

Note: Meeting was not recorded due to equipment malfunction.

#### **CALL TO ORDER**

Mayor Paul Helenberg called the May 28, 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, Earl Queen, Mike Davis and Ellen Rose.

Mayor Helenberg announced that Dr. Anwar Ayoub recently passed away. The mayor requested a moment of silence in his honor. Dr. Ayoub was very active in the betterment of the community and worked toward economic development, revitalization efforts and youth programs.

#### **BUSINESS FROM THE FLOOR**

1. Russell Barnes, Timberwood Drive resident and President of the Friends of the Library, requested expanded library hours; especially on weekends. He noted that voters who supported the recent library excess levy have not yet seen additional hours added. Mayor Helenberg stated the Friends of the Library have done an admirable job of raising funds to sustain library services when the previous levy failed. The mayor stated he is concerned that the excess levy to be considered by the voters later this year may not pass. If it does not get voter support, the mayor does not want to expend all available current funds in this fiscal year and then have to close the library at the beginning of 2014 due to lack of money. Helenberg stated he would like to have supporters research the possibility of forming a library district to provide ongoing funding for the library. Mr. Barnes noted if the library closes, the State Library would collect all of the books; which would prohibit the library from ever opening again. The mayor noted that librarian Vicki Selander has a proposal for adding additional hours that will be considered later in this meeting.

2. Mayor Helenberg noted that Mr. Richard Hallett, Castle Rock Masonic Lodge No. 62 had requested to speak with the council regarding permission to site one of their organizational signs on city right-of-way. Mr. Hallett was absent from this meeting, therefore the issue will be tabled until he is able to appear to outline his request.

3. Barbara Rider, Castle Rock Fair Board, requested permission for street closures on July 18<sup>th</sup> for the annual Castle Rock Fair Parade. Councilmembers reviewed the proposed parade route, which was unchanged from the previous year. Mayor Helenberg stated that Chief Heuer has also reviewed the route and does not see any problems. By consensus, councilmembers approved the parade route request.

#### **PROCLAMATIONS**

##### **Day of Kindness, June 1, 2013**

On behalf of Mayor Helenberg, Clerk-Treasurer Ryana Covington read a Proclamation

declaring June 1, 2013, Day of Kindness. This proclamation encourages citizens to seek ways to make a positive difference within their community and to reinforce the point that every act of kindness makes a difference every day.

#### DEPARTMENT REPORTS

##### City Attorney Frank Randolph:

Reported that attorney Nicole Tideman monitored the conference sponsored by Association of Washington Cities relating to zoning issues and the recent legalization of marijuana in the State of Washington. The State is in the process of developing regulations and comments on the draft conditions must be submitted to the State by June 10<sup>th</sup>. Until these conditions are finalized, smaller cities are leaning toward initiating moratoriums. State conditions will address the growing site, processing and retail sites. None of those uses can be located within 1,000 feet from sites such as schools or parks. In addition, the federal Department of Justice still has not made any rulings on enforcement.

Randolph stated the city could consider enacting a moratorium in September or October to delay such development until the legislature completes development of State guidelines sometime in 2014. He noted that the land use attorney for AWC also has given consensus for cities to enact a one-year moratorium.

##### Mike Johnson, City Engineer:

- reported the Safe Routes to School Project is nearing completion; punch list items are now being completed.
- Front Avenue reconstruction project is focusing on utility work.

Councilmember Mike Davis questioned if the fire hydrant at the intersection of Roake Avenue/C Street is too low. Public Works Director Dave Vorse stated public works staff will be raising the hydrant.

##### Dave Vorse – Public Works Director:

Announced the city was awarded two AWC Loss Control grants. One is for \$1,000 for the purchase of a surveillance camera to be installed at one of the city's parks. The second grant for \$1,000 will be used to purchase ten new stop signs and reface 25 additional signs. Vorse thanked Barbara Roller, Public Works Secretary for assisting with these grants.

##### Ryana Covington, Clerk-Treasurer:

- Distributed the April Cash and Investment Activity report. She noted that the Street Fund has a negative balance, which will be resolved when grant reimbursements are received. In addition, the Municipal Water Capital Improvement Fund also has a negative balance which will be resolved from budgeted interfund transfers from the Regional Water Fund.

