

CALL TO ORDER

Mayor Paul Helenberg called the October 22, 2018 regular meeting of the Castle Rock City Council to order at 7:31 p.m., followed by the Pledge of Allegiance. The following councilmembers were present: Art Lee, Lee Kessler, Earl Queen, Paul Simonsen and Ellen Rose.

Also present: Librarian Vicki Selander, Police Sergeant Charlie Worley, City Attorney Nicole Tideman, Public Works Director Dave Vorse, City Engineer Tom Gower, CRCDA Representative Nancy Chennault, and Clerk-Treasurer Carie Cuttonaro.

DEPARTMENT REPORTS

Police Sergeant Charlie Worley

- Cowlitz 911 Public Authority update: looking to be up and running at the beginning of January. A new contract will be coming.
- Officer Bill Zimmerman is in week two of his Field Officer Training and is doing great. He is handling several calls, including frauds and forgery cases that are rare and he is handling them very well. We are pleased with his performance.
- An avid fisherman who was terminally ill passed away while on a guided trip.
- Burglary had taken place on Cemetery Rd.

Public Works Director Dave Vorse

-Attended the AWC RMSA Annual Meeting in Chelan last week. Castle Rock received an award for a drop in claims by at least 2%. Out of approximately 99 cities, about 10 received this award. Was able to network with a few of the RMSA folks on a number of issues. Simply for attending, the City has been awarded an additional \$500 Loss Control Grant that will be applied towards the repair on the 2<sup>nd</sup> Avenue Sinkhole Repair project.

City Engineer, Tom Gower

- update on Huntington Ave S Overlay Project: majority of the overlay work was completed Friday evening. Tomorrow they will be doing additional paving associated with the remaining driveways and around the covered area near Front Ave SW. Striping will be completed after the asphalt has cured, which takes approximately 10-14 days; weather dependent. In the process of adding shoulder rock to dress up the sides of the road. Continuing to do the office work associated with funding.
- update on Powell Rd Water Main Repair Project: poured the concrete approach slab today. The slope protection concrete will be poured underneath the bridge on Wednesday. Paving on the bridge next to the concrete slab is currently scheduled for Friday; weather dependent. Overall work is scheduled to be complete by November 2, 2018. They did take out more material underneath than originally estimated which will change the amount of quantity replacing, but it will be pretty close.
- update on Dougherty Dr project: Carol (Gibbs & Olson) is working on this project. Continuing the comparison on the repair method.

Clerk-Treasurer Carie Cuttonaro

- provided expenditure and revenue reports with a comparison, along with the Cash and Investment Activity Report.
- passed along an invitation from the Senior Center for the men to participate in their "No Shave November!" contest.

Council and Ad Hoc Committees

## Mayor Paul Helenberg

-budget meetings will be scheduled following the closure of union contract negotiations and information is received regarding medical insurance rates for 2019. All should be closed/available November 1, 2018. We will schedule for a budget meeting following these.

-Humane Society of Cowlitz County (HSCC): provided 3<sup>rd</sup> quarter 2018 report. HSCC received a new director last year. Axel Swanson from Cowlitz County, Steve Taylor from City of Kelso and Kurt Sacha from City of Longview have been working on a contract with the HSCC. The HSCC wanted to go up about 40% on their rates. Swanson, Taylor and Sacha negotiated the increase down to 20%, with an increase of 5% each year for three years. They came to a tentative agreement with that, but the HSCC came back afterward and asked for a 23% increase followed by a 10% increase each year for three years. Councilmember Kessler stated there is no RCW that requires us to have a contract with the HSCC specifically, but it's a service that has to be provided and the problem you run into by providing it yourself is training, liability, veterinary costs and facilities. In response to Kessler's question, Helenberg stated the increase is due to cost of living increases, minimum wage increase, and implementation of the recommendations received following the investigation that took place about a year and a half ago. In addition to the 23% increase they are requesting, they also are asking for an additional amount of \$1,800 for veterinary services. Currently, minimum wage is \$11.50. It is scheduled to increase to \$12.00 for 2019 and \$13.50 for 2020. L&I will calculate the increases beginning in 2021 based on rate of inflation. Kessler added that there were nine patrol hours for the 3<sup>rd</sup> quarter and a total of 44 animals have been taken in for the year. An annual bill of \$14,000 is a lot for the service being provided. In comparison, Cowlitz County's increase would be over \$100,000.

## CRCDA Representative Nancy Chennault

-CRCDA has a board meeting this week.

-Bloom Team planted 32 roses today to replace the roses that were stolen on the North Trail Head Bank last summer. The replacement was 100% covered by donations.

-2019 Proven Winners® shrubs have been planted in the display garden at the Visitor Center.

-preparations for the pollinator garden at the Visitor Center happened last week.

-five timber growth interpretive signs have been installed at the Visitor Center. John Keatley and Marti Bozart worked all winter getting the information on the signs and there was a donation for the purchase of the signs. Public Works installed the signs October 12<sup>th</sup>.

-coming up we will begin ordering for new basket combinations for next year.

-next week we will begin cleaning out the planters and get ready for the holiday displays. There are 178 business sponsored and city planters that we do.

CONSENT AGENDA

1. Councilmember Queen made a motion, seconded by Rose to approve the minutes to the October 08, 2018 Regular Council Meeting. By roll call vote, unanimous 'Aye'.

