

**CALL TO ORDER**

Mayor Paul Helenberg called the October 26, 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: Art Lee, Lee Kessler, Earl Queen, Mike Davis (arrived at 7:35 p.m.), and Ellen Rose.

**PRESENTATION**

Tess Fields, representing Comcast, presented a \$1000 donation to event committee member, Jana Gann for the 2015 Festival of Lights event. Ms. Fields stated Comcast supports various functions within communities they serve and are happy the Festival of Lights committee submitted a funding request to them.

**BUSINESS FROM THE FLOOR**

1. Jana Gann, representing Festival of Lights committee requested council permission for the parade route, use of the Exhibit Hall building and placement of event signage on city right-of-way.

Gann provided councilmembers with a proposed parade route, which has been amended from last year. The parade will be December 12<sup>th</sup>. Participants will gather at the Cascade Market parking area, then proceed east on Cowlitz Street, turning north onto Front Avenue. Parade will disband in the parking lot across from the Exhibit Hall. Gann stated she has received permission from the owners of Cascade Market lot and the Touch of Wheatlands property.

Gann stated the committee would also like to hold a Christmas bazaar in the Exhibit Hall building on November 28<sup>th</sup>, from noon to 7:00 p.m. This would coincide with the Small Business Saturday event. Mayor Helenberg noted a certificate of insurance will need to be submitted to the city prior to use of city property. Nancy Chennault stated Castle Rock Community Development Alliance (CRCDA) will be providing insurance coverage through their carrier for 2015 Festival of Lights activities. Chennault stated she would provide the city with a copy of coverage and include the city as an additional insured.

Gann also noted on December 10<sup>th</sup>, Santa Claus will be at the Exhibit Hall for pictures and refreshments. Mayor Helenberg stated the committee also has requested permission to place signage on city right-of-way for the event.

By consensus, all councilmembers agreed to approve Gann's request for the parade route, use of the Exhibit Hall building and placement of signage on city right-of-way, providing that proof of insurance is submitted to the city and the city is listed as an additional insured on the policy.

Department Reports

1. Public Works Director David Vorse announced that a public survey for use of city parks will be distributed next week. All surveys will be due by November 20<sup>th</sup>.
2. Vorse showed councilmembers the sign provided by America In Bloom (AIB). AIB gave these signs to all cities to recognize their participation in the American In Bloom program. Vorse asked permission to display this sign at City Hall until the new Visitor Center is completed. By consensus, council approved of the request.
3. Clerk-Treasurer Ryana Covington provided councilmembers with the third quarter fiscal report. Documents distributed at the meeting included the September Cash and Investment Activity report and the Third Quarter General Fund Revenue Comparison report for 2013 – 2015 fiscal periods. Prior to this meeting, councilmembers also received a copy of the Expenditure and Revenue reports, showing balances as of September 30, 2015.

Covington noted three funds showed a deficit fund balance on the Cash and Investment Activity report. These funds included Street Fund (\$71,308.27), Street Construction Capital Fund (\$182,017.06) and Boat Launch Facility fund (\$14,721.65).

Street Fund: councilmembers approved an interfund loan in the amount of \$85,000 which has not yet been processed. In addition, the current adopted budget includes a \$25,000 contribution from the Transportation Benefit Fund to support street operations. The city has not yet received payment from the Transportation Benefit Fund.

Street Construction Capital Fund: three projects are included in this fund. They are the Front Avenue SW sidewalk project, State Route 504 sidewalk project and the City-Wide Residential Street project. The sidewalk projects are grant funded and the residential street project is funded by a \$329,000 RDA loan. Front Avenue sidewalk project has expended \$35,010 and received \$30,985 in grant reimbursement. In September, the city received \$166,340 in loan proceeds from RDA and will be submitting an additional loan draw for the remaining \$162,000. The Transportation Benefit District will be invoiced for any amount not covered by the RDA loan, up to \$69,000.

