

CALL TO ORDER

Mayor Paul Helenberg called the July 8, 2013 regular meeting of the Castle Rock City Council to order at 7:32 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

1. Paul Youmans, Director of Pathways 2020 distributed copies of the Cowlitz County Community Report Card 2013, which evaluates economic and social determinates within the county that influence the health of the people and communities. Mr. Youmans thanked councilmembers for their ongoing support of Pathways 2020 program goals, through their support of Cowlitz-Wahkiakum Council of Governments and also the city's commitment for trail and park infrastructure improvements. Determinates used for evaluation within this report include economic vitality, education, access to healthy foods, health, social cohesion and access to physical environment. Each of these sections concludes with a 'call to action' to promote ideas for improvement for individuals, groups and communities. The full report can be accessed from their website located at www.pathways2020.org

Mayor Helenberg thanked Mr. Youmans and the Pathways 2020 board for their good work within the community.

2. Carey Mackey, representing Red Canoe Credit Union, requested council permission to place signs on city right-of-way from July 29th through August 16th for their third annual Fill The Canoe School Supply Drive. This campaign has resulted in over 1000 pounds of school supplies each year being donated to local schools. As in the previous campaigns, Red Canoe will again match the amount donated. Councilmembers noted the signage is the same as in previous years. By consensus, councilmembers approved the request for placing the event signage on city right-of-way for the dates noted at both the north and south entryways.

DEPARTMENT REPORTS**Public Works Director David Vorse**

1. Provided an update on the city's Public Works Trust Fund application, DNR Land Swap project and the city's efforts to obtain State Capital budget funding for residential streets.

Vorse stated he has received an e-mail from Amber York, Senior Legislative Assistant to Representative Orcutt. She noted there does not appear to be any provisional language included in the State's budget for the land swap project. Ms York also advised there does appear to be a \$504,000 appropriation for the city to be used on residential streets. This appropriation can be found in Section 1078 of Senate Bill 5035. Vorse

stated the \$350,000 Public Works Trust Fund application to fund water main upgrades was not funded because the State eliminated all of appropriation of Public Works Trust Fund for use in the State General Fund to balance their biennium budget.

Vorse stated he still needs to confirm the city's appropriation. If the city is to take advantage of those street funds, councilmembers must determine how utility infrastructure upgrades are to be funded. In answer to Councilmember Pingree's question, Vorse stated he would assume that the appropriation funds would need to be spent by the end of the State biennium. He noted that councilmembers may need to prioritize which water mains to do, or they may need to decide if pursuing other funding loan options would better benefit the city. Councilmember Teter recommended the city research the option of applying for Rural Development loan funds to pay for the water main upgrades.

Councilmembers noted the next Castle Rock Transportation Benefit District meeting is scheduled for July 22, 2013 at 6:30 p.m. in the Castle Rock Senior Center.

Vorse stated due to RCW limitations of the use of public works personnel for projects, the city may need to contract out those utility main upgrades.

2. Councilmember Pingree suggested the city consider doing something to assist with traffic control at Lion's Pride Park during July 4th events. It was noted that each year several private individuals bring their own fireworks to ignite at the park on July 4th; which attracts spectators to the area. This year Mayor Helenberg and Councilmember Pingree noted the park was very congested with spectators and create a traffic issue for motorists. The mayor asked Chief Heuer to evaluate traffic control options for next year.

COUNCIL AND AD HOC COMMITTEE REPORTS

Mayor Paul Helenberg

Mayor Helenberg and Councilmember Pingree were present at Lions Pride Park to enjoy the July 4th fireworks. Councilmember Pingree suggested the city consider placing portable toilets at the park next July 4th to accommodate the additional park users. Mayor Helenberg noted this is not a city-sanctioned event and the usage is by private individuals.

Councilmembers

Councilmember Pingree will be attending a CARE Coalition meeting next week.

CONSENT AGENDA

1. Councilmember Rose made a motion, seconded by Queen to approve the minutes of the June 24, 2013 Regular Council Meeting. By roll call vote, Councilmember Davis

abstained, with the remaining councilmembers voting 'Aye'. Motion passed.

2. Councilmember Rose reported that she has audited the June expenditures presented for payment. She recommended the city develop a policy for credit card use, including elimination of the US Bank credit card issued to Chief Heuer. Covington stated this existing credit card was authorized by previous the mayor, Barbara Larsen. Mayor Helenberg stated the city clerk has been researching policies for such a program. Councilmember Rose also requested the Humane Society of Cowlitz County provide a quarterly report to the city council to accompany their invoice. At the minimum, the quarterly report should include information on the number of dog licenses issue, impounds and tickets issued. Councilmember Teter agreed with this request and requested the director attend a council meeting to provide information on their service to the city. Councilmember Queen stated the city could not afford running their own Humane Society; when considering the need for an impound facility, veterinary care and patrol. Mayor Helenberg stated he would send a letter to the director.

Councilmember Teter made a motion, seconded by Pingree to approve payment of June invoices in the amount of \$534,191.15, as described in the Fund Transaction Summary Report as check numbers 23620 through 23669 for payroll, check numbers 43915 through 43996 for general expenses, EFT Payroll 6/300/2013 for taxes and adjustment number 287. By roll call vote, unanimous Aye.

