

CALL TO ORDER

Mayor Pro Tempore Earl Queen called the November 25, 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 not in attendance.

BUSINESS FROM THE FLOOR

Steve Quarry, Mt. St. Helens Motorcycle Club, provided an email response from Department of Natural Resources Rivers District Land Manager Denise Wilhelm specifying that the permitted use for the High Banks property that the City leases from DNR is open recreational use and public access to the Cowlitz River. The City of Castle Rock can grant temporary use of a portion of this area if the use is considered to be (1) open recreational use, (2) does not involve any permanent structures, (3) does not cause damage to the natural resources and (4) that no fill activities occur. The City is responsible for all activities within the lease area and may require insurance coverage. Mr. Quarry specified that the club would like to hold one or possibly two events in this area. The only alteration needed is placement of ribbons on scotch broom.

Public Works Director David Vorse verified that any event would require approval from the Association of Washington Cities Risk Management Service Agency. Vorse feels that an event cannot be considered open recreational use if there is a charge.

At recommendation of city attorney, Councilmember Davis, tabled decision on this request until comments from the city's insurance risk manager are received.

DEPARTMENT REPORTS**Police Chief Bob Heuer**

- Heuer reports that multiple complaints have been received that vehicles have been speeding on Roake Avenue SE when taking students to school. A Reserve Officer in his personal vehicle was stationed in a driveway on Roake Avenue SE with a radar gun and on the following day Sergeant Neves was posted at the school parking lot with the radar gun. The highest speed noted over the two day survey was 23 mph.
- Heuer reports that the recent felony domestic violence assault case that occurred in Green Acres has been resolved with a guilty plea. This case required significant staff time which had a budgetary impact of \$1300 in court and overtime costs in addition to regular staff time.
- Heuer reports that the fuel tank is empty. Two refills of the fuel tank were budgeted in 2013, this will be the third fill which will exceed that line item allotment. In the meantime, vehicles are being filled at Pacific Pride at a higher cost per gallon. Covington noted that a third fill of the fuel tank will require a budgetary amendment.

City Engineer Mike Johnson

- Johnson reports that traffic counters will be placed on Roake Avenue SE to aid analysis of traffic control needs at the C Street intersection.
- Johnson specified that the Huntington Avenue N Sidewalk Project has begun.
- Johnson reports that the Front Avenue NW Improvement Project is nearing completion with only a few punch list items remaining.

Public Works Director David Vorse

- Vorse reports that on Wednesday November 20th water service was transferred to the new main on May Avenue NE and street crossings were paved the following day. The crew worked late into the evening completing this transfer of service. The May Avenue NE Water Main Replacement Project is now completed.

Clerk-Treasurer Ryana Covington

- Covington reviewed the October 2013 Cash and Investment Activity Report. Approximately \$300,000 remains in grant funding for the Front Avenue NW Improvement Project which has been expended, but not reimbursed by the granting agency. The final budgeted interfund transfer has been made to the Municipal Water Capital Improvement Fund, which has resolved this fund's issue. Covington estimates approximately \$1100 in Motel/Hotel tax revenue will be received at the end of November, which should be enough to sustain operations until year end, however repayment to General Fund for 2013 liability insurance costs may need to be delayed until 2014, due to revenue shortfalls in this fund.
- Covington reviewed the October 2013 Revenue Report. The Building Code Account Fund has received \$27,867.29 more than anticipated due to inspections that were funded by development relating to the Rocket Chevron and McDonalds projects.
- Covington reviewed the October 2013 Expenditure Report for Planning Services, along with proposed project list submitted by the city planner. She estimates that only \$2811.70 remains for those services until year end.

CONSENT AGENDA

1. Councilmember Teter made a motion, seconded by Rose to approve the minutes of the November 9, 2013 Special Budget Meeting. By roll call vote, Pingree abstained, the rest Aye, motion passed.

2. Councilmember Teter made a motion, seconded by Davis to approve the minutes of the November 12, 2013 Regular Council Meeting. By roll call vote, Pingree abstained, the rest Aye, motion passed.

Public Hearing

Mayor Pro Tempore Queen adjourned regular session at 7:49 p.m., to take public testimony on the proposed budget for fiscal year ending December 31, 2014, including a proposed utility rate increase of 3.5% for water and sewer and a 2% increase for stormwater management services.

In response to a question from Town Crier Reporter Stephen Floyd, Covington confirmed that the reduced revenue projection in 2014 is due to the completion of grant funded projects.

Covington outlined that the Mayor directed supervisors to provide a proposed budget with 0% increase over 2013 appropriations. Projected staff reductions can provide for project funding, two from Public Works and one from the Exhibit Hall. The Clerical Collective Bargaining Agreement is unresolved. Salary increases based on Collective Bargaining Agreements are between 2% to 2.5% with an estimated 3% increase for clerical.

In response to a question from Town Crier Reporter Stephen Floyd, Covington detailed that the Mayor is working with the Exhibit Hall Society and Chamber of Commerce to utilize volunteers to keep the Exhibit Hall open. The City will continue to fund expenses such as telephone and insurance.

There being no further comment, Mayor Pro Tem Queen closed the public hearing at 7:52 p.m. and resumed regular session.

OLD BUSINESS

1. Councilmember Davis made a motion, seconded by Teter to approve Ordinance 2013-10 amending the budget appropriations for the Building Code Fund for the current fiscal year, on second reading. By roll call vote, unanimous Aye.
2. Mayor Pro-Tempore Queen explained that the camera to record council meeting is no longer working. He recommended council approve expenditure of up to \$250 to replace the camera to allow the system to be used as a backup recording. Queen noted that the wiring for the proposed camera is compatible and city staff will do the installation. Queen also noted that Mayor Helenberg had been consulted and the mayor agrees that the camera needs to be replaced. Councilmember Davis made a motion, seconded by Rose to approve expending up to \$250 to replace the camera used for recording city council meetings. By roll call vote, unanimous 'Aye'.

