

#### CALL TO ORDER

Mayor Paul Helenberg called the November 9, 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 and Ellen Rose.

#### BUSINESS FROM THE FLOOR

Jana Gann, representing Festival of Lights Committee asked councilmembers if they would consider volunteering as judges for the Festival of Lights activities on November 28<sup>th</sup> and December 12<sup>th</sup>.

#### PROCLAMATION

Mayor Helenberg presented a proclamation to Cowlitz County Superior Court Judge Marilyn Haan designating November 17, 2015 as National Adoption Day. Judge Haan, Darrel Ammons and CASA Director Corie Dow provided statistics pertaining to children waiting for adoptive families. Judge Haan invited councilmembers to join them on November 17<sup>th</sup> at the County Administrative Building to celebrate seven additional adoptions that will be completed on that day. Ammons and Dow also spoke about the importance of finding adoptive homes for those children. Mayor Helenberg thanked them for providing this information and enlightening councilmembers on how important this issue is.

#### PUBLIC HEARING

Mayor Helenberg closed regular session at 7:45 p.m. for a public hearing to review estimated revenue sources for the fiscal year 2016 General (current expense) budget. Clerk-Treasurer Ryana Covington provided the public with a year-to-date revenue report for the General Fund. The city has two main revenue sources to support general services; property taxes and sales tax dollars. Covington summarized operating expenses that will increase in 2016. She noted setting the Ad Valorem amount to the full 101% limit would net an additional \$3,640.37 for the General Fund in fiscal year 2016. Covington stated councilmembers are required to establish the Ad Valorem tax on an annual basis. There being no public comment offered, Mayor Helenberg closed the Public Hearing at 7:52 p.m. and reconvened regular session.

#### Department Reports

1. City Engineer Dominic Miller reported the Front Avenue Sidewalk project is nearing completion and a pre-construction meeting for the Trenchless Sewer project is scheduled for Thursday.

Miller stated on the 20<sup>th</sup>, Washington State TIB will release the list of projects that received grant funding.

2. Councilmembers scheduled a Transportation Benefit District meeting for November 23<sup>rd</sup> at 7:00 p.m.
3. Covington reported on the progress for developing the budget for fiscal year 2016. Department supervisors will be meeting this week to discuss the budget, projects and revenue resources.
4. Librarian Vicki Selander reported the Halloween Party held at the library on October 31<sup>st</sup> was well attended.
5. Mayor Helenberg reported he met with Department Supervisors on November 3<sup>rd</sup> to review 2016 proposed budgets. Several of the budgets will require extensive work to bridge the difference between proposed expenditures and available revenues. As noted, Department Supervisors will continue to meet to resolve those issues.
6. Councilmember Kessler reported there was a Tech Committee meeting held last Thursday. The committee is waiting for the tech service provider to submit a proposal for council consideration. Councilmember Lee also attended this meeting.

Kessler stated he is also reviewing cost estimates for the purchase of tablets to be used by councilmembers.

7. Nancy Chennault provided the following report:
  - Representative Jaime Herrera-Beutler will hold a community meeting in Longview tomorrow morning.
  - Reported attending the first of several steering committee meetings to discuss economic development in Cowlitz County. This committee was formed through Cowlitz Economic Development Council.
  - This Thursday all of the Ports within Cowlitz County will be providing a Report Of The Ports. Chennault, David Vorse, Mayor Helenberg and Councilmember Rose also will be attending this meeting.
  - Cowlitz Regional Information Forum meeting will be held this Friday at 7:00 am at the PUD.
  - Castle Rock Chamber of Commerce will be sponsoring a Small Business Saturday on November 28<sup>th</sup>. Twenty-non businesses have already signed up to participate. This is a national event to promote small businesses. Festival of Lights also will have a tree lighting and other events during the Castle Rock Small Business Saturday.

#### CONSENT AGENDA

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

2. Councilmember Kessler noted he reviewed payment vouchers prior to the meeting and did not note any issues. Kessler made a motion, seconded by Queen to approve payment of October invoices in the amount of \$519,110.42 as described on the Fund Transaction Summary report and further described as adjustment number 425-10/15, check numbers 46448 through 46554 for general expenditures, adjustment numbers EFT Payroll Draw 10/15/2015 and EFT Payroll 10/31/2015, NACHA Batch numbers 1737916 (Draw pay) and 1740211 (Month end pay), and payroll check numbers 24581 through 24603. By roll call vote, unanimous 'Aye'. Motion carried.

#### OLD BUSINESS –

1. Councilmember Kessler made a motion, seconded by Queen to approve Ordinance No. 2015-10, an ordinance amending the compensation for city councilmembers, on first reading. By roll call vote, unanimous 'Aye'.

#### NEW BUSINESS-

1. Councilmembers reviewed the request submitted by Kepano Gilman to adjust their utility bill a total of \$643.06 as a result of a leak. Staff noted the leak affected two separate billing periods and has been repaired in accordance with requirements of Castle Rock Municipal Code. By roll call vote, unanimous 'Aye'.
2. Councilmember Kessler made a motion, seconded by Queen to approve Ordinance No. 2015-11, an ordinance establishing the amount of Ad Valorem taxes to be collected in 2016, on first reading. By roll call vote, unanimous 'Aye'.

#### ADJOURNMENT

There being no further business, Mayor Paul Helenberg adjourned the regular meeting at 8:07 p.m.

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Mayor Paul Helenberg

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Clerk-Treasurer Ryana Covington