

CALL TO ORDER

Mayor Paul Helenberg called the November 13, 2018 regular meeting of the Castle Rock City Council to order at 7:30 PM, followed by the Pledge of Allegiance. The following councilmembers were present: Art Lee, Lee Kessler, Paul Simonsen and Ellen Rose. Councilmember Queen was excused.

Also present: Librarian Vicki Selander, Police Sergeant Charlie Worley, City Attorney Frank Randolph, Public Works Director Dave Vorse, City Engineer Tom Gower, and Clerk-Treasurer Carie Cuttonaro.

Mayor Helenberg asked everyone for a moment of silence for all of our veterans and for the 44 people who have lost their lives in the California fires.

DEPARTMENT REPORTS

City Attorney Frank Randolph

-In the process of replacing our prosecuting attorney, as Fred Johnson has announced his retirement.

Police Sergeant Charlie Worley

-We had the Trunk or Treat event was a success. Chief Neves and the cadets were not prepared for how much candy was going to be needed.

-Conducted a search warrant a couple weeks ago for a wanted felon. Officer Yeager wrote a search warrant and we were able to take the guy into custody. There were some child care issues and talks of maybe the husband taking off with the children, so it was a time sensitive process. It all worked out well and went smooth.

-We helped with the high school sports send-off.

-Assisted the elementary school with their Veterans Day Parade.

-Thanked Mayor Helenberg for the moment of silence, as his uncle was a victim of the fire, but was able to escape with his truck, trailer and dogs.

Public Works Director Dave Vorse

-Will be travelling Thursday to the Recreation and Conservation Office and giving the first of two presentations for the boat launch safety improvement grant which is \$940,000. The second presentation will be end of December. We will find out if we've been awarded in February.

City Engineer, Tom Gower

-update on the Powell Rd Overpass Repair: still work to be done. Attempted to pour the concrete slope protection last week but a concrete truck had a flat tire and we ended up with too much time in between trucks. We had to remove that concrete and will attempt again this Thursday. There is some other clean-up work including disinfecting the water line and reconnect altogether.

-update on Huntington Ave S Overlay Project: Completed striping and in process of creating punch list.

Librarian Vicki Selander

-the Halloween party and trick-or-treating was very well attended. There were approximately 190 trick-or-treaters and family members.

Council and Ad Hoc Committees

Mayor Paul Helenberg

-attended CRCA and Festival of Lights meetings. Also had a couple meetings with Kori at the Visitor Center.

-Festival of Lights is moving along pretty well. Coming up December 8<sup>th</sup>.

-Nancy Chennault, CRCDA Representative is taking advantage of the weather and working on all of the fall planters.

Councilmember Paul Simonsen

-asked City Engineer Tom Gower about the striping on Huntington Ave S Overlay Project. He noted the pavement was wet from the heavy fog. Gower noted there was a sprinkle and they had to stop before they were finished. Simonsen shared his concern for the longevity of the striping. Gower stated there is a year warranty on the striping.

#### CONSENT AGENDA

1. Councilmember Kessler made a motion, seconded by Lee to approve the minutes to the October 22, 2018 Regular Council Meeting. By roll call vote, unanimous 'Aye'.
2. Councilmember Lee reviewed the October 2018 invoices prior to the meeting. He noted no discrepancies. Kessler made a motion, seconded by Rose to approve the October 2018 invoices in the amount of \$1,138,398.53 as described on the Fund Transaction Summary Report and further described as adjustment number EFT 621-10/2018, EFT 622-10/2018, EFT 627-03/2018, EFT 628-03/2018, EFT 629-9/2018, EFT 630-9/2018; TBD check numbers 2027, 2028, 2029, and check numbers 49748 through 49838 for general expenditures; and adjustment numbers EFT Payroll Draw 10/15/18, NACHA Draw Batch #1962416, EFT Payroll 10/31/18, NACHA October Pay Batch #1967500; 1968075 (payroll correction) and check numbers 25366 through 25387 for payroll expenditures.

Councilmember Simonsen asked for clarification on the amount paid from the Regional Water Fund. Cuttonaro stated there were two DWSRF loan payments due to the WA State Dept. of Health. One loan was \$38,497.57 (principal and interest) and the other was \$103,201.61 (principal and interest).

Councilmember Simonsen also asked for clarification on the contractor payment. Cuttonaro stated there was a payment of \$562,312.33, of which \$481,596.55 was for the Huntington Ave S Overlay Project and \$80,715.78 was for the Powell Rd Water Main Repair Project. All payments were accounted for in the budget.

Vote on the motion above, by roll call vote, unanimous 'Aye'.

