

**CALL TO ORDER**

Mayor Paul Helenberg called the January 11, 2016 regular meeting of the Castle Rock City Council to order at 7:33 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**

1. Kim Philia, owner of Defy Gravity Youth Center (dba: Youth Development Center) provided a PowerPoint presentation to councilmembers outlining a concept for a new youth center that she would like to establish in the city. Philia stated the public would see this center as a recreational facility; however her mission statement is focused on youth development. Her center would key on five developmental areas; physical, social, moral, cognitive and psychological.

Ms. Philia stated she contacted Christine DeRosier, Deputy Director of Human Resources for Cowlitz County Department of Health to ascertain if the proposed Youth Development Center would qualify for any county mental health tax funding. Philia stated DeRosier suggested she submit a request to partner with the Great Rivers Behavioral Health Organization. Great Rivers BHO serves a five-county region and qualifies for State mental health funding.

Philia stated she must submit an extensive application to the State to become a licenses mental health care provider. As part of the application process, Washington State Department of Health requires a facility inspection to assess if the building meets State regulations. Once this process is completed, Philia will write a proposal and submit it to Cowlitz County Department of Health, who will then submit it to the Great Rivers Behavioral Health Organization. She noted this would then provide a mental health facility in Castle Rock.

Philia requested councilmembers consider allowing her to use the city-owned facility at 147 Front Avenue NW for the Youth Development Center. She noted that any costs for improvements to the building would be her responsibility. She asked that councilmembers allow her to use the facility at no cost until she is able to secure State mental health funding. Philia estimates they should be approved for funding by May and in June would enter into a formal rent agreement with the city and be responsible for insurance and utility costs.

Councilmember Kessler felt this was a good opportunity to be able to have local access to mental health care. He asked if the facility would serve only youth; or also the general public. Philia stated she would be licensed to provide mental health services to all; however she would like to specialize in children and families.

Philia stressed she is on a limited timeline because Great Rivers Behavioral Health Organization will be approving applications for partnerships in April. She must already be a State approved mental health care provider before submitting an application to Great Rivers

Behavioral Health Organization to be included for a share of State funding. Until funding is available, her organization does not have any revenue source to support operation costs for the city's building.

Councilmember Rose questioned if Philia is a State licensed mental health provider and requested a better description of what Philia is asking the city to provide. Philia stated from the 'public's eye' the facility will look more like a recreation facility. However the main target would be 'at risk' children who have been involved with the criminal justice system. Counseling would be another side aspect at the Youth Development Center.

Philia noted she is personally a State licensed mental health provider; however the facility is not licensed with the State as an agency licensed counseling provider. She could personally provide mental health care services, however she could not qualify for State or County mental health funding. Her proposal would be the development of a community mental health facility. Only those facilities are eligible for County and State mental health funding. Councilmember Rose asked if Cowlitz County is endorsing her proposal. Philia answered Ms. DeRosier was helpful in outlining what needs to be done to qualify for mental health tax funding and Cowlitz County Commission Joe Gardner is a member of her non-profit board. Councilmember Rose felt the proposal was still sketchy. It appears to Rose that Ms. Philia is asking the city for permission to use the physical address for the city building on a State application; but not really be located at the building.

Councilmember Kessler felt this proposal fills a niche that is currently missing. He noted there is a huge advantage to providing assistance to children while they are still young. Philia agreed with Kessler and cited several statistics relating to High School youth.

Councilmember Art Lee asked what would be the overall benefit to the whole community. Ms. Philia stated this would be a model organization intended to create a 'sense of community'. She intends to foster partnerships and collaborations with other non-profit organizations, including the city and county offices.

In answer to a question from Librarian Vicki Selander; Philia stated the program would be open to all youth and there will be a charge for participation. In the future, she would like to be able to develop a scholarship program to lower costs.

Police Chief Bob Heuer asked if Defy Gravity Youth Center (dba: Youth Development Center) is a private or non-profit organization. Philia stated it is a non-profit 501 (c) (3) organization and she is a licensed mental health official in Washington State. Chief Heuer voiced concern that Philia has not provided the city with any business plan or business model. Philia stated she ran a similar program in Colorado for the past twenty years.

