

CALL TO ORDER

Mayor Paul Helenberg called the December 14, 2020 regular meeting of the Castle Rock City Council to order at 7:30 PM, followed by the Pledge of Allegiance. The following councilmembers were present via phone: Art Lee, Lee Kessler, Earl Queen and Paul Simonsen. Councilmember Ellen Rose was excused.

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 call-in 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). Call-in instructions were provided on the Agenda.*

AGENDA APPROVAL

Added three items to the agenda.

1. Request for early payment of City of Kelso invoice for purchase of Vac Truck in the amount of \$63,000.
2. Ordinance No. 2020-09; Budget Amendment
3. Library discussion

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

BUSINESS FROM THE FLOOR

Heidi Brenneman, 133 Delameter Ln, asked how many COVID-19 cases and deaths were in Castle Rock at the time the State of Emergency was declared. Police Chief Scott Neves stated that the information is not broken down to actual city limits within Cowlitz County, but to each zip code as a whole. It is unknown what the number was for 98611 at the time of the declaration. Mayor Helenberg stated two weeks ago 98611 had around 106 cases, but it has increased a lot since then. Ms. Brenneman asked how many businesses are closed because of COVID-19 restrictions. Mayor Helenberg stated there are a few, but not many. Ms. Brenneman asked about the CARES Act funding for the businesses. Mayor Helenberg responded that there were about 12 businesses who received grant money through the City and there were more that received grant money through the County. Ms. Brenneman asked if there has been a noticeable uptick in crime, domestic violence and suicides in the area. Chief Neves stated that anecdotally, he can say that the numbers have stayed pretty much consistent and that there haven't been any spikes. Ms. Brenneman stated that the survival rate is 99.99% and asked if the City would consider opening back up, similar to Mossyrock. Mayor Helenberg stated that when he was sworn in to office, he swore that he would uphold the laws of the United States of America and the State of Washington, which includes the State of Emergency orders put forth by the Governor. Ms. Brenneman stated that she had heard there may be a "slow-roll" demonstration by truck drivers that could lead to a delay of deliveries, causing a shortage of groceries. She asked if there is a plan in place for emergency supplies for residents and if there is a security plan for the City in the event that there is a mass exodus from major cities to the north and south. Chief Neves stated that the City participates with the County's Department of Emergency Management (DEM) and that there are plans in place for almost all natural and man-made disasters, which includes food stocks, adding that food stocks are handled through the Washington State Department of Emergency Management.

DEPARTMENT REPORTS

Public Works Director Dave Vorse

-the Wastewater Treatment Plant is experiencing computer issues caused by a power outage on Friday, November 13<sup>th</sup>. The systems bumped up the hard drive and not only burned the main, but the backup

as well. The system has been diligently maintained by staff since the incident took place. Discussions with the Department of Ecology have taken place, which includes some of the information, such as the flow from day to day, had been lost. A new hard drive is in and Hamer Electric has been working on rebuilding a lot of the programming, including the vital information. This issue also caused a loss in part of the alarm system. Staff has been reporting every six hours to check and make sure the system is running accurately. There have been no reported issues. We are currently within our NDPES permit (permit issued by EPA).

-water treatment plant is experiencing issues with the filter work that was completed approximately four years ago. The contractor is making it right – they have removed all of the filter media, old coating and taken it back to the metal and are replacing the coating. Warranty will still remain in effect. Hope to have treatment plant fully operational next week. We continue to provide safe, potable water for our community and treat the waste for environment.

Police Chief Scott Neves

-presented letter received from a citizen in regards to Officer Jeff Gann's action of assistance.  
-three members of our department participated in the memorial procession for Lieutenant Al Basso of Longview Fire Department and previously from Kalama Fire Department.

City Engineer Tom Gower

-gave a project status update on all projects.

Clerk-Treasurer Carie Cuttonaro

-revenues are slightly lower than expected, due to COVID-19  
-expenditures are lower than expected, also due to COVID-19  
-General (Planning) in line to close year over appropriated budgeted expenditures; budget amendment included in tonight's agenda.  
-investment activities have provided \$8000 in interest in 2020 through November 30.

#### Council and Ad Hoc Committees

Mayor Helenberg

-met with Friends of the Library, Library Board, and Librarian Vicki Selander  
-attended 411 Bridge meeting; State is running six months behind in planning/design stage. Could delay construction to late 2021.

#### CONSENT AGENDA

Meeting Minutes & Invoices

1. Approve the minutes of the November 9, 2020 Regular Council & Public Hearing Meeting.
2. Approve the minutes of the November 23, 2020 Regular Council & Public Hearing Meeting.
3. Approve the November 2020 invoices as described in the Fund Transaction Summary Report, in the amount of \$414,323.30.