#### PUBLIC HEARING

Mayor Helenberg closed regular session at 7:45 PM to convene a Public Hearing to review estimated revenue sources for the 2018 current expense budget (General Fund) and include consideration of possible increases in property tax revenues (Ad Valorem taxes) to be assessed for the fiscal year ending December 31, 2019. A comparison of current expense revenues from 2016 actual totals through 2019 estimated was available to the public and council. In addition, the levy calculation summary prepared by the Cowlitz County Assessor was also available for review. The city is limited, by law, to an increase not greater than 1% over last year's actual levy amount, which equates to a total increase of \$3,827.63 for 2019. No public comment was offered. Mayor Helenberg closed the Public Hearing at 7:47 PM and resumed regular session.

#### OLD BUSINESS

1. Councilmember Kessler made a motion, seconded by Lee to approve moving funding of \$50,000 from the Cowlitz County Rural Development Funds for the Huntington Ave S Overlay Project to the Exit 49 Pedestrian Improvement Project Phase 2. By roll call vote, unanimous 'Aye'.

NEW BUSINESS

1. Mayor Helenberg stated the Volunteer Firefighters' and Reserve Officers' Relief and Pension Act program is a good deal for our reserve officers and is a pretty reasonable cost. Cuttonaro stated the cost is either \$135 or \$140 per person, per year. If the certification requirements are not met for an individual, the cost for that individual is reimbursed. For 10 individuals, it would be an approximate cost of \$1,400. Sergeant Worley stated there are five reserve officers now, with a plan to add up to five more.

Councilmember Simonsen made a motion, seconded by Rose to approve Ordinance No. 2018-07, an ordinance authorizing the City to participate in the Volunteer Firefighters' and Reserve Officers' Relief and Pension Act program, on first reading. By roll call vote, Councilmembers Lee, Simonsen and Rose voted 'Aye'. Councilmember Lee abstained. Motion carried.

2. Item #2 moved to follow Item #7.
3. Councilmember Kessler made a motion, seconded by Lee to approve Festival of Lights request for their annual parade including street closures with barricades and banners. By roll call vote, unanimous 'Aye'.
4. Councilmember Lee made a motion, seconded by Kessler to approve Resolution No. 2018-12, a resolution adopting a fee schedule for certain land use, planning, zoning, environmental and right-of-way permit applications, on first reading. By roll call vote, unanimous 'Aye'.
5. Mayor Helenberg stated this is kind of sponsored through Economic Development Council where Becky McCray, a downtown revitalization specialist, will be a guest speaker at their annual EDC meeting. I was approached by Mike Karnofski, who was at an AWC convention where McCray was a guest speaker. He went back for two more sessions and found her to be a powerful speaker and has a lot of great ideas. She will meet with a group of people during the day, similar to the walkability assessment. She will be coming in February and this will be included in the proposed 2019 budget.

Councilmember Rose made a motion, seconded by Kessler to approve \$1,000 for a consultant, Becky McCray, a downtown revitalization specialist. Cost to be shared equally with City of Castle Rock, Castle Rock Community Development Alliance (CRCDA) and Castle Rock Chamber of Commerce; \$333 each. By roll call vote, unanimous 'Aye'.

6. Councilmember Kessler made a motion, seconded by Simonsen to approve Ordinance No. 2018-09, an ordinance amending sections of Castle Rock Municipal Code Chapter 5.16 Business Licenses and Occupation Tax – Generally, to define “engaging in business” and comply with the model ordinance threshold established by Engrossed House Bill 2005, on first reading. By roll call vote, unanimous 'Aye'.
7. Councilmember Rose made a motion, seconded by Kessler to approve Resolution No. 2018-13, a resolution amending the business license fees to include business license threshold language, on first reading. By roll call vote, unanimous 'Aye'.

2. Councilmember Kessler made a motion, seconded by Lee to approve Ordinance No. 2018-08, an ordinance fixing the amount to be raised by Ad Valorem taxes for the 2019 budget, on first reading. By roll call vote, Councilmembers Lee, Kessler, Simonsen and Rose voted 'Aye'. Motion carried.

EXECUTIVE SESSION

Mayor Helenberg adjourned regular session at 8:01 PM to convene a 10 minute Executive Session for the following issue: to evaluate qualifications of applicants for public employment per RCW 42.30.110(1)(g). Executive Session attendees: Mayor Helenberg, Councilmembers Lee, Kessler, Simonsen and Rose, and City Attorney Frank Randolph. No action is anticipated following the Executive Session.

Mayor Helenberg reconvened regular session at 8:11 PM.

ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 8:11 PM.

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Mayor Paul Helenberg

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Clerk-Treasurer Carie Cuttonaro