City Attorney Frank Randolph requested further clarification of what Ms. Philia expects from

the city and what she intends to provide. He noted it appears she is asking the city to allow her to use the building rent free until June. After June, she then intends to enter into a lease agreement with the city. Philia stated she wants to enter into a formal partnership agreement with the city for use of the building. This agreement must be in place within the next two weeks in order for her to meet State application requirements and obtain her State facility license prior to submitting an application to Great Rivers Behavioral Health Organization in March.

Councilmember Kessler stated he felt this was not different than someone applying for a business license and listing an address. He noted Philia is listing the Front Avenue address on her application and the development of the center is contingent on State approval to license the facility as a mental health center. Kessler felt the proposal would be a benefit to the community and it would be conducted as a non-profit organization.

Philia stated she could seek the use of other facilities; however she felt the most successful organizations are one that link back to the community. Using the city-owned building would create a partnership between her non-profit and the city.

City Attorney Frank Randolph asked if negotiations regarding rent would be part of the agreement. Philia stated she only intends to use the building for a year or two. During this time, she would be working on plans to develop a community center. When the community center is completed, her program would move to that facility. In answer to Randolph's question, Philia stated she needs use of the city's building if the city wants to be a partner in her organization. Philia stated this partnership will make her project look better to funding agencies and large foundation resources.

Mayor Helenberg stated the city is currently using the building on Front Avenue NW as a Visitor Center until construction of the new Visitor Center is completed. Construction is estimated to be complete in May. After that point, the city will need to find a revenue source to support maintenance costs of the Front Avenue NW building.

Philia stated she would need to have some sort of partnership established with the city within the next two weeks for use of the Front Avenue NW building. Once the city approves, she still would need to obtain her Washington State mental health care facility license by the end of January for that location and then submit her proposal to Cowlitz County by the end of February in order to qualify for application as a partner with Great Rivers Behavioral Health Organization.

Randolph noted it is not uncommon for public property to be rented to entities. However the city needs to have a clear understanding of what to expect as a partner in her project.

Councilmember Kessler felt this was a good addition to the city and encouraged the city

attorney to try to find an option that would work.

City resident Gene Frymire cautioned councilmembers on acting too quickly on this proposal. He requested councilmembers hold a subsequent meeting and include public comment before making any decisions on this proposal.

Mayor Helenberg requested City Attorney Randolph, Public Works Director David Vorse, Councilmember Rose and Councilmember Queen meet with Kim Philia on Tuesday, January 12<sup>th</sup> at 10:00 a.m. to further discuss this proposal and to identify what specific provisions Philia is asking of the city. If needed, the city council can hold a Special Meeting to take formal action on Philia's request.

2. Gene Frymire, resident, provided some historical information pertaining to Castle Rock.

- Frymire noted the city has not had any car dealerships for several years. In 1930, there were up to six car dealership businesses.
- When the historic 'Rock' was deeded to the city, there was a provision that The Rock would never be logged.
- Earl Underhill wrote historic articles for the newspaper. Leland Jackson and later Vicki Selander have written books on the early history of Castle Rock. However little has been documented for the period 1940's to 1960's. Frymire also mentioned that the first bank building was built on piling because during the winter months the Cowlitz River would flood. To cross 'A' Street SW, rocks and logs were placed across the road to allow passage. Frymire stated in the 1960's he worked for the city public works department. While digging on Third Avenue between Cowlitz Street and 'A' Street SW, they found several metal trade coins from across the country that had been buried. Frymire believes that on Second Avenue, the city will still find several buried logs under the roadbed.

3. Resident Tom Horsley, requested the city consider installing flashing pedestrian lights at the intersection of 'A' Street and First Avenue SW with smaller lights that pedestrians can also see. The current warning lights are solar powered and are too high for pedestrians to see if they are working. He noted several times he has had issues crossing at that intersection. Mayor Helenberg stated he would have public works research this issue.

