

- 002 Mayor Barbara Larsen called the 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: Khembar Yund, Greg Marcil, Ed Smith and Jeff Skeie. Councilmember Bean was absent due to illness.
- 014 Councilmember Smith made a motion, seconded by Yund to approve the minutes of the December 13, 2004 Regular Council Meeting. Councilmember Skeie abstained, the rest 'Aye'. That meeting was continued on December 20, 2004. Mayor Larsen requests that the title of Lower Columbia Community Action Plan be corrected in that portion of the minutes. Vote on approval of the December 20<sup>th</sup> continuation with that correction, unanimous 'Aye'.
- 066 Mike Rupley, caretaker of 209 Huntington Avenue N, requests approval for a secondary leak adjustment at that location. Rupley explained that there has recently been three high meter reads, in August, October and November, resulting from two different leaks. Rupley explained that Ken Doble, the renter at that location, had failed to request a utility adjustment following the repair of the August leak. After the second leak was repaired on November 5<sup>th</sup>, Doble did receive an adjustment for October. However the timing of the repair also affected November utility consumption, since the leak continued for ten days into the next billing cycle. Rupley requests an adjustment for both August and November.
- Councilmembers Yund and Skeie concluded that it is too late to receive an adjustment for August as it was not requested in a timely manner.
- 197 Councilmember Skeie made a motion, seconded by Yund to approve a leak adjustment to 209 Huntington Avenue N for November in the amount of \$78.43. By roll call vote, unanimous 'Aye'.
- 214 Fire Chief Eric Koreis summarized the status of the process to replace the Fire Department Clerk. Koreis will do ambulance billing until a new clerk is hired. He has received over 100 applications for the part-time clerk position. A committee of seven has narrowed the field to 12 applicants for interviewing.
- 235 Koreis revealed that the Fire Department has restructured officers beginning January 1, 2005. The position of Battalion Chief has been eliminated. Mark Watenpaugh was promoted to Assistant Fire Chief following the retirement of Randy Higby. Jim Hinze will assume the position of Captain. Charles Jones has filled a Lieutenant position, with a second Lieutenant's position to be filled at a later date.
- 258 Koreis reported on three technical calls that the department had responded to.

Koreis announced that he has been accepted into the National Fire Academy for a week long course on leadership and administration. This course will be held in Maryland during the week of February 12<sup>th</sup> to the 19<sup>th</sup> and is funded by FEMA. The only expense to the city would be meal reimbursement.

Koreis advised that he has been chosen to serve as the Vice Chairman of the Cowlitz County Fire Chief's Association. They

have been working on a county wide Mutual and Automatic Aid Agreement. This agreement will benefit insurance rates. City Attorney Tom O'Neill will review the agreement and present council with his conclusions at the next regular meeting.

- 352 City Attorney Tom O'Neill reports that he had sent requests for Public Defender proposals to ten different attorneys. He has received two proposals. O'Neill recommends contracting with a single entity for that service.
- 361 O'Neill summarized the original contract with Glenn Taylor relating to the city's purchase of the house on Jackson Street NW. Time has once again expired for Taylor to remove his personal property remaining at that location. The last extension of time was granted on April 12, 2004. At that time Taylor was required to pay \$50 per month storage fee for six months, with that fee increasing by \$50 per month for every month thereafter.

O'Neill outlined three options which the city could pursue for removal of Mr. Taylor's personal property:

1. Remove the property into a rented storage area
2. Leave the property as is
3. Take the property to the dump after having inventoried property and photographing/videotaping the process

Public Works Director David Vorse suggests attempting to contact Taylor and request that he attend the next Regular Council Meeting to make a decision at that time. Police Chief Bob Heuer stated that he would attempt to contact Mr. Taylor.

- 459 Chief Heuer reports that he has attended an Emergency Management Center meeting. That meeting outlined upcoming Region IV Homeland Security Bioterrorism Exercises. A 2002 poll determined equipment to be the greatest need for homeland security. However at this time, no equipment is forth coming from federal resource funds.

Heuer reports that he has been selected to serve a second term as chairman of the Chiefs and Sheriffs Association.

- 489 Police Chief Bob Heuer requests approval to enter into an agreement with Laura Kessler from Cowlitz County Records, to temporarily work as a part-time Police Clerk while the existing clerk is on maternity leave. Ms. Kessler would work less than 69 hours per month for a period of four weeks and be paid at the same rate as the existing clerk. Heuer revealed that warrants issued are required to be entered into the Spillman and Access system within 72 hours.

City Attorney Tom O'Neill recommends changing the contract wording from "consultant" to "independent contractor". Ms. Kessler would be required to purchase a City Business License.

- 550 Councilmember Smith made a motion, seconded by Skeie to enter into an agreement with Laura Kessler to work as an independent contractor for the purpose described. By roll call vote, unanimous 'Aye'.

- 553 Heuer reported on the recent vandalism in which tires were slashed on school buses, in addition to numerous private vehicles. Property damage from this incident of vandalism is expected to reach \$20,000. Heuer is confident that the vandals responsible will soon be apprehended.