Boat Launch Facility fund: in October, the city received \$33,350 from Washington State RCO to close out the city's grant funding for boat launch site improvements. With this reimbursement, the Boat Launch Fund deficit has been resolved.

4. Covington, Mayor Helenberg, Councilmember Rose and Sergeant Scott Neves participated in an Exit Conference with the State Auditor. Covington announced the city received a clean audit from Washington State Auditor's office for the fiscal year 2013/2014 Accountability and fiscal 2015 Financial. Copies of the audit report were distributed at the meeting.

5. Librarian Vicki Selander invited the public to a Halloween Party on October 31<sup>st</sup> from 6:00 p.m. to 8:00 p.m. at the library.
6. Mayor Helenberg reported attending the Audit Exit Conference last Friday. He noted State Auditors spoke highly of the city's financial records.
7. Councilmember Kessler announced there will be a Tech Committee meeting this Thursday.
8. Nancy Chennault, Cowlitz Economic Development (CEDC) and Castle Rock America In Bloom (CR-AIB) representative provided the following report:
  - Lower Columbia Community Action Council has curtailed their Self-Help Housing program. Instead they will be focusing on rehabilitating existing older homes.
  - a Port Report meeting is scheduled for November 12<sup>th</sup> at the Expo Center. All three ports will be providing presentations.
  - Chennault was asked to serve on a committee to evaluate how 'quality of place' impacts economic development. Forty state-wide community leaders will be meeting on January 28<sup>th</sup> and Chennault will be one of four people representing Cowlitz County.
  - Chennault stated her term on the CEDC board will expire at the end of 2016. In addition to being the city's representative on that board, Chennault is also serving as the city's Economic Development Coordinator, which is funded by a county grant. That grant contract terminates December 31, 2015. She stated she is still willing to complete her term as the city's CEDC representative; but wanted to afford city council the opportunity to appoint another person if they desire. Chennault felt it was important to the city to continue having a representative active on the CEDC board.
  - Chennault will be speaking at the Castle Rock Lion's Club meeting to discuss economic development and the Castle Rock Community Development Alliance.
  - CR-AIB is planning to participate in the Festival of Lights by lighting up the 23 hemlock trees planted around the city. CR-AIB will be seeking sponsorship for the purchase of those lights. Fliers requesting sponsorships will be distributed soon.

#### CONSENT AGENDA

1. Councilmember Queen made a motion, seconded by Davis to approve the minutes to the October 12, 2015 regular council meeting. By roll call vote, unanimous 'Aye'.

#### OLD BUSINESS –

1. Councilmembers reviewed the utility data collection downloads for 49 Cherry Street NW. This is a follow-up to a request submitted by Jordan Sheen at the September 14, 2015 city council meeting asking councilmembers to consider an adjustment to her utility bill due to unusual circumstances.

Public Works Director Dave Vorse stated a new radio read meter was installed on August

17<sup>th</sup> which allowed download of usage data. Councilmembers were provided with data log reports from August 17<sup>th</sup> through October 19<sup>th</sup>. Vorse noted the average consumption is 20 to 25 cubic feet/day; equating to 187 gallons/day of usage. Vorse also provided councilmembers with data log reports showing hourly usage for the October 8<sup>th</sup> and August 20<sup>th</sup> dates. On October 8<sup>th</sup>, Vorse noted a spike in usage between 2:00 am and 3:00 am, and again in late morning. He stated downloads for those months appear consistent and do not show any indication of leaks. Since July, Sheen's monthly utility usage has reduced from 4000 cubic feet to 600 cubic feet. Vorse noted in July Sheen filled a pool a few times and someone also ran over an outside faucet, causing a break in their water line. Ms. Sheen stated she recently filed a police report for possible theft, because there does not seem to be any other explanation for the high usage in July. She stated the officer did not indicate they would do any investigation, but would note the incident. Chief Heuer stated he has not seen the report.