Covington also noted that she has been closely monitoring the Exhibit Hall Fund balance and cash flows. Monthly expenses for the Exhibit Hall are approximately \$1100. The city has received a \$1,000 donation from the Castle Rock Lions Club to be used for the director's wages and benefits. This donation will provide adequate funding through the month of May. The Exhibit Hall Fund relies on lodging tax money, which the city receives at the end of each month. So far this year, lodging funds have not been adequate enough to sustain expenditure needs. Covington stated she continues to report any financial changes to Exhibit Hall Director Karen Johnson, Mayor Helenberg and Councilmember Rose.

#### **COUNCIL AND AD HOC COMMITTEE REPORT**

- Mayor Helenberg, Councilmember Queen and Councilmember Pingree participated in the flag pole dedication ceremonies held on May 25<sup>th</sup>. Approximately thirty people attended the event.
- Councilmember Pingree stated he will be attending an upcoming CARE Coalition meeting.

#### **CONSENT AGENDA**

Councilmember Queen made a motion, seconded by Pingree to approve the minutes to the May 13, 2013 council meeting. By roll call vote, unanimous 'Aye'.

#### **OLD BUSINESS**

1. Vicki Selander, librarian, requested council consider adding additional staffing and extended library service hours. She submitted three scenarios for consideration:
  - Current service: Library operates five hours, four days per week for a total of 20 hours per week, not to exceed eighty hours per month. The library is closed for days exceeding 80 hours and there is no coverage for the librarian's sick or vacation leave. Selander stated that days closed because of overage of hours is being referred to as furlough days.
  - Moderate service increase: Increase librarian's hours up to 95 hours per month. Continue operating five hours/day, and add 10 hours to be staffed by an assistance librarian position. Assistant librarian would also be available for sick and vacation day coverage. Reinstate the janitorial position at 10 hours/month.
  - Full service: Increase librarian's hours up to 130 hours/month. Operate the library seven hours/day; adding one seven-hour day and one four-hour day to be staffed by assistance librarian; total library operating hours of 39 hours/week. Reinstate the janitorial position at 10 hours/month. Library would be open one-half day on Saturday.
  - Librarian pay is \$11.25/hour, plus benefits; Assistant Librarian pay \$9.30 without benefits; Janitorial \$13.90/hour with no benefits.

Councilmember Pingree asked how many patrons come to the library on Saturday. Selander stated she does not have any statistics on use per day and she has never worked on Saturdays, when the library offered those hours. Mayor Helenberg noted he is concerned over expending funds if the levy is not passed in this year. Councilmember

Davis agreed that if the levy does not pass, then he would like to see dollars stretched as much as possible. Davis also added that he would recommend not reinstating the janitorial services, and felt this could be accomplished by staff. He also noted the he does not support closing the library for furlough days.

Mr. Barnes, President of Friends of the Library, stated he would like to see Saturday services provided. He felt this would be fair to those who supported the previous levy vote.

Councilmember Teter noted there has been discussion on formation of a library district to allow on-going funding for this service, without having to make annual requests to the voters for additional excise taxes. Mr. Barnes stated the Friends of the Library meet on the first Monday of each month at 10:00 a.m. if Councilmember Teter wants to discuss this with them in more detail.

Mayor Helenberg suggested consideration of the proposed 'Moderate Service Increase', without reinstatement of the janitorial position. He also recommended that within those hours, the librarian determine the best hours of use and include Saturday hours. He felt it is important to provide the extended hours through the summer months to provide an activity for children to do. City Council could re-evaluate hours after school begins in September.

Councilmember Davis made a motion, seconded by Rose to approve the Moderate Service proposal, less the janitorial position. And use the residual funds for extending hours during the summer, with the issue of hours being revisited in the fall. By roll call vote, unanimous 'Aye'.

Councilmember Pingree and Mayor Helenberg again thanked the Friends of the Library for their support of library services and for their on-going fund raising efforts.

2. Public Works Director Dave Vorse provided the following summary of remaining projects and funding for the Al Helenberg Boat Launch Phase 2 project:

<u>Remaining work:</u>	<u>Cost Estimate:</u>
Boat launch current diversion	\$24,000
Proposed off-site mitigation	\$28,000
Additional engineering assistance for permits	\$25,000
Remaining work included in scope of grant (landscape, lighting, picnic shelter, speed bumps, etc)	\$23,000
Estimated contingency of 10%	<u>\$10,000</u>
Total remaining expenditures	\$110,000

Less the following remaining funds

Remaining RCO Grant funds	\$47,000
Remaining funds received from Port of Longview	<u>\$11,000</u>
Total funds available for the project	\$58,000

Shortfall to complete Phase 2: \$52,000  
(Project cost estimate less available funds)

Vorse stated that part of the scope of work relating to 'in water' work requires approval from various federal permitting agencies. In his discussions with the city engineer and permitting agencies, it appears that permits will be contingent on the city providing off-site mitigation. The city submitted several proposals to the federal agencies and have recently received some positive comments relating to what could be accepted for the off-site mitigation. Mike Johnson, city engineer, stated there was an assumption that the Environmental Assessment for this project was already done when the first phase was completed. However the federal permitting agencies are requiring all environmental permits to be updated before any river work can begin. In addition, the survey lease from Washington State Department of Natural Resources (DNR) must be recorded; initially DNR provided the permit without recording the survey lease.

