

**CALL TO ORDER**

Mayor Paul Helenberg called the July 14, 2014 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, Mike Davis and Ellen Rose.

**BUSINESS FROM THE FLOOR:**

1. Carey Mackey, Red Canoe Credit Union requested permission to place signage on city right-of-way to advertise their annual Fill The Canoe School Supply Drive, July 28<sup>th</sup> through August 15<sup>th</sup>. Mackey stated Red Canoe Credit Union will match pound for pound all school donated school supplies. All donations will benefit local schools. Councilmember Kessler made a motion, seconded by Queen to approve usage of city right-of-way for placement of this event signage. By roll call vote, unanimous 'Aye'.

**PUBLIC HEARING:**

Mayor Helenberg opened the Public Hearing at 7:37 p.m. to take testimony on proposed amendment to the city's adopted Six Year Transportation Plan (2014-2019) and the Six Year Transportation Plan (2015-2020) to include award of grant funding for construction of the Exit 49 Pedestrian Improvement project to provide an ADA compliant multi-use path for pedestrian and bicycle use. City Engineer Mike Johnson stated the city was awarded funding through State Transportation Board for this project, requiring amendment to these two plans. No public comment was offered. Mayor Helenberg closed the public hearing at 7:39 p.m. and reconvened regular session.

**DEPARTMENT REPORTS**City Engineer Mike Johnson

Introduced Joe Plahuta as an alternate representative for Gray and Osborne. Johnson stated Mr. Plahuta has been assigned to serve as alternate city engineer, if Johnson is not available.

Public Works Director David Vorse

1. Reported the City Hall roof was replaced this week and the building inspector is scheduled to do a final inspection next week. He noted there were three sheets of the decking that needed to be replaced by the roofers.
2. Bids for the City-Wide Paving project are due next week. A summary will be provided at the next council meeting.

Clerk-Treasurer Ryana Covington

1. Reported the State Auditors have nearly concluded their audit. This audit included 2013 financials and 2013 Federal single audit and was required because the city received over \$500,000 in federal funds during the 2013 fiscal year. Covington noted auditors included two minor recommendations regarding the Davis-Bacon Act, which will be included in future engineering contract language.
2. Advised she will provide a second quarter budget report at the next regular council meeting.

Mayor Paul Helenberg

1. Informed department supervisors that they needed to begin working on their budgets for fiscal year 2015. He noted there will be added costs for contracted and mandated personnel costs; but requested

budgets be kept status quo to current 2014 allocations.

The mayor he would like the city to become independent from Cowlitz Fire Protection District #6 by developing our own computer server system. This would include seeking services of a local service provider to maintain the system. Other cost increases will include new contracted services for fire protection of city owned buildings. The city's interlocal agreement with Fire District #6 will expire next year and will need to be renegotiated. Chief Heuer stated his staff have been researching the costs for such a system. Covington noted the city's contracted webmaster has been unable to access the website for updates; as such the city currently cannot meet requirements for posting of meeting dates on the website. Covington stated she has been unsuccessful in resolving this issue.

The mayor also suggested consideration in replacing the vacant public work maintenance worker position that was not funded in 2014. He also would like the city to make an investment in maintaining the existing park systems; especially since these improvements have been a positive impact on the city.

Councilmember Kessler stated he would like to see each department include a list of goals they would like to accomplish with their budget requests.

The mayor also noted several challenges in the upcoming budget; particularly for Public Works Departments. He stated the filters at the Water Treatment Plant need to be replaced; at an estimated cost of \$300,000 to \$350,000. Cost estimate for a temporary repair is estimated to be between \$100,000 to \$150,000; with a life span of 15 to 20 years. Vorse explained the plant capacity and the current usage demands. Councilmember Kessler stated he would like to have information on the cost and what would happen if the project is not funded. This allows for him to use a cost/benefit analysis when deciding budget priorities.

2. Announced the America In Bloom judges will be in town on Wednesday. They will be conducting their evaluations and conclude with a dinner meeting on Friday. Covington asked councilmembers to let her know if they will be attending the dinner meeting, to allow those hosting the dinner meeting to be prepared.

#### Councilmember Lee Kessler

Reported he has recently completed training for elected officials. He noted there are issues pertaining to the use of personal computers for city business and suggested the city may want to address this in the 2015 budget. Covington stated email accounts have been set up for all elected officials. Mayor Helenberg stated he has continued to have access problems and this is another good example of the need for a city server. Councilmember Kessler will continue to research options for this.

#### Councilmember Ellen Rose

Reported the Welcome Center is now open Monday through Friday; 10:00 am to 2:00 pm. Volunteers are manning the facility to assist with tourist related questions. Anyone wanting to volunteer can contact Councilmember Rose.

