

## CALL TO ORDER

Mayor Paul Helenberg called the March 23, 2015 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, Lee Kessler, Earl Queen, Mike Davis and Ellen Rose.

## PRESENTATION

Police Officer Charlie Worley presented certificates of recognition to Mistie Butler and Christopher Lange for their crime prevention efforts. Officer Worley stated these citizens were instrumental in providing information to police officers. This information aided officers in the arrest of three individuals for vehicle prowls and the recovery of a large amount of stolen property. Officer Worley noted that citizens who call or provide information to Castle Rock Police help to make the department's job easier. Worley added that quick thinking and a simple phone call can sometimes make a major difference. Mr. Lange complimented the police officers for their quick response to this call.

## BUSINESS FROM THE FLOOR

1. Tom Horsley, requested city council to consider improvements to the crosswalk lights located at the intersection of A Street SW and First Avenue. He stated the lights do not work all of the time and pedestrians cannot see when they are flashing. Horsley recommended council replace the lights with similar ones used in school crosswalk areas. Vorse stated earlier today he received notice of Mr. Horsley's concerns. The solar batteries were just replaced on the lighting units; but it may appear that other issues are depleting the batteries and further investigation will be done tomorrow.

In answer to Councilmember Kessler's question, City Engineer Mike Johnson stated the lights are an MUTCD manual traffic control approved device. There are other options for pedestrian light systems and those will be evaluated with the State Route 504 sidewalk improvement project.

## DEPARTMENT/COMMITTEE REPORTS

1. Mayor Helenberg stated that attorney Nicole Tideman was assigned to investigate issues concerning the zoning designation for property owned by Mr. Dick Moore on Maddux Road. Zoning was developed as a result of property being annexed into the city. Ms Tideman summarized that when zoning was being developed for the newly annexed area; efforts were made by staff to retain existing uses. When the final zoning map was published; Mr. Moore's property was shown to be included in the Mixed Use Zone; however that parcel of property was always used for single family use. Tideman stated she contacted the city's former planner, T.J. Keiran. She said that Keiran indicated the map line may have been drawn incorrectly on the final official map; which would be an administrative error. Tideman stated to the north of Moore's property is residential use

and to the south is the Mixed Use District. In her conversation with Keiran, he did recall that Mr. Moore had indicated an intent to build a single family home on that property and that the property prior to the annexation was used for single family use. Tideman stated city council could provide directive to correct the administrative error on the final official zoning map.

Councilmember Teter made a motion, seconded by Davis to correct the city's official zoning map to include the Moore property (denoted as Parcel #309110100, 151 Maddux Road) in the area zoned as Single Family Residential, instead of Mixed Use. By roll call vote, unanimous 'Aye'.

2. Public Works Director Dave Vorse noted staff has been working to update the city's Shoreline Master Plan ordinance, as required by law. A draft plan has been developed and is ready for review by both the city Planning Commissioners and City Council. Vorse requests city council consider scheduling a joint workshop to review, or make corrections to the draft. The final product must be adopted by the end of June, because that is when State funding expires for this project. Vorse suggested the date of May 18<sup>th</sup> for the workshop date; providing the consultant and Planning Commissioners are able to attend. By consensus, councilmembers stated they would be able to attend on that date. Vorse noted that Washington State Department of Ecology has already reviewed the draft numerous times and the draft includes their comments and changes.
3. City Engineer Mike Johnson reported a public meeting was held to discuss State Route 504 Sidewalk project. He noted the city received mostly positive comments on the project. He noted that Mr. Horsley also attended that meeting and discussed concerns over the type of pedestrian crossing light devices being considered. All public comments received at that meeting will be taken into consideration as the final plans are being developed.
4. Clerk-Treasurer Ryana Covington provided city council with a copy of the Cash and Investment Activity report for February 2015. She noted the Street Construction Capital Fund and the Street Fund have negative balances. The Street Construction Capital Fund balance will be resolved when grant reimbursements are received. The Street Fund balance will be resolved when the interfund loan, recently approved by city council, is completed.
5. Mayor Helenberg noted the Sand and Misery Benefit Run had a good turnout. Beneficiaries from this event include North County Recreation and the Boys Scouts.
6. Councilmember Kessler reported that the police department has received reimbursement from the Department of Justice bulletproof vest grant program for vests that were purchased in 2014. Kessler stated Chief Heuer is requesting city council roll

those funds back into the uniform allowance line item.

