

CALL TO ORDER

Mayor Paul Helenberg called the December 10, 2018 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: Art Lee, Lee Kessler, Earl Queen, Paul Simonsen and Ellen Rose.

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

DEPARTMENT REPORTS

City Attorney Frank Randolph

-received a draft of an agreement for Prosecuting Attorney with Hanigan Law Office, PS, today. The current Prosecuting Attorney, Fred Johnson, will continue to provide services until an agreement is in place. Hanigan Law Office, PS, has agreed to the same terms as the current agreement, with a likely increase in 2020.

Police Chief Scott Neves

-spoke about the investment the city has in Officer Zimmerman: finished field training in eight weeks and is now on solo patrol; usual length is 13 weeks. We started this process a little over a year ago with testing in background, polygraphs, psychological and offered Officer Zimmerman the position. He went to almost six months of training at the academy, which is intensive. Six individuals dropped out of the academy. Officer Zimmerman was exposed to a lot of different and interesting calls during his field training and did very well.

-Festival of Lights; turned out well. Attendance was around 7,000 this year, as compared to 3,000-4,000 last year.

Officer Zimmerman

-started process with Castle Rock as a reserve officer. The background process was stressful, but was fortunate to get into the academy quickly on June 5th in Burien, WA. Training is spread out throughout the entire academy; must pay attention the entire time in order to pass all tests. Lost six individuals, several who felt the need to cheat. The remaining class came together a lot stronger than in the beginning following the departure of those individuals. Went through entire training and started field training and saw cases he'd never seen before. Field training was unique due to the types of calls received. Tonight is night three of solo patrol and it is going well.

-the last week of academy, the class is asked to vote for the classmate they would want to have back them up on any call from the simplest to the most intense. Officer Zimmerman received the "Patrol Partner" award. Chief Neves stated this is a high honor to receive it out of 30 individuals in the class. Officer Yeager had also received this award when he attended the academy. Chief also stated that Officer Zimmerman is dedicated and invested in the community just as the city is investing in him and expects to see a long career.

-Councilmember Rose stated Officer Zimmerman was very good to work with on call she had.

-Chief Neves added that it's hard to find people who can do this career. Other local agencies are currently down a number of positions and Cowlitz County has attempted to poach Officer Zimmerman, along with other agencies. Mayor Helenberg stated he is proud of Officer Zimmerman for staying in Castle Rock. Officer Zimmerman stated Castle Rock is his dream come true and plans on staying.

Public Works Director Dave Vorse

-Festival of Lights; good weather and good cooperation from everyone. Had a report from the manager that ran the parade that everyone was patient and cooperative. Spectators were stacked 6-7 deep on the sidewalks. Festival of Lights committee is having a debriefing meeting December 18th and will discuss how they can make this better and safer. Reports came in that this was like a "Hallmark

Christmas". Sound system was received very well. Proud of the Public Works crew and volunteers who all made this possible.

City Engineer Tom Gower

- update on the Huntington Ave S Overlay Project: only remaining items are the pavement patches (repairs). Working with the contractor, but it is weather dependent and may take time to get completed.
- update on Powell Rd Overpass Washout Repair Project: continuing to work with WSDOT to determine exact erosion control requirements and they would like repair work done on the approach slab where it meets the existing bridge.
- Festival of Lights; family attended and really enjoyed it.

Council and Ad Hoc Committees

Mayor Paul Helenberg

- Festival of Lights; great turnout.
- attended Lodging Tax Advisory Committee (LTAC) meeting last week with Councilmember Rose. It appears the Castle Rock Chamber will receive \$15,000 for operations of the Visitor Center, \$9,300 for the Festival of Lights and another \$10,000 for the Chamber to host some concerts in the summer of 2019. He thanked Cowlitz County and the committee.
- Employee Luncheon this Wednesday at noon at Public Works.

CRCDA Representative Nancy Chennault

(Chennault is unable to attend tonight, but Public Works Director Dave Vorse gave a report.)

- thanks the council for sponsoring the America in Bloom competition for 2019.
- invited to participate in the international competition, but declined – not ready to go global, but it was nice to be considered.
- orders for flowers for the containers was sent in to Proven Winners; it's a contribution from Proven Winners in an amount more than \$2,200 worth of flowers that they send us and we only pay for the freight, around \$213.
- landscape will be completed by the reader board as soon as the weather is suitable, hopefully before Christmas. Dr. Reiny Ayoub has taken ownership of the City Hall landscape.
- still collecting donations for the arch at the historical timber grove at the Visitor Center. Marti Bozart and John Keatley are working on the design and the sign.
- weed block and landscape fabric was laid down just north of the entrance feature on Huntington Ave S. Expecting to plant in the spring.
- still working on the Ken Davis Memorial Garden, which is in the planning stage.
- wants to thank the America in Bloom activity that provided all the greenery including the swags and different things for the Festival of Lights and Buck and Darlene Miller for their material.