#### DEPARTMENT REPORTS

1. Dominic Miller, City Engineer, reported bids will again be solicited for the Exit 49 Pedestrian Improvement Project. Miller stated the original solicitation resulted in bids that far exceeded funding resources. He noted the bid specs have been redrafted to include additives for several segments of the project, including the lighting system.

Bids requests have also been advertised for the Regional Water Treatment Plant Filter Basin Repair project. The bid opening for both of those projects will be February 4<sup>th</sup>.

Miller reported they are working with C-More Pipe to complete the trenchless sewer line project. The contractor was unable to do some segments of the line.

Work on the Front Avenue SW Sidewalk Reconstruction project has been completed. The engineers will be completing documentation for close-out of the project. Once that is completed, Miller will be requesting city council to accept the project as complete.

2. Librarian Vicki Selander reported the Winter Reading Program will begin next month at the library.

Council and Ad Hoc Committee Reports

1. Councilmember Kessler reported that the laptop/tablet combo units ordered for use by elected officials have arrived. He will be contacting the IT Tech support, Jayson Rogen, to obtain passwords for the units.

2. Mayor Helenberg assigned committee and department representatives for 2016 as follows:

<b>COUNCIL LIAISON TO CITY DEPARTMENTS</b>		
Law Enforcement	Art Lee	
Court	Mike Davis	
Finance	Lee Kessler	
Library	Ellen Rose	
Parks/Public Works	Earl Queen	
<b>COMMITTEE APPOINTMENTS</b>		<b>ALTERNATE</b>
Mosquito Board	Ed Smith	
9-1-1 Council *	Earl Queen	
Lower Columbia Community Action Council	Paul Helenberg	
Emergency Management Advisory Committee	Paul Helenberg	
Cowlitz Public Health Advisory Comm	Ellen Rose	
Cowlitz-Wahkiakum Council Of Governments (CWCOG)	David Vorse	Ryana Covington
Regional Transportation Planning Organization (TAC) and RPACT	David Vorse	Earl Queen
Regional Information Forum	Ryana Covington	David Vorse
Cowlitz Economic Development Council	Nancy Chennault	
Watershed Management/Salmon Recovery	David Vorse	Paul Helenberg

Committee		
Regional Utility Board (2 Elected Reps)	Paul Helenberg	Art Lee
CDBG Home Rehab Committee	Mike Davis	
Audit Committee Members (3)	Meetings: Ellen Rose and Art Lee Signature: Ellen Rose, Mike Davis, Art Lee	
Chamber of Commerce	Paul Helenberg	Ryana Covington
CARE Coalition	Earl Queen	Art Lee
Housing Advisory Committee	Ellen Rose	
Cowlitz-Lewis Economic Development District	Ellen Rose	Ryana Covington
Vulnerable Adult Task Force	Bob Heuer	
Public Information Officer (PIO)	David Vorse	
Tourism 'Big Idea' Board of Directors	(4 yr term), Chris Gould (2 yr term), Paul Helenberg (6 yr term), Ellen Rose	

CONSENT AGENDA

1. Councilmember Queen made a motion, seconded by Davis to approve the minutes to the December 21, 2015 regular council meeting. By roll call vote, unanimous 'Aye'.
2. Councilmember Kessler reviewed December 2015 expenditures and Fund Transaction Summary; no irregularities were noted with the expenditures. Kessler requested that Councilmember Rose review and sign two of the voucher payments because he had made purchases on behalf of the city from those vendors.

Councilmember Queen made a motion, seconded by Davis to approve the December expenses in the amount of \$294,301.51 and further described as check numbers 46693 through 46786 for general expenditures and check numbers 24626 through 24647 for payroll expenses, adjustment number 432-12/15, EFT Payroll Draw 12/15/15 and EFT Payroll 12/31/15 and NACHA Draw Batch#1747241 and Month End NACHA Batch#1750004. By roll call vote, unanimous 'Aye'.