Councilmember Kessler made a motion, seconded by Queen to roll back \$950 into the police department uniform allowance line item for bulletproof vests. In answer to Councilmember Teter's question, this would increase the police department uniform allowance line item an additional \$950. By roll call vote, unanimous 'Aye'.

7. Councilmember Queen reported he attended the March Chamber of Commerce meeting. He also attended the 911 Council meeting. Queen noted there may be an increase of approximately \$17,000 for dispatch services being considered.
8. Councilmember Davis thanked Nancy Chennault and her Bloom Team volunteers for maintaining the existing landscape and planters and for developing and planting baskets and new plants for this year.
9. Nancy Chennault, Cowlitz Economic Development Council (CEDC) representative reported that CEDC employee Alice Dietz provided Castle Rock Chamber of Commerce with a report on the State Route 504 corridor planning project. This project is being spearheaded by CEDC.

Chennault also reported Castle Rock Community Development Alliance (CRCDA) board has approved establishment of a website, with links to the city and chamber of commerce websites. The CRCDA website will include the commercial and industrial inventory report completed by Eric Hovee.

Chennault stated that fourteen High School students from the Horticulture class will travel to Oregon to visit large retail and wholesale operations to learn about the business of agronomics. This trip was sponsored by donations from Castle Rock Senior Center, Castle Rock Chamber of Commerce, Kelso Rotary and US Cellular. Students will then make presentations to those organizations to share their experiences.

The Bloom Team planted more red tulips and also planted all of the flowering street basket planters. A video presentation is also being developed for the national America In Bloom program highlighting work done by city volunteers. Chennault added that she has been asked to do a presentation in California for Proven Winners. The presentation will focus on the how Proven Winners has positively impacted Castle Rock. Proven Winners has been one of the city's corporate sponsors for the Castle Rock America In Bloom project. In addition, this presentation will serve as a marketing tool for Castle Rock.

1. Councilmember Queen made a motion, seconded by Rose to approve the minutes to the March 9, 2015 regular council meeting. By roll call vote, Councilmembers Davis and Teter abstained. Councilmembers Kessler, Queen and Rose voted 'Aye'. Motion passed.

#### OLD BUSINESS –

1. Councilmembers considered projects to be included in the city's Cowlitz County Rural Public Facility grant application. Project #1/ Grant amount of \$217,500 to include completing enhancements in the commercial districts which include provision of Wi-Fi services to businesses and their customers, provide external sound system in the commercial district, provide LED color controlled lighting on all downtown buildings and request \$60,000 debt payoff from prior county loan obligations and continuation of implementation of the city's marketing plan. Project #2/Grant amount of \$135,000 to construct restroom facilities at the north end riverfront trailhead. Applications are due to Cowlitz County by March 26<sup>th</sup>. Councilmember Teter asked if those funds could be used to upgrade the former Exhibit Hall building. Vorse stated funds cannot be used for planning or design and there was not enough information on building code requirements for this grant cycle. An engineer or architect will be needed to obtain those cost estimates. Councilmember Kessler made a motion, seconded by Davis to submit both grants applications for funding consideration through Cowlitz County Rural Public Facility. By roll call vote, unanimous 'Aye'.

#### NEW BUSINESS

1. Councilmembers reviewed proposed Resolution No. 2015-01, a resolution deeming certain items as surplus. Items were from the Exhibit Hall building and also from Public Works. Vorse noted the first eight items listed on Attachment 'A' are from the Public Works Department. He stated values for those items were estimated at scrap metal prices and range in value from \$50 to \$500 based on the item. He noted if the auction price does not provide the value he has determined for the item; Vorse stated he would sell it as scrap. In answer to Councilmember Kessler's question, Vorse stated the city has made every effort to located prior owners (or descendants) for the items left from the Exhibit Hall Society. In addition, the city has contacted Cowlitz Historical Society and Cowlitz County Tourism to see if they would be interested in some of the items. Vorse noted that Doug Parker, former President of the Exhibit Hall Society is also assisting the city in trying to locate owners. If there are any items that are claimed, the city will remove that item and return it to family. Vorse stated that items denoted as #68 and #84 will be removed from the surplus list, because prior owners have recently claimed those items. It is the city's intent to return items from the Exhibit Hall back to the original owners. Councilmember Kessler made a motion, seconded by Davis, to approve Resolution No. 2015-01, a resolution providing for the disposal of certain inventory items deemed to be surplus, on first reading. By roll call vote, unanimous 'Aye'.