PUBLIC HEARING

Mayor Helenberg closed regular session at 7:46 PM to convene a Public Hearing to take public testimony on the proposed budget for fiscal year ending December 31, 2019, including a proposed 3% increase in water, sewer and stormwater utility rates. No public comment was offered. Mayor Helenberg closed the Public Hearing at 7:46 PM and resumed regular session.

CONSENT AGENDA

Mayor Helenberg stated the Agenda should begin to be approved by Council at the start of each meeting and the Consent Agenda should be processed through one motion, instead of individual motions for each item. These changes will not take effect this meeting.

1. Councilmember Queen made a motion, seconded by Kessler to approve the minutes to the November 26, 2018 Regular Council and Public Hearing Meeting. By roll call vote, unanimous 'Aye'.
2. Councilmember Lee reviewed the November 2018 invoices prior to the meeting. He noted no discrepancies. Councilmember Kessler made a motion, seconded by Queen to approve the November 2018 invoices in the amount of \$443,506.16 as described on the Fund Transaction Summary Report and further described as adjustment number EFT 632-11/2018, EFT 633-11/2018, EFT 634-11/2018, and check numbers 49839 through 49907 for general expenditures; and adjustment numbers EFT Payroll Draw 11/15/18, NACHA Draw Batch #1973178, EFT Payroll 11/30/18, NACHA November Pay Batch #1979437; and check numbers 25388 through 25406 for payroll expenditures. By roll call vote, unanimous 'Aye'.

OLD BUSINESS

1. Results from the dredge spoils quantitative assessment: There is 470,000 cubic yards assessed, although we haven't had a chance to verify to see how close they believe this number is. A Request for Proposal (RFP) has been rough drafted. There are several requirements included in the proposal, including, but not limited to, final elevation, haul road maintenance, non-contaminated stock pile dirt must be spread, maintain truck tire wash area and must comply with other conditions as lined out in "West Side Dredge Spoil" permit application. The request for proposal cannot be processed prior to the finalization of the ownership of the land. Public Works Director Dave Vorse stated once the ownership transfers, the information will be collected and brought to Council for their decision on moving forward with any recommendations. Mayor Helenberg stated he knows there is one company interested in purchasing all of the spoils and the quantitative assessment eliminates the need to keep track of every load. Vorse added that a condition of the RFP could be to have a final quantitative assessment completed. All revenue is for the DOT Spoils Site Fund. Council approved to move forward on this project by consensus.
2. Public Works Director Dave Vorse stated there were three engineering firms that filed Statement of Qualifications (SOQ). All three were reviewed and evaluated equally based on criteria that was created prior to the evaluations. Based on the evaluations, only one firm was unanimously agreed upon to interview. An interview with Gibbs & Olson was conducted and took twice as long as anticipated; very thorough interview. Vorse confirmed with Councilmember Lee, as he wasn't able to attend the interview, that we would propose to move forward with asking Gibbs & Olson to provide a contract for services that will come before Council in January for continuation of engineering services from 2019 – 2022.
3. Councilmember Kessler made a motion, seconded by Queen to approve Ordinance No. 2018-10, an ordinance amending the budgetary appropriations and authorizing an interfund loan for fiscal year ending December 31, 2018 for the City of Castle Rock, Washington for DOT Spoil Site and Swimming Pool Construction Funds, on second reading. By roll call vote, unanimous 'Aye'.
4. Councilmember Queen made a motion, seconded by Lee to approve Ordinance No. 2018-11, an ordinance amending the budgetary appropriations and authorizing an interfund loan for fiscal year ending December 31, 2018 for the City of Castle Rock, Washington to include the following funds: General (Executive Department, Finance, Parks, Planning, Non-Departmental), Building Department,

Visitor Center, Street Construction Capital, Water/Sewer Operating, Regional Sewer, and Regional Water Capital Improvement, on second reading. By roll call vote, unanimous 'Aye'.

