

CALL TO ORDER

Mayor Pro Tempore Earl Queen called the October 14, 2013 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: Ray Teter, Glenn Pingree, Mike Davis and Ellen Rose. Mayor Paul Helenberg was absent.

BUSINESS FROM THE FLOOR

1. Rick Johnson, Director of Humane Society of Cowlitz County provided an overview of services provided by the Humane Society. The city has contracted with the Humane Society since 1984. Services provided within that contract include 24-hour response, response for hit or injured animals, animal recovery, dog bites and annual licensing.

Johnson stated through information obtained from the animal licensing program, the Humane Society maintains a data base with information such as description of animal, rabies documentation, and owner contact information. The Humane Society does not retain any money associated with fines for animal control. Mr. Johnson provided councilmembers with a quarterly report which included information on the number of rescues, complaints, citations issued, impounds and bites. Other services provided at no charge are spay and neuter clinics. In answer to Councilmember Pingree's question, the Humane Society still patrols the city on Sunday, however they are varying their patrol hours. The city is contracted to pay \$7,000 per year for their service, which equates to \$19.44/day.

Councilmember Teter suggested the Humane Society consider providing more of a warning system for first-time offenders; instead of issuing a citation. Johnson stated city ordinance dictates when an ordinance needs to be issued. If a signed complaint is received by the Humane Society officer, a citation will be written, otherwise, the officer tries to resolve the issue through education and compliance of the animal owner.

Councilmember Teter stated he would like to see the city ordinance change to allow for issuance of a warning. Councilmember Davis asked if a warning is issued, can they be tracked by the Humane Society. Johnson stated they could, however enforcement could be an issue when determining who should get the warning; the property owner or owner of the animal. Johnson provided examples for each scenario. Johnson noted that courts normally adjudicate a lower fine when the animal owner appears in court.

Mr. Johnson stated his goal as director is to be able to return animals to back their owners. He encourages pet owners to provide microchip data to the Humane Society. This information would be added to their data base and be readily available if needed by their responding officer.

Mr. Johnson explained their process for notifying residents of the city's dog license and

renewal requirement. In November, renewal notices are sent and are due by January 1st. He noted that councilmembers may have heard that some non-dog owners have received door hangers advising of the city licensing requirements. Johnson explained that animal control officers identify neighborhood sections with known high dog populations and place door hangers as an informational outreach.

2. Steve Corrie, Mount Saint Helens Motorcycle Club, advised of a proposed event they would like to hold on land owned by Washington Department of Natural Resources (DNR) and leased by the city. The proposed event would include development of a dirt bike cross country course to be held this winter or early next spring. Councilmembers referred Mr. Corrie to DNR for permission to use their land. Mr. Corrie stated he would like to report back to city council after he contacts DNR.

DEPARTMENT REPORTS

Police Chief Bob Heuer

Reported that Officer Worley's patrol vehicle will require an estimated \$2,000 to \$3,000 in repairs due to various mechanical issues. The vehicle currently has over 125,000 miles and the Chief will be evaluating options. Mayor Pro-tempore Queen suggested the Chief discuss this further at the October 21st budget workshop meeting.

City Engineer Mike Johnson

Reported that the bid for the Huntington Avenue North Sidewalk Improvements and 2013 Pavement Preservation Project ADA Improvements was awarded to KBH Construction Company in the amount of \$131,646 as authorized by city council at their September 23, 2013 meeting. Johnson noted this bid was well under the engineer's estimate of \$150,000. Bid documents were reviewed by Transportation Improvement Board (TIB) and they have concurred with the award.

Other bidders included:

Rognlin's Inc, Aberdeen, WA; total bid of \$190,000

3 Kings Environmental, Battleground, WA; total bid of \$191,574

Engineer's Estimate: \$150,822.00

Councilmember Pingree questioned the difference in concrete amounts outlined on the bid summary and voiced concern over the differences in bid amounts.

Mayor Pro-tempore Queen noted some confusion regarding the redesigned intersection at the north end of Front Avenue NW. This intersection now only allows one-way travel from Huntington Avenue onto Front. Johnson stated this was redesigned to improve safety at that intersection.