NEW BUSINESS

1. City Engineer Mike Johnson advised that the contractor has now completed the remaining items on the punch list for the Cowlitz Street Reconstruction project. Johnson recommends that city council accept the project as complete so that staff can proceed with closing out the project. Councilmember Pingree made a motion, seconded by Teter to accept the Cowlitz Street Reconstruction project as complete, as recommended by the city engineer. By roll call vote, unanimous 'Aye'.

2. Johnson requested council approval of Change Order #4 for Tapani Underground relating to the Front Avenue NW Improvement project. Johnson stated an additional wall was needed to meet grade in one section of the project and this required purchase of handrails that were different from the engineered specs. This change order includes an additional seven working days to be added to the contract, for a net change of \$6,708.02; amending the contract amount to \$1,741,711.65. Johnson distributed an updated project funding estimate. Councilmember Pingree made a motion, seconded by Teter to approve the change order as requested. By roll call vote, unanimous 'Aye'.

3. Vorse requested approval of an invoice from Cowlitz County in the amount of \$861.83 for signage and \$963.02 for additional shoulder rock work relating to the recent overlay projects. Vorse noted the city will be invoicing the Castle Rock City Transportation Benefit District for non-grant related street expenditures that were approved by city council to be completed in conjunction with the overlay project. Councilmember Teter made a motion, seconded by Pingree to approve the two expenditures as described. By roll call vote, unanimous 'Aye'.

4. Councilmember Teter made a motion, seconded by Pingree to approve Ordinance No. 2013-11, an ordinance amending expenditure appropriations for the current fiscal year for the General Fund, Street Fund, Criminal Justice Fund and Local Criminal Justice Fund, on first reading. In answer to Councilmember Teter's question, Covington stated overages were for the following issues;
 - Additional legal services were required due to recent passage of recreational marijuana legislation,
 - City council approved additional street work not covered by either the Seal Coat or Overlay grant funding. The city will bill the Castle Rock City Transportation Benefit District for that additional street work,
 - Computer equipment and usage agreements were expended in the Local Criminal Justice and Criminal Justice Funds. These expenditures were not included in the 2013 appropriation when the budget was adopted.

Vorse asked if the ordinance could be amended to add the two expenditures just approved by city council (signs and rock work) to the Street Fund amendment. These items will also be billed to the Castle Rock City Transportation Benefit District.

By roll call vote, unanimous 'Aye' on the motion as presented, including the amended addition requested by Vorse.

5. Councilmember Pingree made a motion, seconded by Rose to approve Resolution No. 2013-10, a resolution amending water and sewer service rates by 3.5%, effective with January 2014 billing, on first reading. By roll call vote, unanimous 'Aye'. Motion carried.
6. Councilmember Teter made a motion, seconded by Pingree to approve Ordinance No. 2013-12, an ordinance amending stormwater rates by 2%, effective January 2014 billing, on first reading. By roll call vote, unanimous 'Aye'. Motion carried.
7. Councilmember Teter made a motion, seconded by Pingree to approve Ordinance No. 2013-13, an ordinance adopting the budget for fiscal year ending December 31, 2014, on first reading.
Discussion: Covington stated the amendments recommended by city council and Chief Heuer at the November 9, 2013 Special Budget meeting have been incorporated into the ordinance. Covington noted that on second reading of this ordinance, she will have combined the Street Fund and Arterial Street Fund as recommended by the Public Works Director. This will not change the appropriations (in total) for those services. By roll call vote, Councilmembers Teter, Queen, Pingree, Rose and Davis voted 'Aye'. Motion carried.
8. Councilmember Teter made a motion, seconded by Rose to approve Ordinance No. 2013-14, an ordinance creating a Street Construction Capital fund, on first reading. Covington noted this was a recommendation from the November 9th budget meeting. By roll call vote, unanimous 'Aye'.

OTHER BUSINESS

1. Patty McVey, owner of Bargains Galore, extended an invitation to councilmembers to attend a function on December 3rd at Parkers Restaurant to promote 'Buy Castle Rock'. This event is hosted by McVey to encourage people to support local businesses.
2. Councilmember Rose announced the annual Walk and Knock will be December 7th. This event supports local food banks in our area.
3. Councilmembers asked when the Festival of Lights will be held in Castle Rock. They asked the clerk to contact the event chairperson and ask to have it included on the city's website. Covington stated the event hosts a Facebook page and also is included on the Chamber of Commerce event calendar.

4. Covington stated councilmembers will need to decide at the next meeting if the December 23rd council meeting will be held.
5. Councilmember Davis asked Chief Heuer if the police fund shortage for the fuel expense was the result of delaying filling the tank at the end of 2012. The chief stated the current budget only allowed for filling the tanks twice in this fiscal year. It did not account for a third filling. Davis stated he has voiced concern over this twice this year, and also voiced concern over a reduction in allocation for ammunition purchase. The chief stated at this point his budget is balancing at 83% as of the end of October. However the added cost for fuel is a concern. Covington noted that her additional concern related to the need to repair two patrol vehicles, creating additional funding needs. In answer to Councilmember Davis' question, Heuer affirmed that he has been able to purchase the needed ammunition for this year.
6. Mayor Pro-Tempore Queen commended the Public Works Department for the recent work done on the boat launch.

ADJOURNMENT

There being no further business, Mayor Pro Tempore Queen adjourned the meeting at 8:21 p.m.

Mayor Pro Tempore Earl Queen

Clerk-Treasurer Ryana Covington