CONSENT AGENDA

1. Councilmember Davis made a motion, seconded by Rose to approve the minutes to the June 23, 2014 regular council meeting. By roll call vote; unanimous 'Aye'
2. Councilmember Davis made a motion, seconded by Rose to approve the minutes to the June 26, 2014 special council meeting. By roll call vote; unanimous 'Aye'.
3. Councilmember Kessler reviewed June invoices and did not report any issues.  
Councilmember Kessler made a motion, seconded by Rose to approve June invoices in the amount of \$368,677.34 as described on the Fund Transaction Summary and further described as check number 44996 through 45106 for general expenditures, check numbers 24137 through 24169 for payroll expenditures, adjustment number 345-6/14, NACHA pay batch #1672774 and EFT Payroll 6/30/14. By roll call vote; unanimous 'Aye'.

#### OLD BUSINESS

1. Councilmember Teter made a motion, seconded by Queen to adopt Ordinance No. 2014-04, an ordinance amending the Exhibit Hall Fund to include additional grant funding received for construction of a new visitor information center, expenditure obligations to the City of Woodland and the City of Kalama for the Big Idea Interlocal Agreement and to adjust anticipated revenue estimates, on second reading.  
Discussion: Councilmember Davis asked what the city intends to do with the Exhibit Hall building. The mayor stated the Castle Rock Community Development Alliance is currently evaluating options for the use of that building. He noted that before any expenditures are made on updating the building, council will have the option to re-evaluate. Vote on the above motion; unanimous 'Aye'.
2. In response to a request from a group of business owners along Mt. St Helens Way NE, the public works director provided council with several options for amending the parking signage along this state highway. Currently there are 12 to 15 usable parking spaces along the highway shoulder that have signage that limits parking to vehicles under six feet in height. Vorse stated the cost for these signs are approximately \$35 each and would involve replacement of eight signs. Vorse stated the type of signage used is a political issue. However red colored signs indicate caution and green colored signs indicate an allowable use. Mayor Helenberg suggested a change in signage could be considered when the sidewalk project begins. Vorse noted it could then be possible for the cost of those signs to be included as part of the grant funded project. Councilmember Teter suggested the city get input from the Chamber of Commerce before making any changes. Resident Patty McVey described a situation where she needed to use shoulder parking in the City of Woodland. Councilmembers tabled further discussion until more information is obtained.
3. Public Works Director Dave Vorse provided councilmembers with a copy of the letter he received from Kristina Tong, Regulatory Branch of the Seattle District Corps of Engineers. This letter is in response to the city's permit application to install a rock groin adjacent to the boat launch for protection during high water. The Corps of Engineers is mandating the city evaluate all alternatives, including closure of the boat launch facility during high water events. City Engineer Mike Johnson stated the city has provided the Corps with analysis for all reasonable alternatives; closure of the boat launch for a three month period is not a reasonable alternative. Johnson stated he does not feel city staff will be successful in obtaining the required permit from the Corps without the use of some

political influence. Staff noted closure of the boat launch would create other adverse effects to the river bank because fishermen would again use the Camelot bank for launching and there would no longer be availability to launch emergency response teams, if needed for river rescues.

Vorse stated he will need to forward this information to the city's grant agency and request a time extension for completion of the project. Councilmember Davis asked based on this letter, what are the goals of the Corps? Johnson felt the Corps has deemed the project as undesirable and they would like the city to not proceed; however the Corps has never formally notified the city of this. The Corps has only continued to required additional obstacles for the city to overcome. Vorse and Johnson stated the Corps of Engineers was not in site when the original site choices were being considered. The city has always tried to engage the Corps of Engineers in this project; but they have not shown any interest in participating. Vorse feels the only alternative is to not engage the Corps of Engineers directly; but to contact federal elected representatives for assistance. By consensus, councilmembers authorized Dave Vorse and Mike Johnson to contact our federal representatives to request assistance in this matter.