- 566 Councilmember Smith advised that a representative from the Boy Scouts has been attempting to contact Heuer, regarding the registered trademark of the title "Explorers". Heuer explained that this issue was brought to his attention by Police Sergeant Scott Neves. The department has since changed the title for police volunteer reserves to Police Cadets.
- 586 City Engineer Mike Johnson presented a revised Sanitary Sewer Service Agreement for the Toutle River Rest Area with Washington State Department of Transportation (WADOT). The proposed agreement would provide sanitary sewer service for \$6.75 per 1,000 gallons as of January 1, 2005.

Side B

- This amount shall increase at the same percentage as other city sewer rates. Chemical or toxic wastes shall not be discharged to the City's sewer system. WADOT shall also implement measures to reduce the corrosive nature of this wastewater discharge and reduce odors.
- 684 By Council consensus Johnson will forward this proposed Sanitary Sewer Service Agreement for the Toutle River Rest Area to Washington State Department of Transportation for their review.
- 692 Johnson reports that the Woodard Avenue Stormwater Improvement Project is 99.9% complete. He revealed that the cost of the project was \$47,000 but was budgeted for \$49,000.
- 712 Public Works Director David Vorse requests that Woodard Avenue Stormwater Improvement contractor Creagan Excavating, Inc. Invoice No.1 be approved for payment with December 2004 expenditures.
- 727 Councilmember Smith made a motion, seconded by Marcil to approve payment of Invoice No.1 to Creagan Excavating, Inc. in the amount of \$44,909.35. By roll call vote, unanimous 'Aye'.
- 761 Public Works Director David Vorse presented a summary of the Park Survey provided by Justin Erickson, Park Plan Advisor with the Cowlitz-Wahkiakum Council of Governments. The summary provides high points for the Riverfront Trail which has encouraged people to get out and exercise more often. Vorse expects to present a "Draft" Park Plan in March.
- 806 Vorse reports that the Wastewater Treatment Plant Rehabilitation is scheduled for "start up" during the third week in January. He summarized which structures would be eliminated and offered to provide council with a tour of the plant.
- 837 Clerk-Treasurer Ryana Covington requests payment of December expenditures in the amount of \$528,408.50, and further described as check numbers 32693 through 32823 for general expenditures and check numbers 17859 through 17936 for payroll expenditures.
- 839 Councilmember Smith made a motion, seconded by Skeie to approve payment of December 2004 expenditures in the amount of \$528,408.50.

During discussion: Councilmember Skeie requests clarification of the invoices for Bud Clary and Columbia Ford. These invoices were

for ambulance and police vehicle troubleshooting and maintenance. Councilmember Marcil inquired regarding the invoice for reimbursement of a laptop computer to Gary Lienhard. This invoice is for a used laptop to replace one that was broken. Councilmember Smith pointed out that council has previously determined that the city will not bear responsibility for personal property. Covington believes that the broken laptop was city property.

Vote on motion: By roll call vote, unanimous 'Aye'.

- 946 Clerk-Treasurer Ryana Covington requests payment for three invoices which had not been included in the December summary of claims. These invoices are: URS Invoice No. 1456611 in the amount of \$3,682.38, Motorola invoice No. 13405162 in the amount of \$2,700.66 and L & M Industrial Controls invoices No. 2195 thru 2199 totaling \$1,200.60.
- 988 Councilmember Yund made a motion, seconded by Marcil to approve the excluded invoices as described in the amount of \$7,583.64. By roll call vote, unanimous 'Aye'.
- 995 Covington announced that a CARE Coalition Tsunami Spaghetti Dinner Fundraiser will be held at Hatties Restaurant on Sunday January 23<sup>rd</sup> from 1:00 to 4:00 p.m. The Kiwanis Club of Mt St Helens will donate tee shirts for this event.
- 012 Covington presented a request for direct deposit from police and ambulance personnel. Bank costs for this employee benefit would be \$25 per month plus .35¢ per transfer for a maximum amount of \$46 per month. This would particularly benefit employees that are not full time.
- Councilmember Yund stated that any employees which would like the convenience of direct deposit could contribution \$1 per month toward that expense. Councilmember Skeie pointed out that even with a contribution from participating employees this would be an expense that was not included in the budget. Councilmembers agree that employees can participate in direct deposit if they pay the associated fees.
- 100 Clerk-Treasurer Ryana Covington reports that she has received approval for a second VISTA position. Covington stated the second position was not included in the 2005 budget, as no federal funding was available for the second VISTA position. She requests that the council approval in the amount of \$4,000 to fund this full-time volunteer position. Covington added that as an alternative this position could also be financed from the Exhibit Hall Fund since it would directly relate to business/tourism retention and marketing. Councilmember Smith questioned how the city has funding for the VISTA position from General Fund, but not be able to approve funding for employee's direct deposit. Councilmembers Skeie and Yund indicated that this position would provide a greater return of investment to the city than providing direct deposit benefits for employees.
- 165 Councilmember Smith made a motion, seconded by Yund to split the cost for the second VISTA position to be funded 50% from General Fund and 50% from the Exhibit Hall Fund. By roll call vote, unanimous 'Aye'.
- 176 Covington requests approval for the purchase of a typewriter, printer and filing cabinet which was included in the 2005 budget as a

Capital Expense for the Finance Department. Covington estimated the cost for a typewriter at \$295, a computer printer at \$800 and a filing cabinet at \$300.