2. City Council received a request from the Castle Rock Library Board asking councilmembers to submit a request to voters for a one-year operating excess tax levy to be run as part of the Primary Election. The board also requests city council also submit the same request to voters at the General Election, if the vote fails in the Primary Election. Councilmember Kessler made a motion, seconded by Davis to approve Resolution No. 2015-02, a resolution asking qualified voters of the city to fund by Special Excess levy the furnishing of library services to the citizens of Castle Rock, on first reading. By roll call vote, unanimous 'Aye'.
  
3. Mayor Helenberg informed councilmembers that Officer Jeff Gann submitted a letter to Chief Heuer dated August 28, 2014 advising he has enrolled in a degree program for Criminal Justice Administration through Lower Columbia College. He is requesting consideration for reimbursement for future courses in the amount of \$1,640.10. In answer to Councilmember Davis' question, Covington stated the mayor told her that Chief Heuer did not submit this to the mayor last August because there was a concern over budget issues within the police department. Covington stated if this training was not included in the current police department budget and if city council approves the expenditure; a budgetary amendment may be required at year end. Councilmembers were provided with a copy of the city's Personnel Policy Manual, Section VII Benefits section ( E ) Educational Assistance and a copy of the current Police Collective Bargaining Agreement, Article 18 Educational & Certification and a copy of Appendix A of the Collective Bargaining Agreement showing approved certificates. Covington stated the mayor requested this be included on the agenda for council consideration and action. Councilmember Davis stated he supported any education, within reason, that will improve the city's employees, even if it exceeds current adopted funds.

Councilmember Davis made a motion, seconded by Queen to approve the request in the amount of \$1,640.10.

Discussion: Councilmember Kessler thought that Chief Heuer was not certain if this expense would come from the training budget, or if there was another fiscal source to pay for this cost. Covington stated the cost is considered a training expense and would be allocated to the Police Department budget. Councilmember Kessler voiced concern that this expense would take up most of the 2015 police training budget.

Councilmember Queen suggested council defer any decision until the next council meeting. Councilmember Teter stated he would support the expense if the cost could be absorbed in the current budget. Councilmember Davis said, if the motion passes, there will need to be a budgetary amendment at the end of this year.

Vote on the motion: unanimous 'Aye'.

4. Councilmembers reviewed an engineering service proposal from Gray & Osborne to prepare a bid package for the city's sewer repair and maintenance project; at an estimate cost of \$6,929. City Engineer Mike Johnson stated this proposal includes

sewer repairs on Mallory Street and also work on other identified sewer line segments for removal of roots and grease. Vorse stated the city has already applied to Rural Development for a loan to complete this work. He noted it is important to get this work done before the county begins chip sealing. Covington questioned the timing for this approval, since the city's loan has not yet been approved by RDA and the loan conditions may not allow for payments of contracts to be secured prior to securing the funding. Vorse suggested council approval would not create any large issues in his budget; noting that city council could approve contingent on RDA loan and completion of the bond.

Councilmember Teter made a motion, seconded by Davis to approve the engineer's proposal in the amount of \$6,929, contingent on RDA funding approval. By roll call vote, unanimous 'Aye'.

5. Nancy Chennault announced that the America In Bloom judges will be in Castle Rock to evaluate the city on July 24<sup>th</sup> and 25<sup>th</sup>.
6. Councilmember Kessler stated Chief Heuer has contacted him and requested council consider increasing the chief's salary. Within the 2015 Police Collective Bargaining Agreement, if the sergeant fills in for the chief in a temporary capacity; the contract allows for a percentage increase in the sergeant's hourly rate. With this increase, the sergeant would be earning a higher hourly rate than what the adopted chief's position is paid. For this reason, the chief is requesting council consider a salary adjustment for his position. Covington stated the Police Collective Bargaining contract allows for those officers working in a higher classification to receive a percentage increase for those hours worked. Those filling in as chief receive a 15% increase in their base hourly rate for hours worked in that capacity.

Mayor Helenberg stated should review all department supervisor salary pay. Councilmembers Teter and Rose suggested council wait on this issue until the next budget cycle. Councilmember Kessler requested this issue be included on the next council agenda for further discussion. He stated this would allow councilmembers to review contracts and speak with the chief prior to the next meeting.

#### ADJOURNMENT

There being no further business, Mayor Paul Helenberg adjourned the regular meeting at 8:15 p.m.

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Mayor Paul Helenberg

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Clerk-Treasurer Ryana Covington