5. Councilmember Queen made a motion, seconded by Rose to approve Resolution No. 2018-14, a resolution relating to setting rates and minimum charge for water and sewer services to City of Castle Rock customers, and amending Resolution No. 2017-08, on second reading. By roll call vote, unanimous 'Aye'.
6. Councilmember Queen made a motion, seconded by Kessler to approve Ordinance No. 2018-13, an ordinance amending, in part, City of Castle Rock, Washington, Municipal Ordinance No. 2016-12, stormwater management services by amending charges for all classifications, on second reading. By roll call vote, unanimous 'Aye'.
7. Councilmember Queen made a motion, seconded by Lee to approve Ordinance No. 2018-12, an ordinance adopting the budget of the City of Castle Rock, Washington for the fiscal year ending December 31, 2019, on second reading.

Councilmember Kessler stated as a reserve in the Police Department it makes him uncomfortable to bring this forward, but there is one thing in the budget that raises his concerns. He recalls there was a three-year replacement cycle adopted by Council some years ago. He understands with the current budget constraints we were unable to keep the three-year replacement cycle, but instead move to a five-year replacement cycle. With his background knowledge of fleet maintenance, he states the math doesn't pencil out very well to move to a five-year replacement cycle and he would like to see if we can fix that next year and see if we can prevent problems in three, four or five years from now.

Mayor Helenberg stated we looked hard at this item and the first proposal was to eliminate the purchase of the new vehicle from the General Fund and move it to the Local Criminal Justice Fund. On a three-year cycle, the annual payment is around \$23,000. General Fund is up enough to cover inflation on most items and cost-of-living increases. A lot of credit is due to Police Chief Scott Neves and Public Works Director Dave Vorse for cutting a tremendous amount from the General Fund expenses. Chief Neves cut back to 2018 expenses. Every year we hope the revenues will increase enough to cover more, but they only come up enough to cover the inflation factor. He doesn't want to see Council commit to something that ends up laying someone off.

Councilmember Kessler stated he wanted to bring this item up now, so that we can all be thinking of it for next year and proactively make decisions. Mayor Helenberg stated the budget affects him a lot as he knows how important the vehicles are among other things to the Police Department and that he doesn't feel we are funding the department the best we should and wishes we could find a way to do it better. This is the first budget process for Clerk-Treasurer Carie Cuttonaro, and she will be starting the process earlier for 2020, allowing for more opportunity to make those proactive decisions. Mayor Helenberg appreciated and thanked the Council for their input.

Vote on the motion above, unanimous 'Aye'.

NEW BUSINESS

1. Councilmember Queen made a motion, seconded by Kessler to adopt the Salary Schedule, effective January 1, 2019. By roll call vote, unanimous 'Aye'.

2. Councilmember Queen made a motion, seconded by Kessler to confirm appointment of District Court Judges Debra L. Burchett, John A. Hays, and M. Jamie Imboden as part-time judges of the Castle Rock Municipal Court. By roll call vote, unanimous 'Aye'.
3. Councilmember Queen made a motion, seconded by Rose to approve the consulting services agreement amendment with Gallagher Benefit Services. Services are for benefits management of the LEOFF I retiree Medicare supplemental medical insurance coverage. By roll call vote, unanimous 'Aye'.
4. Councilmember Kessler made a motion, seconded by Queen to approve the lease agreement with Ricoh USA. The current lease has expired and the new lease agreement is an increase of \$3.46 per month. By roll call vote, unanimous 'Aye'.
5. This item is tabled for the next regular meeting.
6. Councilmember Lee made a motion, seconded by Queen to cancel the regular council meeting scheduled for December 26, 2018. By roll call vote, unanimous 'Aye'. Next regular council meeting is January 14, 2019.

EXECUTIVE SESSION

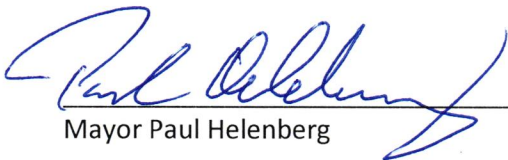
Mayor Helenberg adjourned regular session at 8:14 PM to convene a 5 minute Executive Session for the following issue: to evaluate the performance of a public employee per RCW 42.30.110 (1)(g). Executive Session attendees: Mayor Helenberg, Councilmembers Lee, Kessler, Queen, Simonsen and Rose, and City Attorney Frank Randolph. No action is anticipated following the Executive Session.

Mayor Helenberg reconvened regular session at 8:19 PM.

ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 8:19 PM.


Clerk-Treasurer Carrie Cuttonaro


Mayor Paul Helenberg