OLD BUSINESS - None

NEW BUSINESS

1. City Engineer Dominic Miller requested council approval for Change Order No. 1 for the Front Avenue SW Sidewalk Replacement Project. In answer to a question from Mayor Helenberg, Miller stated this change order will exceed the contract amount by \$10,810.

Change order includes two items:

#1 removal of additional trees and stumps at 14 locations on the project; \$12,600

#2 reduction in sidewalk and ramp demolition; credit of \$1,790.

Miller noted the original contract amount for KBH Construction was \$171,600. Approval of the change order will increase the contract amount an additional \$10,810; for a new total of \$182,410.

Miller stated this change order is within the discretion of Washington State Transportation Improvement Board (TIB). Vorse noted TIB typically can approve up to 10% contingency within the original approved grant without having to request approval from their funding board. Vorse stated the bids received for this project came in \$13,000 to \$14,000 less than the bid award. When this occurred, TIB took back some of the grant funds originally awarded for this project. After this change order, the project total does not exceed the original grant award. Vorse cautioned that once grant funds are taken away, there is a chance the city will not get the funds back.

Councilmember Kessler asked if there was a contingency cushion built into the bid estimate. Mayor Helenberg noted there are quantity quotes and other areas that create a contingency in construction projects.

Vorse explained the city submits an application to the grant agency which includes the project description and an estimate for the project cost. Based on this estimate, the grant is awarded. Once the grant is awarded, the city solicits for bids. Because of the bid results, TIB reduced the city's bid award. When this was done, public works personnel took on many aspects of the project to reduce costs. In addition, a couple of the ramps were not completed. Vorse stated that TIB cannot give official approval for additional funds until after the project is closed. This project was only six weeks long and there were many tripping hazards that needed to be addressed while the contractor was on site; therefore Vorse approved the work to be done.

Miller stated once all of the quantity calculations are completed by the engineer; the net overage for the project will be approximately \$6,000. Miller stated city crews did leverage as much of the funds as possible and addressing the tripping hazards was a higher priority than redoing a couple of the ramps that still meet standards.

The mayor stressed the need for better control of change orders. He stated this has been a continuous issue with past public works projects.

Councilmember Kessler made a motion, seconded by Davis to approve Change Order No. 1 contingent on approval by TIB to refund the additional costs.

Discussion: Councilmember Rose asked what happens if TIB does not cover the additional costs. Mayor Helenberg stated the work was authorized by city staff, so the city is responsible for paying the contractor. Councilmember Kessler stated councilmembers can re-visit the issue if TIB does not cover the additional costs. By roll call vote on the motion; unanimous 'Aye'. Motion approved.

2. Boy Scout Troop #313 submitted a letter of intent to sell fireworks in 2016, per Castle Rock Municipal Code 5.32, section 'c'. Councilmember Kessler made a motion, seconded by Davis to approve the request to sell fireworks. By roll call vote, unanimous 'Aye'.
3. Councilmembers reviewed the 2016 Salary Schedule distributed at this meeting. Covington stated the salary schedule reflects agreements within the three collective bargaining contracts and the non-bargaining COLA increases that were included in the 2016 fiscal year budget. Covington stated distribution of the salary schedule was delayed because of clarification required for the public works certification pay. She noted the union has submitted a draft Memorandum Of Understanding to clarify this issue. Councilmember Kessler made a motion, seconded by Rose to approve the 2016 Salary Schedule. By roll call vote, Councilmember Lee voted 'Nay', Councilmembers Kessler, Queen, Rose and Davis voted 'Aye'. Motion passed.
4. Nancy Chennault, city representative for Cowlitz Economic Development Council (CEDC) reported that the annual CEDC meeting will be held February 26<sup>th</sup>. Chennault also reported the CEDC economic visioning forum is scheduled for January 28<sup>th</sup>.

By consensus, councilmembers agreed to confirm support of Nancy Chennault to serve on the CEDC Executive Committee for 2016.

#### ADJOURNMENT

There being no further business, Mayor Paul Helenberg adjourned the regular meeting at 8:57 p.m.

---

Mayor Paul Helenberg

---

Clerk-Treasurer Ryana Covington