

CALL TO ORDER

Mayor Paul Helenberg called the September 14, 2020 regular meeting of the Castle Rock City Council to order at 7:32 PM, followed by the Pledge of Allegiance. The following councilmembers were present via phone/computer: Art Lee, Lee Kessler, and Earl Queen. Councilmember Ellen Rose arrived at 7:33. Councilmember Paul Simonsen attended, but was experiencing technical difficulties and was unable to participate.

Also present: Police Chief Scott Neves, City Attorney Frank Randolph, Public Works Director Dave Vorse, City Engineer Tom Gower, and Clerk-Treasurer Carie Cuttonaro.

Please note:

1. *This meeting was a virtual meeting due to Washington State Governor issued Proclamation 20-28 which includes temporarily prohibiting in-person public attendance at meetings subject to the Open Public Meeting Act (OPMA). Connectivity instructions were provided on the Agenda.*

AGENDA APPROVAL

Councilmember Queen made a motion, seconded by Lee to approve the Agenda. Motion carried by roll call vote. Councilmembers Lee, Kessler and Queen voted 'Aye'.

BUSINESS FROM THE FLOOR

Isaac Agren, member of Eagle Troop 695, is working on a project involving boxes for books, where people could take their child and pick a book out. They are called, "Book Boxes". Request is to put up a Book Box in Castle Rock. Mayor Helenberg stated that it could be done. Mr. Agren will need to submit a completed plan and then a location will be determined. Project completion is expected before Christmas.

DEPARTMENT REPORTS

Police Chief Scott Neves

- Anniversaries: Officer Yeager and Officer Gann have celebrated 17 years and Reserve Officer Kessler has celebrated 19 years of service with the City.
- Castle Rock School District has had some vandalism at the elementary gardens. Several students have been identified.
- staff has continued to donate time and work at CAP and local Lion's food bank, working on expanding supplies and putting food boxes together.
- Kelso Lion's has donated \$10,000 to purchase respiratory protection for first responders in the County.
- Chief Neves received recognition for his service on the COVID-19 team. A certificate and challenge coin was received.
- the flowers at the North Trailhead area has experienced some damage; still an open investigation, but no suspects at this time.

Public Works Director Dave Vorse

- Public Works crew has begun improvements at City Hall in connection with reopening when allowed. This includes the breezeway outside the front door and the wall inside the Finance Office.
- October 19th is the start date for the Huntington Ave S pressure sewer and gas main extension project. Extensions will go south until the south side of the Timberlake Church driveway.
- Dougherty Dr update: grinding will begin tomorrow. Re-paving scheduled for Wednesday. All weather dependent.

Clerk-Treasurer Carie Cuttonaro

-Budget process is underway; pretty well ahead of schedule and waiting for information to come in.

Council and Ad Hoc Committees

No reports.

CONSENT AGENDA

Meeting Minutes & Invoices

1. Approve the minutes of the August 10, 2020 and August 24, 2020 Regular Council Meetings.
2. Approve the August 2020 invoices as described in the Fund Transaction Summary Report, in the amount of \$527,213.01.

Councilmember Queen made a motion, seconded by Rose to approve the Consent Agenda. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, and Rose voted 'Aye'.

OLD BUSINESS

none

NEW BUSINESS

1. Police Department requests to purchase five sets of tactical headsets, in the amount of \$562.95, including tax.

Police Chief Scott Neves stated there is a need to replace hearing protection, specifically for firearms usage. We have located some that will actually serve as dual purpose. These headsets are a soft fabric, which could be worn underneath helmets. They also have integrated communications, which could be plugged into our battery. There is money in the general operating fund.

Councilmember Queen made a motion, seconded by Rose to approve the purchase of five sets of tactical headsets, in the amount of \$562.95, including tax. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, and Rose voted 'Aye'.

2. Agreement for Training and Uniform Reimbursement for Reserve Police Officers.

Police Chief Scott Neves stated as officers come into the organization, the City expends quite a large amount of money in background, polygraph and psychological checks, as well as the purchase of uniforms. When the officers leave a short time period later, the City loses that investment.

The agreement has been reviewed by legal counsel and would provide a sliding scale reimbursement based on the time of service, helping the City recover part of the investment made.

Councilmember Queen made a motion, seconded by Lee to approve the agreement. Motion carried by roll call vote. Councilmembers Lee, Queen, and Rose voted 'Aye'. Councilmember Kessler abstained.

3. Jill Heistand, 2020 Shear St SW, requests a utility adjustment for the July and August billings in the amount of \$324.58 due to a leak, in accordance with CRMC 13.06.130.

Public Works Director Dave Vorse reviewed this request and stated a plastic fitting broke just outside of the meter and was replaced by a brass fitting. Leak request meets the CRMC requirements.

Councilmember Kessler made a motion, seconded by Rose to approve the leak adjustment request. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, and Rose voted 'Aye'.

4. Public Works Department updated Job Descriptions.

Public Works Director Dave Vorse stated that all of the job descriptions within the department have been in the process of being updated to bring them current and meet current state requirements, as well as include educational background. In response to Councilmember Kessler's questions, Vorse stated the descriptions are not that much different and that the updates include the ability to meet the current Washington State certifications that must be obtained. Additionally, these updates were submitted to the bargaining unit and union representative, and neither party had any issues with the updates.

Councilmember Kessler made a motion, seconded by Rose to approve the updated job descriptions for the Public Works Department. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, and Rose voted 'Aye'.

ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 7:50 PM.


Clerk-Treasurer Carrie Cuttonaro


Mayor Paul Helenberg