aye'.

#### OLD BUSINESS –

1. Due to lack of a full quorum, Mayor Helenberg continued to table discussion regarding increasing the Chief of Police salary. Councilmember Davis supported tabling the issue and requested an Executive Session be scheduled for the next council meeting. City Attorney Randolph stated he would research State statutes outlining when an executive session is permissible.
2. Councilmember Teter made a motion, seconded by Queen to adopt Resolution No. 2015-03, a resolution authorizing and providing for incurrence of indebtedness with United States Department of Agriculture in the amount of \$103,000 for the purpose of providing a portion of the cost of acquiring, constructing, enlarging, improving and/or extending its sewer facility to serve an area lawfully within its jurisdiction to serve, on second reading. By roll call vote, unanimous 'Aye'.
3. Councilmember Teter made a motion, seconded by Kessler to adopt Resolution No. 2015-04, a resolution authorizing and providing for incurrence of indebtedness with United States Department of Agriculture in the amount of \$329,000 for the purpose of

providing a portion of the cost of acquiring, constructing, enlarging, improving and/or extending its street system with an overlay project to serve an area lawfully within its jurisdiction to serve, on first reading. In discussion, Mayor Helenberg stated loan payments will be made by the Castle Rock City Transportation Benefit District. 2015-02, a resolution asking qualified voters of the city to fund by Special Excess levy the furnishing of library services to the citizens of Castle Rock, on second reading. By roll call vote, unanimous 'Aye'.

4. Councilmember Kessler made a motion, seconded by Davis to approve Resolution No. 2015-05, a resolution authorizing and providing for incurrence of indebtedness with United States Department of Agriculture in the amount of \$220,000 for the purpose of providing a portion of the cost of acquiring, constructing, enlarging, improving and/or extending its water line and utility meter system to serve an area lawfully within its jurisdiction to serve, on second reading. By roll call vote, unanimous 'Aye'.

#### NEW BUSINESS-

1. Councilmember Kessler made a motion, seconded by Queen to approve Resolution No. 2015-06, a resolution authorizing submission of a loan application, the incurring of indebtedness, the execution of a loan agreement and any amendments thereto, a promissory note and any other documents necessary to secure a loan in the amount of \$135,000 from Rural Community Assistance Corporation for improvements to the Water Treatment Plant, on first reading. Mayor Helenberg noted this loan is to repair the filters at the Water Treatment Plant and to upgrade the telemetry system. By roll call vote, unanimous 'Aye'.
2. Councilmembers reviewed a written request submitted by Officer Gann dated April 3, 2015 for tuition assistance and purchase of books in the amount of \$1,308.79 for courses taken at Lower Columbia College during Spring quarter. Mayor Helenberg noted this was tabled from the last council meeting.

The mayor stated he has yet not received any information from Chief Heuer on Officer Gann's current list of educational credits. Councilmember Kessler stated he has heard from the police department a concern that paying for this would deplete the training budget line item for 2015. Kessler stated the bargaining unit had intended to contact the city to see if other options exist. City Attorney Randolph noted city policy does not mandate the city to provide educational assistance. Mayor Helenberg noted that training expenses are charged against the department that benefits from the training; so this would still be expended from the police department budget. Councilmember Kessler requested the issue continue to be tabled until more information is made available.

3. Mayor Helenberg announced the next regular city council meeting will be held Tuesday, May 26<sup>th</sup> due to the Memorial Day Holiday, in accordance with Castle Rock Municipal

Code 2.04.030 'Holiday date change.'

4. Councilmembers reviewed Change Order #2 with Lakeside Industries in the amount of \$325,691.50 for City-Wide Overlay project to include additional street sections, Westside Highway, two parking lots and Leaming Avenue driveway. This amendment would increase the total contract amount (without tax) to \$817,830.35. The additional work is the result of additional funding through USDA Rural Development loan program. In answer to Councilmember Kessler's question, Vorse stated the items remaining on last year's punch list will be completed when they come back for this project. Councilmember Queen made a motion, seconded by Davis to approve Change Order #2 with Lakeside Industries, in the amount of \$817,830.35. By roll call vote, unanimous 'Aye'.
5. Councilmembers reviewed Amendment No. 3, in the amount of \$16,783.00 with Gray and Osborne Engineering for additional design and construction management services relating to the city's 2014 City-Wide Pavement Preservation Project.

Councilmember Kessler made a motion, seconded by Teter to approve Amendment #3 as described above for additional engineering services. By roll call vote, unanimous 'Aye'.

6. Nancy Chennault, Castle Rock representative to Cowlitz Economic Development Council, announced that May 19<sup>th</sup> Pathway 2020 will be presenting the Community Report Card at 5:45 p.m. This meeting will be held at the Cowlitz County Expo Conference Center.

Chennault also reported that on May 19<sup>th</sup>, the hanging baskets will be put up throughout the city.

#### EXECUTIVE SESSION

Mayor Helenberg adjourned regular session at 8:07 p.m. for a ten-minute Executive Session to discuss personnel issue. Action will be taken following the Executive Session.

Mayor Helenberg reconvened regular session at 8:19 p.m.

Public Works Director Dave Vorse requested council approval to add a part-time Heavy Equipment Operator position, paid at \$35/hour. Position would not exceed 79 hours/month, and would be for a period not to exceed four months. Vorse noted this added position would help expedite work needed to be completed prior to chip sealing of streets in July and to replace the south storm culvert. Vorse estimated hiring a part-time employee for this purpose would save the city approximately \$16,000 for those projects.

Councilmembers Teter and Queen both spoke in support of saving project costs. In answer to Mayor Helenberg's question, Covington stated the city would be paying unemployment

insurance and labor and industry costs on this employee. In answer to Councilmember Davis' question, Covington stated this part-time position would not affect the city's liability insurance costs for this fiscal year. Any impacts would be assessed by AWC RMSA for 2016 rates.

Councilmember Teter made a motion, seconded by Queen to approve hiring a temporary Heavy Equipment Operator at \$35/hours as a part-time position for up to four months, as outlined above. Councilmembers Teter, Kessler and Queen voted 'Aye'. Councilmember Davis voted 'Nay'. Motion carried.

#### ADJOURNMENT

There being no further business, Mayor Paul Helenberg adjourned the regular meeting at 8:24 p.m.

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Mayor Paul Helenberg

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Clerk-Treasurer Ryana Covington