OLD BUSINESS

1. Councilmember Queen made a motion, seconded by Lee to approve Resolution No. 2018-11, a resolution authorizing submitting an application for grant funding assistance to the Recreation and Conservation Office for the boat launch construction grant, on second reading. By roll call vote, unanimous 'Aye'.
2. Public Works Director Dave Vorse provided an amended 2018 Chemical Procurement Bid Results. At the October 08, 2018 Regular Council Meeting, Council awarded the bid. There was an additional

bid that had been received in time, but due to an error in the Finance Office, was not included in the bid opening. AWC attorneys advised to open the bid and revise the bid award if necessary. Cuttonaro stated that would require a motion to rescind the original award followed by a new motion to award. The additional bid, received from Univar USA Inc, comes in as the lowest bid for Aluminum Sulfate and Sodium Flouride. Staff recommends that Council rescinds the original bid award and awards the bid based on the amended bid results. Amended results as follows:

- a. Aluminum Sulfate to Univar USA Inc for \$1.429 per gallon
- b. 12.5% Sodium Hypochlorite to Cascade Columbia Distribution for \$7.45 per gallon
- c. Sodium Flouride to Univar USA Inc for \$0.97 per pound
- d. Chlorine to JCI Jones Chemicals Inc for \$3.00 per pound.

Councilmember Kessler made a motion, seconded by Queen to rescind the original bid award. By roll call vote, unanimous 'Aye'.

Councilmember Kessler made a motion, seconded by Queen to award the amended bid as presented. By roll call vote, unanimous 'Aye'.

#### NEW BUSINESS

1. City Engineer Tom Gower stated there was an existing water valve box that needed to be replaced. The funding for this project has Buy American provisions, so it's a bit more of a process to make sure the product requirements are met. Requests approval of Change Order #2 for the Huntington Ave S Overlay project in the amount of \$464.54 to allow funding for replacement of the broken water valve box.

Councilmember Queen made a motion, seconded by Rose to approve Change Order #2 for the Huntington Ave S Overlay project. By roll call vote, unanimous 'Aye'.

2. Councilmember Kessler made a motion, seconded by Rose to allow Halloween Jamboree's use of the City's parking spaces located behind the Mt St Helens Creation Center and closure of Jackson St on October 28<sup>th</sup> between 12:00 and 8:00 pm. By roll call vote, unanimous 'Aye'.
3. Councilmember Queen made a motion, seconded by Kessler to approve additional funding to Civil Service in the amount of \$222.80 for the 2018 budget. These funds will be used to pay the International Public Management Association for Human Resources for test booklets. By roll call vote, unanimous 'Aye'.
4. Mayor Helenberg appointed a committee to review Statements of Qualifications for Engineering Services. Committee includes Mayor Paul Helenberg, Councilmembers Paul Simonsen and Art Lee, and Public Works Director Dave Vorse.
5. Mayor Helenberg stated there are three contractors that want to purchase the remaining dredge spoils located at the high banks area on the west side of the Cowlitz River. The land swap agreement including this location is still awaiting Governor Inslee's signature.

There is a company that can do a flyover and provide a quantitative assessment within 1,000 yards of accuracy at a cost of approximately \$5,500. Funds needed to pay for the quantitative assessment

would be borrowed from the Swimming Pool Construction Fund and paid back at the time a contract would be awarded for the sale of the dredge spoils. Councilmember Lee asked if there would be enough in sales to recover the costs of the quantitative assessment. Mayor Helenberg responded that there would be and added that this will provide more accurate sales than an honor system. Public Works Director Dave Vorse added that we would ask for a request for proposal for amounts removed, when and how they would leave the area after removal and this will be more accurate with a quantitative assessment.

Councilmember Queen made a motion, seconded by Kessler to approve the quantitative assessment and borrowing the funds from the Swimming Pool Construction Fund in the amount of \$5,500. Funds to be repaid at the time a contract is awarded for the sale of the dredge spoils. By roll call vote, unanimous 'Aye'.

7. Clerk-Treasurer Carie Cuttonaro stated the City has one of two options available. One option, FileLocal, started by Seattle is an option that would add costs to the City. The other option, State of Washington Department of Revenue, Business Licensing Service is a provided service at no cost to the City. Each application and renewal has an \$11 fee that is collected from the business at the time they file a new application, or renew their license for the year. Renewals and new applications would all be handled through the State. Requesting approval of the Business Licensing Services Agreement through the State of Washington, Department of Revenue. Mayor Helenberg added that cities who have contracted with the State have seen an increase in their business license fees. Councilmember Kessler asked how we currently process the applications and renewals. Cuttonaro stated it is done in-house on an MS-DOS based system.

Cuttonaro also stated there will be ordinances in the next month regarding this transfer, and that the timing of the transfer is expected to be completed as early as the first of April 2019 and as late as the end of June 2019.

Councilmember Kessler made a motion, seconded by Lee to approve the Business Licensing Services Agreement with the State of Washington, Department of Revenue, Business Licensing Service. By roll call vote, unanimous 'Aye'.

6. Councilmember Simonsen asked Sergeant Worley about the motorcycle accident on Powell Rd. Sergeant Worley stated that he responded to that call, but it is an investigation of the Cowlitz County Sheriff's Office. A motorcycle rider was performing on the street in a way that he shouldn't have and was traveling at a high rate of speed. He rode a wheelie up Powell Rd, according to witness accounts, headed eastbound. He brought the front end down, realizing that the barriers were there, tried to lock it up, dumped the bike, which went one way while he went another. Initial call stated he struck the bucket of the excavator. Police don't believe that was what he had hit, but had instead hit one of the metal posts to the guardrail head-on. Witnesses stated the rider had ridden through the road closed sign. Mayor Helenberg stated he was informed by Police Chief Scott Neves that the Cowlitz County Sheriff's Office, who is leading this investigation, didn't find any issues with the barriers or signage for the construction project.

#### ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 8:09 p.m.

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Mayor Paul Helenberg

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Clerk-Treasurer Carie Cuttonaro