Public Works Director David Vorse

Recommended the city solicit Statements of Qualifications for engineering services. Vorse noted the process will take approximately two months and will include review of the bids and possibly interviews of potential firms. Councilmembers Davis and Teter volunteered to serve on a committee to complete this process which includes development of a selection criteria and overview. The committee will then provide a recommendation for city council approval.

Nancy Chennault, Castle Rock Community Develop Committee

- Reported that the next CRCDC meeting will be October 25th.
- Announced the city received national recognition from America In Bloom for community landscape areas. She noted this included the landscaping at City Hall, Huntington Avenue and at the historic jail. Chennault displayed the plaque received commemorating this award. City Council thanked Chennault and her volunteers for their hard work on this project.
- Stated donations are being accepted for the purchase of new bulbs to be planted next year. Plantings will include red tulips, crocus and daffodils.

CONSENT AGENDA

1. Councilmember Pingree made a motion, seconded by Teter to approve the minutes of the September 23, 2013 regular council meeting. By roll call vote, unanimous 'Aye'.
2. Councilmember Rose reviewed September invoices as presented in the Fund Transaction Summary as adjustment numbers 303, 304, 305-9/13 and EFTPAYROLL8/31/2013, payroll check numbers 23772 through 23824 and general expenditure check numbers 44179 through 44273; for a total amount of \$924,988.69. Councilmember Teter made a motion, seconded by Rose to approve the expenditures for September as presented. By roll call vote, unanimous 'Aye'.

OLD BUSINESS

1. Councilmember Pingree made a motion, seconded by Davis to approve Resolution No. 2013-07, a resolution authorizing entering into an Interlocal Agreement with Association of Washington Cities Employee Benefit Trust and the City for provision of welfare benefit plans and programs. By roll call vote, unanimous Aye.

NEW BUSINESS

1. City Engineer Mike Johnson requested council approval for Supplemental Agreement No. 1 for construction management and engineering services. Johnson stated this amendment to the contract would not create any increase in the contract total; it only reallocates cost estimates from the original contract to adjust for additional required engineering work relating to utility coordination and conflict resolution.

Councilmember Davis made a motion, seconded by Teter to approve Engineering Supplement No. 1 for reallocation of engineering cost estimates for the Front Avenue NW reconstruction project. By roll call vote, unanimous 'Aye'.

2. Johnson requested approval of Change Order No. 2 for Tapani Underground Inc., which would increase their contract by \$18,006.36 and add 5+ working days due to extra work required to resolve utility conflicts relating to unmarked telephone utilities. Vorse stated Mayor Helenberg has relayed that he would like the city attorney to contact the telephone company in an effort to secure funds for these added costs prior to council approval. Councilmember Davis made a motion to table this issue until the next regular council meeting to allow the city attorney to further investigate city options.
3. Johnson requested approval of Change Order No. 3 for Tapani Underground Inc., in the amount of \$28,067.59 and an additional 6+ working days due to changes in trenching and restoration at Huntington Avenue (\$21,433.51), modification of junction box in downtown corridor (\$1849.85), additional approach work on Shintaffer Street (\$4061.23), powder coating of bike racks (\$723) and work delay due to natural gas utility work (5 working days). Johnson stated concrete panels were encountered which required extra trenching and restoration work. There were issues with the natural gas utility, however those only resulted in additional contracted work days.

Councilmember Pingree made a motion, seconded by Teter to approve Change Order No. 3 for Tapani Underground Inc, relating to the Front Avenue NW reconstruction project.

Discussion: Councilmember Pingree asked why the powder coating was not included in the contract specifications. Johnson stated the specifications intended to be the same as the bike racks on Cowlitz Street, however the contractor chose a different finish. Pingree noted the error was really not the city's fault. Councilmember Davis asked how this change order is to be funded. Johnson explained there are five separate funding sources for this project. In addition, modifications relating to water or sewer line improvements are funding by a Public Works Trust Fund (PWTF) loan; which covers 95% of the cost. Any costs over that loan amount would be paid by city resources. Covington also questioned if there was any remaining contingency to cover the additional change order expenses. Johnson stated the utility work is covered by the PWTF loan. The loan amount exceeded the contracted bid amount and should be adequate to cover those additional costs. Any amount not covered would be paid by city utility funds (city water, city sewer or regional water funds).

