

**CALL TO ORDER**

Mayor Paul Helenberg called the July 27, 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 arrived at 7:55 p.m.

**PRESENTATION:**

Chief Heuer recognized Castle Rock Reserve Officers, Justin Stennick, James Queen and Steve Ross for working in a part-time capacity to fill open shifts in the department until Officer Yeager completed his police academy training. Queen and Ross were unable to attend this meeting; however Stennick was recognized for his efforts in helping reduce operating costs in addition to his time working as a temporary part-time officer. Chief Heuer noted that Stennick works for Day Wireless and has saved the department in time and money by providing his professional recommendations and service to the department.

**BUSINESS FROM THE FLOOR**

Officer Charlie Worley announced that National Night Out will be held August 4<sup>th</sup> at the Castle Rock Elementary School, from 6:00 p.m. to 9:00 p.m. The event will include food and music, K-9 demonstration, demonstrations by Cowlitz Fire Protection District #6 and activities for children. Officer Worley invited councilmembers to come to the event.

Officer Worley announced as part of the Drug Free Community grant (DFC), funds have been secured to purchase 'Drunk Goggle' kits. These goggles simulate the different phases of alcohol. The kits will be used for 'Every 15 Minutes' presentations and for student educational programs. Officer Worley stated there also is a kit for 'Marijuana Goggles'; which his department also plans to purchase with the grant funds.

**NEW BUSINESS – Proposed Bond Documents**

1. Marc Greenough, Foster and Pepper PLLC Bond Counsel attorney representing the City of Castle Rock attended the meeting to answer any questions pertaining to bond documents, agreements, or terms outlined in proposed Ordinances 2015-05 and proposed Ordinance No. 2015-06.

Covington stated USDA Rural Development requires the issuance of bonds for financing of two loan application projects. Proposed Ordinance No. 2015-05 provides for issuance and sale of a \$329,000 principal amount limited tax general obligation bond to pay the costs of certain street improvements. Repayment of the general obligation bond will be paid from the Castle Rock City Transportation Benefit District (TBD), Proposed Ordinance No. 2015-06, provides for the issuance and sale of two revenue bonds; \$103,400 to pay for improvements to the city's wastewater line and the second bond in the amount of \$220,000 to pay for upgrades to water lines and meters. These revenue bonds will be paid from utility revenues.

Covington also requested council approval to sign the agreement with Foster and Pepper for Bond Counsel services, in the amount of \$7,800. Covington noted the original estimate for these services was approximately \$15,000. Payment of the bond counsel fees will be divided between the Sewer Fund, Water Fund and TBD Fund.

Councilmember Davis made a motion, seconded by Queen to approve Ordinance No. 2015-05, an ordinance of the City of Castle Rock, Washington, providing for the issuance and sale of a \$329,000 principal amount limited tax general obligation bond to pay the costs of certain street improvements; providing the date, form, terms and maturity, interest rate, terms and covenants of the bond; and approving the sale and providing for the delivery of the bond to the United States of America, acting through the United States Department of Agriculture, on first reading. By roll call vote, Councilmembers Teter, Kessler, Queen and Davis voted 'Aye'. Councilmember Rose was absent.

Councilmember Davis made a motion, seconded by Kessler to approve Ordinance No. 2015-06, an ordinance of the City of Castle Rock, Washington, specifying and adopting, ratifying and confirming a plan of additions and betterments to its combined system of water and sewerage; providing for the issuance and sale of a \$103,400 principal amount water and sewer revenue bond to pay the costs of certain improvements relating to the City's wastewater line improvements and a \$220,000 principal amount water and sewer revenue bond to pay the costs of water lines and meters; providing the dates, form, terms, and maturity, interest rate, terms and covenants of the bonds and approving the sale and providing for the delivery of the bonds to the United States of America, acting through the United States Department of Agriculture, on first reading. By roll call vote, Councilmembers Teter, Kessler, Queen and Davis voted 'Aye'. Councilmember Rose was absent.

