

CALL TO ORDER

Mayor Paul Helenberg called the January 14, 2019 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: Librarian Vicki Selander, Police Chief Scott Neves, City Attorney Frank Randolph, Public Works Director Dave Vorse, City Engineer Tom Gower, and Clerk-Treasurer Carie Cuttonaro.

BUSINESS FROM THE FLOOR

Gene Frymire, PH 10 Rd, received a phone call from a lady regarding the recycling bin area. The bins were evidently full when she tried to use them. She had also noted there was recycling strewn about. Public Works Director Dave Vorse stated Councilmember Rose has been involved with this issue. Councilmember Rose stated she has been taking pictures every day of the area and that Waste Control has reviewed the pictures. Some days are good and some days are not good. Waste Control stated their drivers are to be checking the area and straighten the area before they leave.

Frymire also inquired into the area under construction located at Cemetery Rd. He is concerned a house will be built in the area that has previously flooded. Mayor Helenberg stated the contractor has applied for a permit to build the house, and that he had previously applied for a fill and grade permit, but has withdrawn the fill and grade permit. The home site is outside the lines FEMA had drawn the flood zone. Councilmember Kessler asked City Attorney Frank Randolph what the City's liability would be if the home flooded. Public Works Director Dave Vorse stated the certification the City has is only within the dike, not the west side. He also stated the requirement for this home is that the ground floor elevation must be at least one foot above the closest 100 year flood elevation.

DEPARTMENT REPORTS

City Attorney Frank Randolph

- final report from Deb Burchett's indigent defense; Burchett did a good job handling the indigent defense.
- transition for prosecuting attorney from Fred Johnson to Stewart Feil is complete, without an increase in price.
- transition for indigent defense from Deb Burchett to Maryie Grimm is also complete, also without an increase in price.

Police Chief Scott Neves

- distributed operational briefing via email.
- received an AWC Grant in the amount of \$2,830 for reimbursement to offset costs for the Lexipol policy work.

Public Works Director Dave Vorse

- Christmas decorations have all been put away. Gearing up for construction the Server Room.

Clerk-Treasurer Carie Cuttonaro

- CEDC Annual Meeting Luncheon scheduled for February 7th. Currently, there are seven individuals registered, one spot remaining.

Council and Ad Hoc Committees

Councilmember Kessler

- hadn't received notification of the special meetings held in December. After close of business at the December 10th regular meeting, email hadn't been checked and a phone call had not been received.

Clerk-Treasurer Carie Cuttonaro apologized for the lack of communication and will be sure to place a phone call and leave a message at home in addition to the email notification.

Councilmember Simonsen

-attended the Southwest Washington Regional Transportation Planning meeting on December 12th. The trail was among the topics. This trail will start at Exit 57, hook into Castle Rock and continue on. They also had kudos for Public Works Director Dave Vorse for the work on the trail headed to Seaquest Park.

Mayor Helenberg

-appointed the following committee and department representatives for 2019:

2019 Committee and Departmental Appointments		
Council Liaison to City Departments		
Law Enforcement	Earl Queen	
Court	Lee Kessler	
Finance	Art Lee	
Library	Ellen Rose	
Parks/Public Works	Paul Simonsen	
Committee Appointments		Alternate
Mosquito Board	Paul Helenberg	
911 Authority Board	Scott Neves	
Lower Columbia Community Action Council	Paul Helenberg	
Emergency Management Advisory Committee	Paul Helenberg	
Cowlitz Public Health Advisory Committee	Ellen Rose	
Cowlitz-Wahkiakum Council of Governments (CWCOG)	Paul Helenberg	Dave Vorse, Carie Cuttonaro
Regional Transportation Planning Organization (TAC)	Dave Vorse	
Southwest WA Regional Transportation Planning (SWRTPO)	Paul Simonsen	
Regional Information Forum	Dave Vorse	Carie Cuttonaro
Cowlitz Economic Development Council	Paul Helenberg	
Watershed Management/Salmon Recovery Committee	Dave Vorse	Paul Helenberg
Regional Utility Board (2 Elected Reps)	Paul Helenberg	Art Lee
CDBG Home Rehab Committee	Ellen Rose	Art Lee
Chamber of Commerce	Paul Helenberg	Dave Vorse
CARE Coalition	Art Lee	Earl Queen
Housing Advisory Committee	Ellen Rose	
Vulnerable Adult Task Force	Scott Neves	
Public Information Officer (PIO)	David Vorse	
Audit Committee Members (3)		
	Meetings	Ellen Rose, Art Lee
	Signatures	Ellen Rose, Art Lee, Lee Kessler

CRCDA Representative Nancy Chennault (via Mayor Helenberg)

-planted around the reader board; hanging the flower baskets around town; getting ready to plant pansies; March 16th AmeriCorps will be at the boat launch and redo all the plants in the islands, including ground cover and rock.

AGENDA APPROVAL

Approval by consensus.