OLD BUSINESS

1. Councilmember Queen made a motion, seconded by Pingree to adopt Resolution 2013-04, a resolution adopting the Six Year Transportation Plan (2014-2019), on second reading. By roll call vote, unanimous Aye.
2. Councilmember Pingree made a motion, seconded by Queen to adopt Resolution 2013-05, a resolution amending the Six Year Transportation Plan (2013-2018) as originally adopted by Resolution No. 2012-06 to include current data for the Huntington Avenue South project outlined in the original plan. On second reading, By roll call vote, unanimous Aye.

NEW BUSINESS

1. Castle Rock Seventh Day Adventist Church provided a written request to place signage on city right-of-way, August 29th through September 11th to inform the public of their upcoming movie event entitled 'Forks Over Knives'. This movie promotes nutritional alternative lifestyles and will be shown September 8th and 9th in the Castle Rock Middle School cafeteria. The request included information on signage material, size, support anchoring and proposed location. Councilmember Rose stated she does not support usage of the city right-of-way for these types for signs. She felt this was event was

better placed on the city Reader Board as it is not a benefit to the entire community, such as the Red Canoe event. Councilmember Pingree noted that according to the city attorney, if the city allows signage on city right of way; they cannot make their decision based on content. Councilmember Rose asked if the mayor is still convening the committee to develop a policy for placement of signs on city right of way. The mayor noted the committee needs to reconvene to complete this task. By consensus, Councilmembers Pingree, Queen and Davis approved the request to place signage on city right or way. Councilmember Teter remarked that the city needs to develop a policy for such usage, however consented to the request as presented.

2. Public Works Director Dave Vorse requested that the issue for accepting the Cowlitz Street Project as complete be tabled.
3. Councilmember Pingree made a motion, seconded by Rose to approve Resolution No. 2013-06, a resolution asking qualified voters to fund by Special Excess Levy the furnishing of public library services to the citizens of Castle Rock and will submit the following question: Whether or not a Special Excise Levy on real property shall be had for the purpose of funding library services to the citizens of Castle Rock during the year 2014, on first reading. Covington noted this resolution is for the General Election; a subsequent resolution was passed by city council to place the issue on the Primary Election. In answer to Mayor Helenberg's question, Covington stated she does not know how much it will cost to be included on the General Election.

In discussion, Councilmember Teter stated he felt this process was highly inefficient. He stated if ongoing funding for the library is needed, a library district should be formed. Mayor Helenberg suggested Councilmember Teter contact Tom Quigley from the Library Board to discuss this further.

By roll call vote on the above motion; unanimous 'Aye'.

4. Councilmembers reviewed the quote provided by Ventek International to provide an alternative merchant processor interface through Ventek's Interim Gateway Services (IGS) for processing credit card payments from the boat launch pay station. The cost would be 5¢ per transaction and the interface will be required for a period of four to six months until a permanent interface can be developed by Ventek. This became an issue when Ventek's merchant processor, IP Commerce, discontinued service with Ventek International effective June 30th. Notice of this issue was received by the city on June 20th when Ventek International offered this alternative. Covington stated she has been coordinating communication between Ventek International, IGS and Heritage Bank in an effort to resolve this issue. Currently any credit card payments are being held by Ventek until the processor situation is resolved.

Councilmember Rose made a motion, seconded by Pingree to approve entering into the agreement with Ventek International for the IGS processing system at a cost of 5¢ per transaction, as outlined on their July 1, 2013 quote. By roll call vote, unanimous 'Aye'.

5. Librarian Vicki Selander proposed an amendment to the Assistant Librarian job description to better describe the required duties. Selander stated the position is part-time, at an hourly rate of \$9.30/hour; not to exceed twelve hours per week.

Councilmember Teter made a motion, seconded by Pingree to approve the amended job description for Assistant Librarian as presented and to amend the 2013 Salary Schedule to include this position at the rate denoted. By roll call vote, unanimous 'Aye'.

EXECUTIVE SESSION

Mayor Helenberg adjourned regular session at 8:12 p.m for a five minute Executive Session to discuss a personnel issue. Council action may follow when regular session resumes.

Mayor Helenberg resumed Regular Session at 8:17 p.m.

ADDITIONAL BUSINESS

1. Councilmember Pingree made a motion, seconded by Davis to approve hiring of two temporary part-time employees for the Public Works Department; positions not to exceed 70 hours per month, for a period of four months. By roll call vote, unanimous 'Aye'.

In answer to Covington's question, Mayor Helenberg stated the rate of pay would be \$11.00 per hour.

2. Public Works Director Dave Vorse recommended that a letter be sent to Representative Orcutt thanking him for his support of the city's street projects. Mayor Helenberg requested that Vorse prepare the letter for the mayor's signature.
3. In answer to Councilmember Rose's question, Mayor Helenberg stated Vorse, Councilmember Rose, and city attorney Frank Randolph will serve on the Signage Committee to develop recommendations for city policy. Mayor Helenberg asked Rose to keep him informed of their progress.

ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 8:23 p.m.

Mayor Paul Helenberg

Clerk-Treasurer Ryana Covington