Councilmember Lee felt that even with the impacts of filling a swimming pool and the broken outdoor faucet, he estimates roughly 2500 cubic feet of water is still unaccounted for from the July usage. He questioned if the meter may have malfunctioned during that month. Vorse stated the meter was pulled and field tested against a new meter. The difference between the two meters was less than 2%. Vorse stated typically when a meter stops working; the reading is less. Councilmember Lee noted the customer should have had some sort of indication they were using so much water.

Councilmember Kessler suggested the issue be tabled until the police chief reviews the police report. Chief Heuer stated if the loss was noted in August, and the customer filed the police report in September; his department would not be able to find any physical evidence to investigate.

In answer to councilmember's question, Sheen stated her pool was approximately 3,800 gallons. Councilmember Queen stated he did not think the size of her pool could have impacted the additional usage by that much. Mayor Helenberg noted the city periodically has sent meters to an outside testing company and none of those meters were defective. Covington noted the city took several readings after the pool was filled and usage remained high during that month.

Councilmember Kessler stated he does not see any option in the adopted city policy that would qualify Ms. Sheen for an adjustment to her utility bill. Covington noted that Ms. Sheen has been paying on this billing and has been offered the option of a payment plan.

Vorse stated the original meter at that address was field tested at both high and low

flows and did not find any meter malfunction. That meter was replaced in August as part of the city’s current water meter upgrade program. Upgraded meters include the capacity to download data and to have radio read capabilities.

Councilmember Kessler noted the meter is not a malfunction that can be proven, there is no evidence of any theft of service and this does not pertain to a non-profit. He felt there was an issue; but the municipal code does not allow for council to authorize any adjustment under the circumstances provided. City Attorney Nicole Tideman noted municipal code does address adjustments for malfunctions; however the circumstances must be validated by the Public Works Director. Mayor Helenberg stated municipal code was amended to require validation to assure the city was not gifting services.

In response to Councilmember Queen’s question; Kessler stated the issue does not need to be tabled because there is no evidence of any theft and no reason for review of the police report. In answer to Councilmember Davis’ question, Covington stated Ms. Sheen has been provided with information on establishing a payment plan to resolve the balance.

**NEW BUSINESS-**

1. Councilmembers reviewed bid results for the 2015 Chemical Procurement. Bids were opened on October 15, 2015 at 2:00 pm. Vorse noted the following bids were submitted;

Bidder	Aluminum Sulfate 4,000 Gallons	12.5% Sodium Hypochlorite 400 Gallons	Sodium Fluoride 2,000 lbs	Chlorine 3,000 lbs	Signed	References
Northstar Chemical, Inc Sherwood, OR	\$1.38/gal (\$5,520)	No bid	No bid	No bid	Yes	Yes
Univar USA Kent, WA	No bid	\$11/gal (\$4,400 total)	\$.95/lb (\$1,900 total)	No bid	Yes	Yes
Cascade Columbia Distribution Co. Sherwood, OR	\$1.285/gal (\$10,280) corrected to \$5,140 total	\$6.47/gal (\$2,588 total)	\$.83/lb (\$1,660 total)	No bid	Yes	Refers to previous years
Chemtrade Chemicals US LLC Parsippany, NJ	\$1.50/gal (\$6,000)	No bid	No bid	No bid	Yes	Yes
JCI Jones Chemicals Tacoma, WA	No bid	No bid	No bid	\$2.1666/lb \$6,499.80 \$325/ cylinder Plus \$100 container deposit	Yes	Yes

Vorse distributed a revision statement from Cascade Columbia Distribution Company correcting their bid total from \$10,280 to \$5140. Vorse stated the bidder incorrectly

calculated the total amount; however the amount per gallon is the correct bid amount.

Vorse requested the record also note that the city received a late bid from Wesmar Company of Lynnwood, WA. This bid was sent by the bidder via regular mail and arrived at the city on October 22<sup>nd</sup>; a day after the bid opening.

Vorse noted several increases in the cost of chemicals as compared with bids received in 2014. Public Works Director Vorse requested councilmembers award the bid to Cascade Columbia Distribution for Aluminum Sulfate, Sodium Hypochlorite and Sodium Fluoride products and award the bid for Chlorine to JCI Jones Chemicals in the amounts stated, including the revision correction.