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

#### OLD BUSINESS

1. Local Government Coronavirus Relief Funds Certification signed by Mayor on December 4, 2020. Reimbursement request submitted to Washington State Department of Commerce in the amount of \$99,675.00.

Councilmember Kessler made a motion, seconded by Lee to approve the Local Government Coronavirus Relief Funds Certification. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, and Simonsen voted 'Aye'.

2. Change Order Number 7 in the amount of \$-9,619.30 for the Dougherty Dr. Improvement Project for final reconciliation of original contracted work and work actually accomplished. Final contract amount decreased to \$1,056,151.14. Additionally, Gibbs & Olson recommends the City accept the project as complete.

Councilmember Simonsen made a motion, seconded by Queen to approve Change Order Number 7 and accept the Dougherty Dr. Improvement Project as complete. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, and Simonsen voted 'Aye'.

#### NEW BUSINESS

1. City Hall 2<sup>nd</sup> floor four (4) window replacements; Rister Insulation bid of \$3,162.24 to be paid by REET and Local Criminal Justice Funds.

Public Works Director Dave Vorse stated there would also be a PUD rebate that the City would get back after the windows are upgraded to energy efficient windows.

Councilmember Kessler made a motion, seconded by Queen to approve Rister Insulation bid of \$3,162.24 to replace four (4) windows on the 2<sup>nd</sup> floor of City Hall. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, and Simonsen voted 'Aye'.

2. Lori Nickerson, 709 2<sup>nd</sup> Ave SW, ROW license agreement for an existing fence.

Public Works Director Dave Vorse stated that Nickerson is in the process of a boundary line adjustment. The boundary line adjustment will result in a fence on a corner that is more than five feet in height. The requirements in this particular agreement state that nothing can be planted that would obstruct visibility from oncoming traffic. This is similar to other agreements we have in place. If the fences ever need to be moved, they are moved at the homeowner's expense.

In response to Councilmember Simonsen's question, Vorse stated that after the boundary line adjustment is completed, the fence would be located approximately one foot inside the ROW.

Councilmember Simonsen made a motion, seconded by Queen to approve the ROW license agreement for an existing fence with Lori Nickerson, 709 2<sup>nd</sup> Ave SW. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, and Simonsen voted 'Aye'.

3. Gibbs & Olson, Inc. Amendment No. 3 in the amount of \$11,275.32; this amendment modifies the original consultant agreement for engineering services executed May 14<sup>th</sup>, 2018, from \$322,500 for the purpose of including additional construction management and field observation, and documentation for milling and repaving portion of Dougherty Drive Reconstruction Project. New total agreement amount including Amendment No. 3 is \$333,775.32.

City Engineer Tom Gower stated this amendment includes all work to be completed through the project closeout.

In response to Councilmember Kessler's question, Public Works Director Dave Vorse stated that this is all grant funded, which includes two grants from the Washington State Transportation Improvement Board and one grant from the Federal Highway Administration.

Councilmember Kessler made a motion, seconded by Queen to approve Amendment No. 3 with Gibbs & Olson, Inc. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, and Simonsen voted 'Aye'.



4. *\*Added Item\** Request for early payment on an invoice for the purchase of a Vac Truck from the City of Kelso, in the amount of \$63,000.

Councilmember Kessler made a motion, seconded by Simonsen to approve early payment on the City of Kelso invoice for the purchase of a Vac Truck in the amount of \$63,000.

*\*Amendment to Minutes\** Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, and Simonsen voted 'Aye'.

5. *\*Added Item\** Ordinance No. 2020-09, an ordinance amending the budgetary appropriations for fiscal year ending December 31, 2020, for the City of Castle Rock, Washington for the General (Planning) Fund, on first reading.

Clerk-Treasurer Carie Cuttonaro stated that this amendment is necessary due to the expenses related to the West Place project, through Gibbs & Olson. These expenditures are 100% reimbursable by the contractor.

Councilmember Kessler made a motion, seconded by Queen to approve Ordinance No. 2020-09, an ordinance amending the budgetary appropriations for fiscal year ending December 31, 2020, for the City of Castle Rock, Washington for the General (Planning) Fund, on first reading.


*\*Amendment to Minutes\** Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, and Simonsen voted 'Aye'.

6. *\*Added Item\** Library discussion – received a consensus from Council to pursue running in the Primary Election in 2021 for 2022 collection.

#### ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 8:14 PM.

  
Clerk-Treasurer Carie Cuttonaro

  
Mayor Paul Helenberg