- 181 Councilmember Marcil made a motion, seconded by Skeie to approve the Capital Expense purchase of a typewriter, a computer printer and a filing cabinet for the Finance Department.

During discussion: Councilmember Yund stated that the court filing cabinets are not being used and suggested this instead of purchasing new ones.

Tape 2 of 2  
Side A

- 001 Councilmember Marcil made a motion, seconded by Skeie to amend the above motion to approve the Capital Expense purchase of a typewriter and a computer printer for the Finance Department. By roll call vote, unanimous 'Aye'.

017 Report of Meetings

Clerk-Treasurer Ryana Covington has attended two Cowlitz-Wahkiakum Council of Governments meetings and a Legislative Forum meeting.

- 031 Councilmember Smith made a motion, seconded by Yund to approve Ordinance 2004-12 amending the Police Department budget for fiscal year 2004 due to unforeseen overages in appropriations, on second reading. By roll call vote, unanimous 'Aye'.

- 038 Councilmember Skeie made a motion, seconded by Marcil to approve Ordinance 2004-13 amending the DOT Spoil Site Department budget for fiscal year 2004 due to unforeseen overages in appropriations, on second reading. By roll call vote, unanimous 'Aye'.

- 047 Clerk-Treasurer Ryana Covington requests approval of the 2005 Salary Schedule. She stated this reflects the 2.5% COLA increase included in the 2005 budget.

- 069 Councilmember Yund made a motion, seconded by Skeie to approve the 2005 Salary Schedule. By roll call vote, unanimous 'Aye'.

- 076 Councilmember Smith reports that the timing of the Lower Columbia River Estuary Project meetings conflict with his work schedule. Council suggested asking Councilmember Bean if she could attend these meetings. Councilmember Skeie will continue to be the city representative at Community Action Plan meetings. Councilmember Smith will remain Mayor Pro-Temp. All other appointments of 2005 committee and department representatives will remain the same as in 2004.

- 132 Clerk-Treasurer Ryana Covington requests that Ordinance 2005-01 regarding utility deposit be tabled until the next Regular Council meeting.

- 138 Council has received written correspondence from Bernice LePage, 418 Kirby Avenue SE, requesting the city resurface the rest of Kirby Avenue SE. Councilmember Skeie requests that Public Works Director David Vorse respond to this correspondence. Vorse stated he would direct Ms. LePage on the procedure used to consider which street will be repaired.

- 186 Mayor Larsen inquired if the Castle Rock School District could assist with repairs to D Street SW by the bus garage.
- 215 Councilmember Smith stated that when repaving, the entire area must meet stormwater standards. Smith requested a progress report on the proposed new parking lot at St Mary's Catholic Church. Vorse stated he had just returned from vacation and has not had an opportunity to meet with church members.
- 232 Public Works Director David Vorse summarized the Cowlitz County Hazard Mitigation Plan (HMP) for the City of Castle Rock. This plan is in conjunction with a county wide plan and must be approved no later than January 31, 2005 in order for Federal Emergency Management Agency (FEMA) to give final approval to the plan. The city is required to have such a plan in order to be eligible for Hazard Mitigation Grant funds.
- City Attorney Tom O'Neill questioned if conducting a study is a condition towards funding, as stated on page 33 in the Proposed Mitigation Initiatives section. Vorse pointed out that the Limitations section states the city has the flexibility to add, delete or modify the hazard mitigation initiatives.
- 312 Councilmember Yund made a motion, seconded by Marcil to approve Resolution No. 2005-01, adopting the Hazard Mitigation Plan, on first reading. By roll call vote, unanimous 'Aye'.
- 329 Councilmember Smith made a motion, seconded by Skeie to approve the Cowlitz County Boundary Review Board appointment of Thuy Vo and send a letter to that effect. By roll call vote, unanimous 'Aye'.
- 333 Barbara Larsen, 2278 Larsen Lane SW, requests a second utility leak adjustment. Larsen explained that she encountered a second leak which has since been repaired.
- 355 Councilmember Smith made a motion, seconded by Skeie to approve a leak adjustment to Barbara Larsen, 2278 Larsen Lane SW, in the amount of \$10.08. By roll call vote, unanimous 'Aye'.
- 379 Councilmember Skeie made a motion, seconded by Smith to approve Cal Smith's request for a leak adjustment at Cascade Select Market in the amount of \$352.56. By roll call vote, unanimous 'Aye'.
- 399 Mayor Larsen adjourned regular session at 9:32 p.m. for a five-minute executive session to discuss personnel issues.
- 401 Mayor Larsen resumed regular session at 9:53 p.m. There being no further business, the meeting was adjourned.

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Mayor Barbara Larsen

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Clerk-Treasurer