Councilmember Davis made a motion, seconded by Queen to entering into an agreement with Foster and Pepper PLLC for bond counsel services in the amount of \$7,800 and authorizing the mayor to sign said contract. By roll call vote, Councilmembers Teter, Kessler, Queen and Davis voted 'Aye'. Councilmember Rose was absent.

Mr. Greenough stated he will be coordinating with USDA Rural Development to complete the process to issue the bonds.

## DEPARTMENT/COMMITTEE REPORTS

### Department Reports

1. Nancy Chennault, city representative to Cowlitz Economic Development Council, reported there will not be any CEDC meeting this month. She noted that one of the board members, recently passed away following a job related accident.

- American In Bloom judges were in Castle Rock last week. Chennault thanked everyone who participated in the tours and evaluation process. She felt it was a very positive visit and judges spent a great amount of time speaking with business owners. This is a very astute evaluation process with results being available to the city in September.

Chennault stated judges also chose certain residences and businesses to receive Special Commendation notices from the judges for exceptional quality, beauty and care of the property. The judges asked Chennault to present a Special Commendation to Ryana Covington for her volunteer work at City Hall in maintaining the floral displays.

2. Brian Engkraf, representing Public Works Director Dave Vorse, reported the paving project is wrapping up with the asphalt portion of Phase 2. A schedule is being developed to resolve miscellaneous patching repairs; including Allen Avenue, Barr Street, Clearwood Court and various others. In answer to Mayor Helenberg's question, striping of the parking lots will need to wait at least a month to allow the asphalt to set up.
3. City Engineer Mike Johnson stated he is moving to the Gray and Osborne Seattle office and Gray and Osborne has assigned Dominic Miller to serve as city engineer. During this transition, Johnson stated he would still be available to the city to answer any questions pertaining to current projects.
4. Clerk-Treasurer Ryana Covington stated she has received written notice from Charles Miller that the city's RCAC loan application has been approved. Loan documents will be forthcoming. This loan will fund improvements to the Water Treatment Plant and telemetry system.
5. Vicki Selander noted August 4<sup>th</sup> is the date when voters consider passage of the library excess levy.
6. Mayor Helenberg attended the America In Bloom judges Welcome Dinner. He also met with the judges and discussed ways to create a 'welcoming community atmosphere' through the America In Bloom program. The mayor cited an example of one of the city's Bloom Team volunteers who, as a new resident, was able to meet and feel a part of the community through the Castle Rock America In Bloom program.
7. Councilmember Ray Teter announced that he has moved from the city limits and this would be his last meeting as city councilmember. Mayor Helenberg thanked Teter for his five years of service with the city.
8. Councilmember Kessler reported they will be attempting to schedule a meeting with the Tech Committee to look at options for server upgrade. He stated they also would like to meet with Jayson Rogen, who has been assisting the city in transitioning their Internet service from the Fire Station to City Hall. Rogen has completed an assessment of the city's existing services and would be available to provide his recommendations for system improvements.

Councilmember Rose arrived at the meeting at 7:55 p.m.

CONSENT AGENDA

1. Councilmember Queen made a motion, seconded by Rose to approve the minutes to the July 13, 2015 regular council meeting. By roll call vote, Councilmembers Teter and Davis abstained; Councilmembers Kessler, Queen and Rose voted 'Aye'. Motion passed.

#### OLD BUSINESS –

1. Jeff Hart, Northwest Motorsports had contacted the city clerk and requested to speak with councilmembers about scheduling a Rides, Rods and Rigs motor event sometime in August. Mr. Hart did not appear at this meeting; therefore Mayor Helenberg tabled further discussion until Mr. Hart is able to provide additional information for council review.
2. Councilmember Kessler made a motion, seconded by Teter to adopt Resolution No. 2015-10, a resolution authorizing the city to submit a 2015 Youth Athletics Facilities grant to Recreation and Conservation Office on behalf of North County Recreation Association for development of baseball and softball field upgrades; in the amount of \$500,000. By roll call vote, unanimous 'Aye'.