## NEW BUSINESS

1. Councilmember Davis made a motion, seconded by Rose to approve Resolution No. 2014-08, a resolution amending the city's Six Year Transportation Plan (2014-2019) to include funding approval from Regional Transportation Improvement Board in the amount of \$263,176 (TAP funds) for the Exit 49 Pedestrian Improvement project, on first reading. By roll call vote, unanimous 'Aye'.
2. Mayor Helenberg recessed the regular meeting at 8:17 p.m. to allow city councilmembers to see the new patrol vehicle. Meeting reconvened at 8:24 p.m.
3. Councilmembers reviewed proposed Resolution No. 2014-09, a resolution establishing a policy for unused accrued sick leave for employees not covered under a collective bargaining agreement. Councilmember Kessler stated he worked on development of this proposed policy in conjunction with Councilmember Teter and city attorney Nicole Tideman. During council discussion, Kessler noted that one of the department supervisors felt the wording of 'voluntary separation' was not defined. As such, Kessler suggested the word 'voluntary' be stricken and the policy would be in effect regardless of the manner of separation from city employment. Kessler also noted an issue with payment being made to the estate of the deceased employee and he did not want the council to feel obligated to accept this wording. In answer to Mayor Helenberg's question, Covington stated that accrual limits are already established by resolution. In answer to Mayor Helenberg's question, Kessler stated he has not spoken with all of the department supervisors regarding this proposed policy; but he has received some input. Vorse stated this is the first he has seen of this proposal. Councilmember Kessler stated his intent was to provide parity between non-bargaining and bargaining employees. Covington noted the Public Works bargaining contract does not include provisions for sick leave buy-out. Vorse asked if there was any consideration of future budgetary impacts relating to this proposed policy. Councilmember Kessler explained that when a department supervisor retires, it takes the city a while before a replacement is hired. The period of time when the position remains unfilled and the salary is not paid, would create enough savings to pay for this additional benefit to the retiring employee. Kessler noted that Councilmember Teter also has evaluated the cost/benefit of this proposed policy. Vorse stated that while he would benefit from this proposed policy, he is concerned over the additional costs to the city. Mayor Helenberg stated he firmly believes the city does not do enough to

support department supervisors and he feels this is a benefit that could be provided.

Councilmember Kessler made a motion, seconded by Queen, to amend the proposed resolution by striking the word 'voluntary' and approving remaining sections of Resolution No. 2014-09, a resolution establishing a policy for unused accrued sick leave for employees not covered under a collective bargaining agreement, on first reading. Covington requested clarification that it is council's intent to pay this benefit to employees who may be leaving due to termination of their service. Mayor Helenberg, Councilmember Teter and Councilmember Rose stated they did not agree with providing this benefit if an employee is fired. Attorney Nicole Tideman stated the city is under no obligation to provide earned sick leave accrual buyout.

Councilmember Kessler amended his motion to accept Resolution No. 2014-09, with the original proposed wording unchanged (to include voluntary); motion seconded by Queen. By roll call vote; unanimous 'Aye'.

4. Councilmember Kessler made a motion, seconded by Davis to approve Resolution No. 2014-10, a resolution asking qualified voters of the city to fund by Special Excess Levy the furnishing of public library services and to submit to the voters at the General Election on November 4, 2014, on first reading. By roll call vote, unanimous 'Aye'. Mayor Helenberg noted this resolution is necessary to meet State timelines for issues submitted for the General Election. This will allow the city an option to place the issue on the General Election in case it fails to pass in the Primary Election on August 5<sup>th</sup>.
5. Councilmember Davis made a motion, seconded by Kessler to approve Resolution No. 2014-11, a resolution amending the city's Six Year Transportation Plan (2015-2020) to include funding approval from Regional Transportation Improvement Board in the amount of \$263,176 (TAP funds) for the Exit 49 Pedestrian Improvement project, on first reading. By roll call vote, unanimous 'Aye'.
6. Ron Junker, Pathways 2020 Chairperson requested support of their grant application through 'Partnerships In Community Health (PICH)' to fund various projects that support Cowlitz Tribe, Pathways 2020 and Cowlitz On The Move programs. Councilmember Kessler made a motion, seconded by Queen to support the Pathways 2020 grant application. By roll call vote; unanimous 'Aye'.
7. Councilmembers reviewed a request submitted by Dave Vorse to consider entering into an agreement with Gregg Dohrn to provide professional planning services to the city for development of the city's Shoreline Master Plan. Vorse noted with the departure of contracted city planner, T.J. Keiran, the city does not have anyone experienced in Washington State Department of Ecology regulations for shoreline management. Mr. Dohrn is currently providing consulting services to the City of Kelso for this same project and is familiar with both the city's issues and required regulations. The city received a grant from Department of Ecology to fund development of a Shoreline Master Plan and to update the city's Critical Areas regulations. Additional funds, in the amount of \$7,500 was awarded to the city by Department of Ecology to update the city's critical areas regulations, for areas located outside of the shoreline area. Vorse noted that Mr. Dohrn anticipates the cost to complete only the shoreline master plan would cost between \$5,000 to \$7,500. Covington asked if this service triggers bid law requirements. City Attorney Frank Randolph stated he would review to make sure bid laws

are checked prior to entering into a contract with Mr. Dohrn. Councilmember Kessler made a motion, seconded by Teter to approve entering into a contract with G.R. Dohrn and Associates for planning services not to exceed \$7,500 and to amend the contract to reflect payment of services to be made within 45 days of approval of vouchers (instead of 30 days). By roll call vote, unanimous 'Aye'.

ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the regular meeting at 8:52 p.m.

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Mayor Paul Helenberg

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Clerk-Treasurer Ryana Covington