Davis requested that council be provided with financial data when asked to approve change orders. Secondly, he requested more timely information on projects so when change orders are presented, city council is already aware of the issues. Johnson

stated change orders of this type require the engineer to review and negotiate with the contractor to verify the claim. This results in a delay when reporting to council. In addition, change orders must receive prior review and approval by the granting agency (Transportation Improvement Board) before being presented to city council. Johnson stated in the future, he would be happy to provide progress reports for council review. Vote on the motion: unanimous 'Aye'.

Vorse added that an additional change order will be forthcoming for the Front Avenue project to adjust for handrails required on the extended wall.

4. Public Works Director Dave Vorse noted that H.D. Fowler had contacted him advising of a reduction in cost for water meters. Unfortunately, when Vorse contacted the vendor, all of the $\frac{3}{4}$ " meters had been sold. He is currently negotiating with this vendor for the purchase of $1\frac{1}{2}$ " meters, at a reduced price.

Vorse stated he was also asked to evaluate how much work this staff has done on public works construction projects for this year. State law establishes limits, depending on the craft involved. For multi-craft, the state imposed limit is \$65,000 for in-house construction. Vorse stated that as of this date, approximately \$36,000 has been spent using public works personnel on projects. Because the city has not exceeded the State limitation, Vorse recommended the city move forward on completing the May Avenue water main replacement project this year. This would free up the use for public works personnel for anticipated 2014 overlay and utility construction projects. Vorse noted the city has had several issues with this section and approximately 95% of the parts required for the May Avenue water main project have already been purchased. The water main section is approximately 700' long, includes fifteen to twenty services and is expected to be completed in four working days. Vorse noted that trench work would need to be contracted; however public works personnel would be able to complete the other portions of work.

Vorse requests that council approve an interfund loan between the Water Fund and Accumulative Reserve Fund in the amount of \$16,000 for the purpose of completing the May Avenue water main replacement and the purchase of $1\frac{1}{2}$ " meters from H.D. Fowler at a reduced rate. Vorse anticipates repayment to be made in 2014. Covington noted that interest also is charged for interlocal loans. She noted if council chooses to authorize the loan, the assigned ordinance number would be 2013-08.

Councilmember Teter made a motion, seconded by Rose to approve Ordinance No. 2013-08, an ordinance authorizing an interfund loan in an amount not to exceed \$16,000, plus interest, from the Accumulative Reserve Fund to the Water Fund for the purpose described, on first reading. By roll call vote, unanimous 'Aye'.

5. Clerk-Treasurer Ryana Covington reported the city's lease agreement with IKON Corporation for the finance office copy machine and maintenance will expire at the end of this month. Since the initial lease was signed, IKON Corporation was purchased by Ricoh USA. Ricoh USA continued to honor the existing IKON lease and maintenance agreement through the end of the lease. Ricoh USA has provided the following quotes for replacement of the existing copy machine:
- Color and black/white capabilities: \$219.30/month (approximately \$30.01 over existing lease agreement)
 - Black/white capabilities only; \$156.21/month (approximately \$31.44 less than existing lease agreement)

Both quotes include a 60-month term, including maintenance and repair service and machines are equipped with network, scan and fax options. Covington recommended leasing the color/black/white copy machine. The added cost of the lease would be approximately \$360/year. Currently color copies are being processed using a printer. Anticipated savings in the cost for color printer cartridges would offset the additional lease expense because the lease includes toner as part of maintenance service.

Councilmember Pingree made a motion, seconded by Rose to approve entering into a 60-month lease agreement with Ricoh USA for the color/black/white copy machine at an estimated monthly cost of \$219.90/month for service and equipment costs. By roll call vote, unanimous 'Aye'.

6. Mayor Pro-tempore Queen reminded councilmembers of the upcoming Special Meeting scheduled for Monday, October 21, 2013 at 6:30 p.m. to discuss revenue and expenditure projections for fiscal year 2014. The meeting will be held in the Castle Rock Senior Center.

EXECUTIVE SESSION

City Attorney Frank Randolph requested an executive session to discuss potential litigation. Queen recessed regular session at 8:30 p.m. for a twenty-minute executive session. Queen resumed regular session at 9:00 p.m.

ADJOURNMENT

There being no further business, Mayor Pro-tempore Queen adjourned the meeting at 9:01 p.m.

Mayor Pro-Tempore Earl Queen

Clerk-Treasurer Ryana Covington