Councilmember Davis made a motion, seconded by Rose to award the bids for 2016 chemical procurement as outlined by the Public Works Director. By roll call vote, unanimous 'Aye'.

2. Vorse announced the Methodist Church has offered to donate playground equipment and materials to upgrade the Coldwater Park playground area. Councilmembers were provided with a schematic drawing of the proposed play structures and a site plan drawing showing the layout of the equipment. The equipment supplier, Recreation Services, Inc., provided a letter dated October 21, 2105 noting all play structures are manufactured in conformance with ASTM F1487-11 Standard Consumer Safety Performance Specification for Playground Equipment for Public Use and the concept meets or exceeds current ADA guidelines. The concept is intended to be appropriate for 2-year old through 12-year old age groups. In addition, the donation includes placement of additional wood chip cushioning material. Vorse stated the Castle Rock Park Board has reviewed the proposal and is recommending acceptance of the donation.

Charlie and Barbara Rutherford, representing Castle Rock Methodist Church, stated their church had been working to develop a possible grant to fund upgrades to the park. Recently the church received a private donation that will allow adequate funding to complete the upgrades. Mr. Rutherford stated the equipment supplier has been used by the city for another project and is considered a reputable vendor. Installation of the equipment will be done by the city public works department, with volunteer forces provided by the Methodist Church. He stated the donors have requested a plaque be placed at the park in remembrance of the primary donor and during the construction phase, the Methodist Church would like to have signage placed recognizing the church's donation of the equipment and material.

Mr. Rutherford stated the Methodist Church intends to continue to seek additional donations to fund improvements to the park. Mayor Helenberg thanked the Methodist Church and stated Coldwater Park is used extensively. This donation would be a great

improvement to the city.

Councilmember Kessler made a motion, seconded by Davis to accept and approve of the donation from Castle Rock Methodist Church for equipment and wood cushion material to upgrade Coldwater Park. Discussion: Mayor Helenberg clarified the motion also includes approval for placement of a memorial plaque at the park and temporary informational signage during the construction phase, as requested by the Methodist Church. By roll call vote, unanimous 'Aye'.

Mayor Helenberg stated he looks forward to the completion of this project and thanked Mr. Rutherford and Castle Rock Methodist Church members for the donation.

3. Councilmember Queen requested councilmembers consider amending compensation for city councilmembers so that councilmembers are not penalized for meetings missed due to unforeseen circumstances. Currently compensation is fixed at \$50 per month for each meeting attended, including workshops and special meetings; not to exceed two meetings per month. Under the current adopted ordinance, Queen noted if a councilmember could not attend due to illness; they would not receive compensation for the missed meeting. He stated many councilmembers also serve on additional outside committees, such as the 911 Council, and are currently not compensated for those additional meetings. Mayor Helenberg noted that any changes to the adopted councilmember compensation will need to comply with Washington State RCW 35A.12.070; and the amended compensation would only affect those whose terms begin January 2016 or later. Councilmember Davis spoke in favor of this amendment. Councilmember Queen felt this change would not be abused since absences from regular meetings already must be excused by the city council in accordance with RCW 35A.12.060. Covington asked if attendance is not to be a prerequisite for monthly compensation; do councilmembers want to consider just a flat compensation of \$100 per month? Councilmember Kessler clarified that the existing language for current incumbents would remain unchanged; but newly elected councilmembers would receive compensation at \$100/month. The monetary amount would not change; just the means of applying the compensation. Councilmembers requested an ordinance be prepared to amend monthly compensation for councilmembers to a flat \$100 per month in accordance with RCW 35A.12.070.

#### ADJOURNMENT

There being no further business, Mayor Paul Helenberg adjourned the regular meeting at 8:36 p.m.

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Mayor Paul Helenberg

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Clerk-Treasurer Ryana Covington