Councilmember Queen asked if the speed bumps could be paid from Boat Launch parking fees. Vorse stated he would look at this in August. Other potential funding to bridge the shortfall might include the Port of Longview or Weyerhaeuser Foundation.

In answer to Mayor Helenberg's question, Mr. Johnson stated the permits are valid for approximately two years. Mayor Helenberg suggested completing the remaining work and then seek funds for the shortfall.

Councilmembers discussed the current adopted fees and permit policy. Councilmember Queen stated he was happy with the way the city manages their annual parking pass.

In answer to Councilmember Teter's question, Vorse stated the amount cited for the current diversion and off-site mitigation are estimates; amounts may change when final comments are received from federal regulatory agencies. Covington asked what would happen if the projects outlined in the RCO grant are not completed. Vorse stated a letter would need to be sent to RCO justifying why completion is not possible as outlined in the project scope. Councilmember Davis voiced concern that if the city moved forward with the engineering costs and remaining work, there could be a possibility of not being able to find funding for the estimated \$52,000 shortfall.

Mayor Helenberg suggested council consider completing the remaining work (estimated cost of \$23,000) and the engineering for obtaining the required permits (estimated cost of

\$25,000).

Councilmember Queen made a motion, seconded by Davis to expend \$23,000 to complete the remaining work at the boat launch and to expend \$25,000 for additional engineering assistance required for permitting of the in-water work. In discussion: in answer to Councilmember Teter's question, Mayor Helenberg stated the docks are insured through AWC RMSA, the city's liability carrier. Vote on the motion: unanimous 'Aye'.

#### **NEW BUSINESS**

1. Dave Vorse requests approval for the mayor to sign a consultant agreement with Gray and Osborne for preliminary and final design of ADA ramps for grant funded 2014 Pavement Preservation Projects. He noted that this overlay grant requires all ADA ramps to be designed specifically for the site and existing grades and cannot use State ramp standards. All ramps cannot be greater than a 2% slope.

Councilmember Queen made a motion, seconded by Pingree to authorize the mayor to sign the consultant agreement with Gray and Osborne for design of the ADA ramps for the 2014 Pavement Preservation Project; maximum payable of \$10,680. By roll call vote, unanimous 'Aye'.

2. The city engineer requested the issue regarding the proposed Safe Routes To School quantity change order be deferred until the next meeting.

3. The clerk-treasurer advised that Shannon Kannas, Castle Rock Girl Scout Troop #44208 had withdrawn their request to use the city parking lot area for a garage sale.

4. By consensus, councilmembers approved the request submitted by the Castle Rock Senior Center to close the south-end parking lot at City Hall for the 'Concert In The Park' featuring the Castle Rock High School Jazz Band. Concert will be held June 11<sup>th</sup> at 3:30 p.m.

5. Councilmember Pingree made a motion, seconded by Teter to approve Resolution No. 2013-02, a resolution establishing a capitalization threshold amount for management of capital assets in the amount of \$5,000, on first reading. By roll call vote, unanimous 'Aye'.

6. Councilmember Queen made a motion, seconded by Davis to approve Resolution No. 2013-03, a resolution amending the Castle Rock Personnel Policies and Procedures to establish a Donated Sick Leave Program for all full-time eligible employees, on first reading. In discussion: Mr. Vorse requested a change of wording under Eligibility and Conditions; #2 to replace the word 'annual' with 'vacation'. The amended line would read '2. Exhausted all of their sick, vacation leave and compensatory time and is incapacitated to the extent that he/she cannot perform his/her normal duties because of illness or injury

and is under a doctor's care for illness or injury." Councilmember Queen amended his motion, seconded by Davis to include this correction in text. By roll call vote; unanimous 'Aye' on the motion, as amended.

**ADJOURNMENT**

There being no further business, Mayor Helenberg adjourned the meeting at 8:28 p.m.

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Mayor Paul Helenberg

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Clerk-Treasurer Ryana Covington