CONSENT AGENDA

1. Approve the minutes of the December 10, 2018 Regular Council and Public Hearing Meeting.
2. Approve the minutes of the December 21, 2018 Special Council Meeting.
3. Approve the minutes of the December 26, 2018 Special Council Meeting.
4. Approve the December 2018 invoices as described in the Fund Transaction Summary Report, in the amount of \$429,341.88, further described as adjustment number EFT 636-12/2018, EFT 638-12/2018, EFT 639-12/2018, EFT 640-12/2018, EFT 646-12/2018 and check numbers 49908 through 49993 for general expenditures; and adjustment numbers EFT Payroll Draw 12/15/18, NACHA Draw Batch #1985292, EFT Payroll 12/31/18, NACHA December Pay Batch #1990568, Uniform Allowance NACHA Pay Batch #1987311, Sick Buyout NACHA Pay Batch #1990754; and check numbers 25407 through 25425 for payroll expenditures.

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

Cuttonaro requested councilmembers allow staff to keep the Open Period active until January 18th. She stated staff would process payments for December invoices received between January 9th and the 18th, with an additional review by Councilmember Lee, and have a list to provide councilmembers at their next regular meeting. Approved by consensus.

OLD BUSINESS

none

NEW BUSINESS

1. This request is to redirect \$42,000 from the Cowlitz County Rural Development grant and loan funds originally provided for the Dougherty Dr Reclamation and Huntington Ave S Overlay projects, to the Boat Launch for the purpose of acquiring the local match required for the design phase of the RCO grant. Public Works Director Dave Vorse explained the Huntington Ave S Overlay project completed under budget and can allow the redirection of funds, if approved by the Cowlitz County Commissioners. If we don't have the design phase local match, we should stop with the request for construction funds from the RCO. Funds borrowed will be paid back by the Transportation Benefit District. This project is to assist in slowing down the current, preventing the sand from collecting on the ramps.

In response to Councilmember Kessler's question, Vorse stated in the design phase, we are only issued payments as a reimbursement for expenses incurred. We would not have to return any funds received during the design phase if the construction phase does not begin.

Councilmember Kessler made a motion, seconded by Rose to approve a redirection of \$42,000 in funds originally provided by the Cowlitz County Rural Development grant funds for the Dougherty Dr Reclamation and Huntington Ave S Overlay projects.

Mayor Helenberg noted this project includes the biological study we must complete to receive the 10 year maintenance permit. He also stated that since we haven't been out to bid on the Dougherty Dr Reclamation project, and there is a good chance this \$42,000 may need to be retracted and added to Dougherty Dr Reclamation project's funding allocation.

Motion carried by roll call vote on the motion above. Unanimous 'Aye'.

2. Councilmember Kessler made a motion, seconded by Queen to approve the Clerical Collective Bargaining Agreement. Motion carried by roll call vote, unanimous 'Aye'.
3. Councilmember Kessler made a motion, seconded by Queen to approve the Public Works Collective Bargaining Agreement. Motion carried by roll call vote, unanimous 'Aye'.
4. Councilmember Queen made a motion, seconded by Kessler to approve the Professional Engineering Services contract with Gibbs and Olson, Inc. Motion carried by roll call vote, unanimous 'Aye'.
5. Councilmember Kessler made a motion, seconded by Rose to approve Ordinance No. 2019-01, an ordinance of the City of Castle Rock, Washington amending the Castle Rock Municipal Code Title 5 Business Taxes, Licenses and Regulations and section 17.48.130 Home Occupations – Required Criteria of Title 17 Zoning, on first reading. Motion carried by roll call vote, unanimous 'Aye'.
6. City Engineer Tom Gower clarified Change Order #4 for the Huntington Ave S Overlay project is for deviations in excess of the tolerances of the completed surface for the HMA wearing course in three locations. Two are dips in the northbound lane. Since this was an overlay project that was bid without pre-level, the cost to repair these issues rests with the City. The third location is a driveway grade transition issue. The recommendation is to make the repairs. An additional location, the southbound joint, will also be repaired but at the contractor's expense. This change order is within budget.

Councilmember Kessler made a motion, seconded by Lee to approve Change Order #4 for the Huntington Ave S Overlay project. Motion carried by roll call vote, unanimous 'Aye'.

Note: Tape malfunction, so remaining meeting not recorded.

7. City Engineer Tom Gower explained Change Order #5 for the Huntington Ave S Overlay Project. This is an equitable adjustment for bid item 4-Crushed Surfacing Top Course and item 6-Crack Sealing. The bid items were used at less than 75% of the original bid quantity. Based on information provided, Gibbs and Olson, Inc. feels this adjustment is justified.

Public Works Director Dave Vorse stated that the project remains \$50,000 - \$60,000 under bid, including Change Order's #4 & 5.

Councilmember Simonsen made a motion, seconded by Rose to approve Change Order #5 for the Huntington Ave S Overlay project. Motion carried by roll call vote, unanimous 'Aye'.

ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 8:20 PM.



Mayor Paul Helenberg



Clerk-Treasurer Carie Cuttonaro