

**CALL TO ORDER**

Mayor Paul Helenberg called the June 10, 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.

**BUSINESS FROM THE FLOOR**

David Vorse, representing Cowlitz Valley Runners, requests approval to hold the 19<sup>th</sup> Annual Mountain Mania Run on July 27<sup>th</sup>, using city streets and right of ways. The route will be unchanged from that used in past years. The run will begin at Lions Pride Park, south on Huntington Avenue South to Pleasant Hill Road. Runners will cross I-5 at Headquarters overpass, then continue north and follow Bond Road back to Exit 48 to finish at Lions Pride Park. All streets will remain open to traffic as participants run along the shoulders. Cowlitz Valley Runners will provide insurance coverage for this event.

In response to a question from Mayor Helenberg, Chief Heuer foresees no issues. By consensus, city council approved the use of city streets and right-of-way for the Mountain Mania Run scheduled for July 27<sup>th</sup>.

**DEPARTMENT REPORTS****Police Chief Bob Heuer**

Heuer reports a great turnout for the 3<sup>rd</sup> Annual CARE Coalition Community Town Hall Meeting that was held on May 28<sup>th</sup>. Families participated in breakout discussions on ways to reduce substance abuse.

Heuer also reported that transfer to Cowlitz County's dispatch software has been delayed.

In response to a question from Councilmember Rose, Heuer clarified that law enforcement emphasis patrols were seen throughout the region due to participation in the National Click It Or Ticket Campaign May 20<sup>th</sup> thru June 2<sup>nd</sup>.

**City Engineer Mike Johnson**

Johnson provided an update on the Front Avenue NW Improvement Project. He noted that most of the utilities north of Shintaffer Street are in. Problems were encountered Thursday during the tie-ins for four water mains. Water was off longer than anticipated due to a missing gasket. This week the contractor will apply crushed rock and begin the installation of curbs and gutters; followed by sidewalks and pavement.

**Public Works Director David Vorse**

Vorse reports that he attended a meeting of the Castle Rock Lions Club last Thursday to discuss the possibility of relocating or painting of their newspaper collection trailer as part of the America In Bloom beautification effort. He added there is sufficient room for this

collection trailer at the Recycling Center near the stormwater retention swale. The proposed relocation would allow this trailer which belongs to a non-profit, community organization to be placed on city property.

In response to a question from Councilmember Queen, Vorse clarified that an agreement was reached with the property owner to increase the width of the alley beside Bredfield's True Value from 12 feet to 20 feet in exchange for paving that portion of the lot.

In response to a question from Councilmember Pingree, Covington suggests contacting Association of Washington Cities Risk Management Services Agency for guidance.

By consensus, city council approved siting the Castle Rock Lion's Club newspaper collection trailer at the city Recycling Center, contingent upon review by the attorney and insurance pool.

#### Librarian Vicki Selander

In response to a question from Councilmember Davis, Selander reports that Library hours have not been increased at this time.

#### **COUNCIL AND AD HOC COMMITTEE REPORTS**

##### Mayor Paul Helenberg

Mayor Helenberg reports that he and Councilmember Rose attended an Exhibit Hall budget meeting with the representatives from the Chamber of Commerce and Exhibit Hall Society. Funding for the Exhibit Hall Director's position is derived from the Hotel/Motel Tax which has now been expended. A donation from the Exhibit Hall Society will support the director's position through the month of June. The Chamber of Commerce hopes to finance the position through fundraising efforts until tax revenues are received. The Chamber of Commerce is also reviewing options to fund this position.

##### Councilmembers

Councilmember Teter reports that a fundraising event to benefit Cowlitz County Schools will be held at the Toutle River RV Resort on September 14<sup>th</sup>. This obstacle course event is for kindergarten thru sixth grade. The entire \$25 registration fee is donated to the school of the participants' choice. Ideas to draw participants' downtown are welcomed. Councilmember Rose suggests that the old fire truck could be utilized to attract young visitors.

Mayor Helenberg reports that he has met with Tom Quigley, Library Board member, to discuss the possibility of forming a Library District. Mr. Quigley had researched this option in the past and noted that funding for junior tax districts can be problematic if the statutory tax limit has been reached. This may especially be an issue as Fire Department services

are top priority taxing districts. Councilmember Teter would like to invite Mr. Quigley to discuss this option with city council as Castle Rock is below the tax limit.

Councilmember Pingree attended a CARE Coalition Meeting. The Town Hall Meeting, sponsored by the CARE Coalition was discussed, including ways to increase attendance.