#### NEW BUSINESS-

1. Mayor Helenberg appointed Councilmember Rose to represent the city on the Cowlitz County Department of Health Public Advisory Board. Covington stated she will provide Rose with a form the county requires for appointment to this board position. Rose will need to complete and submit to the county for formal appointment by Cowlitz County Board of Commissioners.
2. Mayor Helenberg asked what progress the Public Works Director had made on developing informational signage to city amenities and recreational areas. Engkraf stated the signs will cost approximately \$40 each. Engkraf stated the Public Works Director will update councilmembers as more information is available. In answer to Councilmember Rose's question, the mayor stated the signage would be located within city limits to direct visitors to areas such as the boat launch and Bike Skills Park.
3. City Engineer Mike Johnson stated the city is attempting to secure required permits necessary to perform routine maintenance at the Al Helenberg Memorial Boat Launch. Included in this maintenance would be removal of accumulated sediments around the launch site. The Army Corps of Engineer is requiring the city to submit a Joint Aquatic Resource Permit (JARPA) and critical habitat assessment. Estimated engineering costs to prepare those documents would be \$8,000. This would be a one-time application to obtain an on-going permit to allow the city to conduct maintenance activities at the boat launch facility. Councilmember Queen spoke in favor of approving this engineering proposal; noting the boat launch facility is too valuable to not go through the permit process to allow the maintenance. In answer to Councilmember Kessler's question; payment of the engineering costs would come from the Boat Launch Fund.

Councilmember Queen made a motion, seconded by Davis to approve Gray and Osborne proposal in the amount of \$8,000, to prepare materials required by Army Corps of Engineers required for the maintenance permit process. By roll call vote, unanimous 'Aye'.

4. Councilmembers reviewed proposed Ordinance No. 2015-07, an ordinance adopting policy for use of city-issued credit cards. Mayor Helenberg stated the clerk-treasurer prepared the policy, which will make it easier for employees attending training, reduce or eliminate applications to establish lines of credit required by some of the city's vendors. Covington noted she has discussed this issue with State Auditors, and councilmembers were provided with a copy of Washington State RCW's governing the use and issuance of credit cards. Covington stated she also met with Heritage Bank representatives to compare their policies to what is included in the city's proposed policy.

Councilmember Teter made a motion, seconded by Rose to approve Ordinance No. 2015-07, an ordinance adopting a city policy for city credit card use by employees and city officials, on first reading. Discussion: Councilmember Kessler stated he would like to have more time to review the policy to compare with industry standards. In answer to Councilmember Kessler's question, Covington stated policy requirements from the Washington State BAR Manual and copies of RCWs 43.09.2855, 42.24.080, 42.24.115 and 42.24.180 are included in the council agenda packets. Covington also noted the city attorney and Councilmember Teter have reviewed the policy and no changes were recommended. Covington stated the bank will approve a credit line for the city. The city will then determine individual credit lines for each individual card issued to employees. Purchases over \$5,000 are capital purchases and require city council approval; in accordance with policy adopted last year. In answer to Councilmember Kessler's question, Covington noted that purchases would be debited to appropriate departments benefitting from the purchase; which follows the purchasing policy of the city and Washington State BARS Manual. City Attorney Randolph noted there are also protections included in the proposed policy to protect the city in case the credit card is used improperly. Covington added the proposed policy is the same as used by the cities of Woodland and Kelso. Chief Heuer noted the policy appears to be standard and he did not state any concerns.

Vote on the motion, as stated above: unanimous 'Aye'.

5. Councilmember Queen made a motion, seconded by Kessler to approve authorization for the Mayor to submit an application to Heritage Bank for a Business Rewards Visa Credit Card. By roll call vote, unanimous 'Aye'

PRESENTATION:

Mayor Helenberg presented Councilmember Teter with a plaque recognizing his outstanding service as City Councilmember. The mayor noted he was sorry to see Teter leave; but wishes him luck with his new residence. Mayor Helenberg stated the city will begin accepting applications from persons interested in filling Teter's unexpired term. Councilmembers will review those applications and may choose to schedule interviews prior to making a selection.

#### ADJOURNMENT

There being no further business, Mayor Paul Helenberg adjourned the regular meeting at 8:15 p.m.

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Mayor Paul Helenberg

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Clerk-Treasurer Ryana Covington