#### **CONSENT AGENDA**

1. Councilmember Queen made a motion, seconded by Pingree to approve the minutes of the May 28, 2013 Regular Council Meeting. By roll call vote, unanimous Aye.
2. Clerk-Treasurer Ryana Covington explained the corrected amount on the Summary of Claims is \$856,717.24. This amount was adjusted from the published agenda as a result of Check #43873 being voided. Payment to this vendor incorrectly included contract retainage. A new check was issued for the correct amount. Councilmember Pingree noted that he had reviewed invoices and is pleased with the effort to purchase locally.

Councilmember Queen made a motion, seconded by Rose to approve payment of invoices in the amount of \$856,717.24, as described in the corrected May 2013 Fund Transaction Summary Report. By roll call vote, unanimous Aye.

#### **OLD BUSINESS**

1. Mayor Helenberg noted that City Planner T.J. Keiran recommends amending the interlocal agreement for the Shoreline Management Program to transfer project management to Cowlitz County Building and Planning.

Councilmember Queen made a motion, seconded by Davis to approve amendment of the Cowlitz County Shoreline Management Program Partnership Agreement to transfer project management responsibilities from Cowlitz-Wahkiakum Council of Governments to Cowlitz County. By roll call vote, unanimous 'Aye'.

2. Councilmember Pingree made a motion, seconded by Teter to approve Resolution 2013-02 establishing a capitalization threshold for the City of Castle Rock, on second reading. By roll call vote, unanimous Aye.
3. Councilmember Davis made a motion, seconded by Rose to approve Resolution 2013-03 amending the Castle Rock Personnel Policies and Procedures Section VIII, Sick Leave to develop a policy allowing employees to share sick leave accruals, on second reading. By roll call vote, unanimous Aye.

#### **NEW BUSINESS**

1. City Engineer Mike Johnson requests approval of Safe Routes to School Project Change Order Number 1 for an increase of \$12,940.62. This Change Order reconciles the contract quantities with the final quantities installed and measured. This project is 100% grant funded. Adjustments will be made to the education and enforcement components to offset this amount.

Councilmember Pingree made a motion, seconded by Queen to approve Safe Routes to School Project Change Order Number 1 for an increase of \$12,940.62. By roll call vote, unanimous Aye.

2. City Engineer Mike Johnson requests approval of Gray & Osborne Safe Routes to School Project Supplemental Agreement Number 4 for an increase of \$1,200 to provide for additional on-site inspection services. This project began three days early to take advantage of reduced congestion during spring break.

Councilmember Davis made a motion, seconded by Rose to approve Gray & Osborne Safe Routes to School Project Supplemental Agreement Number 4 for an increase of \$1,200.

Discussion: In response to a question from Councilmember Pingree, Johnson clarified that the construction portion of this project is complete with the exception of a few checklist items.

In response to a question from Mayor Helenberg, Vorse confirmed that the School Zone Warning System has been ordered. Mayor Helenberg thanked City Engineer Mike Johnson and Project Inspector Ken Harris for a job well done. This project greatly improved the neighborhood.

Vote: By roll call vote, unanimous Aye.

3. City Attorney Frank Randolph recommends withdrawal of Amendment #1 of the Interlocal Agreement between Cowlitz County and the City of Castle Rock for an additional \$2,000 Law Enforcement Partnership Grant to build and design a website for the CARE Coalition. The original agreement was for a \$7,500 grant to reimburse for overtime cost that police officers incurred while in training. Randolph stated that the amendment would require the use public funds to construct a website for use and ownership by a private organization. Randolph noted that Cowlitz County Civil Deputy Doug Jensen agreed that it is constitutionally prohibited to use public funds to benefit a nonprofit association.

Mayor Helenberg tabled consideration of this agreement to provide the opportunity for further research. Covington pointed out that this grant expires at the end of the month.

4. In response to a question from Councilmember Pingree, Mayor Helenberg specified that Deputy Clerk Joanne Purvis reports no concerns with renewing the contract with Building Codes Consultancy. City Engineer Mike Johnson and Public Works Director David Vorse also report no issues.

Councilmember Davis made a motion, seconded by Rose to renew the contract with Building Codes Consultancy for building official services from July 1, 2013 through June 30, 2014. By roll call vote, unanimous Aye.

5. Mayor Helenberg announced that a meeting of the Transportation Benefit District will be held at the Senior Center on June 24<sup>th</sup> at 6:30 p.m.

#### ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 7:59 p.m.

---

Mayor Paul Helenberg

---

Clerk-Treasurer Ryana Covington