



CASTLE ROCK CITY COUNCIL AGENDA

Regular Meeting: Monday, June 13, 2022
7:30 PM

Location
Castle Rock Senior Center
222 Second Ave SW
Castle Rock, WA 98611

AGENDA

To join this meeting from your computer, tablet or smartphone: <https://global.gotomeeting.com/join/201632365>

To join this meeting using your phone: [+1 \(646\) 749-3112](tel:+16467493112) Access Code: 201-632-365 (Press *6 to speak)

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1. CALL TO ORDER

- a. Pledge of Allegiance
- b. Roll Call
- c. Changes to Agenda

2. PROCLAMATIONS & PRESENTATIONS

3. CITIZEN COMMENTS - please limit to 3 minutes

4. DEPARTMENT REPORTS

- City Attorney Frank Randolph
- Police Chief Charlie Worley
- Public Works Director Dave Vorse
- City Engineer Tom Gower
- Clerk-Treasurer Carrie Cuttonaro

5. COUNCIL AND AD HOC COMMITTEE REPORTS

- Mayor / Mayor Pro-Tempore / Councilmembers
- CRCDA Representative Nancy Chennault

6. PUBLIC HEARINGS

7. CONSENT AGENDA

- a. Approve the minutes of the May 23, 2022 Regular Council Meeting. (page 3-5)
- b. Approve the May 2022 invoices as described in the Fund Transaction Summary Report, in the amount of \$470,107.45. (page 6-7)

8. OLD BUSINESS

- a. Discussion regarding second readings on ordinances and resolutions.

9. NEW BUSINESS

- a. Request to extend Apprenticeship position as full-time Public Works Maintenance position

through December 31, 2022.

b. Police Department drone program.

c. Special Event Permit #2022-0019; Castle Rock Fair Parade; July 14, 2022 at 6:30 PM. Insurance has not been received. (page 8-13)

10. OTHER BUSINESS

11. ADJOURNMENT

NEXT REGULAR COUNCIL MEETINGS:

<u>2Q22</u>	<u>3Q22</u>	<u>4Q22</u>	<u>1Q23</u>
April 11	July 11	October 10	January 09
April 25	July 25	October 24	January 23
May 09	August 08	November 14	February 13
May 23	August 22	November 28	February 27
June 13	September 12	December 12	March 13
June 27	September 26	Tuesday, December 27	March 27

Non-Discrimination Statement: This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at https://www.ascr.usda.gov/sites/default/files/Complain_combined_6_8_12_508_0.pdf or at any USDA office, or call 866.632.9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to USDA, Office of the Assistant Secretary for Civil Rights, 1400 Independence Ave, SW, Stop 9410, Washington, DC 20250-9410 or email to program.intake@usda.gov or by fax (202) 690-7442.

Title VI: The City of Castle Rock ensures compliance with Title VI of the Civil Rights Act of 1964 and American Disabilities Act of 1990 by prohibiting discrimination against any person on the basis of race, color, national origin, sex or disabilities in the provision of benefits and services from its federal assisted programs and activities. If you need special accommodations to participate in this meeting, please contact Carie Cuttonaro at 360.274.8181 by 9:00 a.m. three days prior to the meeting.

City Council may add and take action on other items not listed on this Agenda.

1. CALL TO ORDER

Mayor Paul Helenberg called the regular meeting of the Castle Rock City Council to order at 7:30 PM.

a. Pledge of Allegiance

Mayor Helenberg led the Pledge of Allegiance.

b. Roll Call

Councilmembers present: Art Lee, Earl Queen, and Paul Simonsen. Councilmember Ellen Rose arrived at 7:32 PM. Councilmember Lee Kessler arrived at 7:39 PM.

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

c. Changes to Agenda

2. PROCLAMATIONS & PRESENTATIONS

a. Scholarship Presentation by Myron Nelson.

Myron Nelson presented the winners of the Castle Rock Senior Center Scholarships and the students presented their winning essays.

3. BUSINESS FROM THE FLOOR/PHONE

Lindy Campbell presented a letter to the Council written by Larry Crosby.

Janet Prince, Castle Rock Fair Board, submitted the Special Event Permit for the parade. Clerk-Treasurer Carie Cuttonaro provided a response.

4. DEPARTMENT REPORTS

- City Attorney Frank Randolph

- Police Chief Charlie Worley

Police Chief Charlie Worley gave verbal report.

- Public Works Director Dave Vorse

Public Works Director Dave Vorse gave verbal report.

- City Engineer Tom Gower

- Clerk-Treasurer Carie Cuttonaro

Clerk-Treasurer Carie Cuttonaro gave verbal report.

5. COUNCIL AND AD HOC COMMITTEE REPORTS

- Mayor / Mayor Pro-Tempore / Councilmembers

Mayor Paul Helenberg gave a verbal report.

Councilmember Lee Kessler provided comment regarding the use of credit cards for payments.

Clerk-Treasurer Carie Cuttonaro provided a response. Councilmembers Art Lee and Ellen Rose provided comment.

Mayor Helenberg requested research regarding credit card transactions in-house.

- CRCDA Representative Nancy Chennault

6. PUBLIC HEARINGS

7. CONSENT AGENDA

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

- a. Approve the minutes of the May, 9 2022 Regular Council Meeting. (page 3-5)

8. OLD BUSINESS

9. NEW BUSINESS

- a. Ordinance No. 2022-04, an ordinance amending a section of Castle Rock Municipal Code Chapter 9.21 Parades, Athletic Events and Other Special Events, increasing general liability insurance requirement. (page 6-7)

Clerk-Treasurer Carie Cuttonaro provided comment.

Councilmember Lee made a motion, seconded by Queen to approve Ordinance No. 2022-04.

Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.

- b. Ordinance No. 2022-05, an ordinance amending City of Castle Rock, Washington Municipal Code, sections 13.06.080 and 13.06.100 regarding fees and utility collection procedures.

AND

Resolution No. 2022-03, a resolution relating to setting the amount charged for miscellaneous fees for water and sewer account customers. (page 8-11)

Clerk-Treasurer Carie Cuttonaro provided comment.

Councilmember Lee Kessler provided comment. Clerk-Treasurer Carie Cuttonaro and City Attorney Frank Randolph provided a response.

Councilmember Rose made a motion, seconded by Lee to approve Ordinance No. 2022-05 and Resolution 2022-03. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.

10. OTHER BUSINESS

Mayor Paul Helenberg requested that discussion regarding the second reading of ordinances and resolutions be placed on the next agenda.

11. ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 8:17 PM.

Mayor Paul Helenberg

Clerk-Treasurer Carie Cuttonaro

As of this date, 6/13/2022, the Council by a majority vote, does approve payment of the vouchers included in the Fund Transaction Summary Report, and further described as:

General Expenditures

<u>Transaction Type</u>	<u>Description</u>	<u>Amount</u>	<u>Payment Date</u>
Adjustment/EFT	EFT#920-5/2022	7,533.95	5/24/2022
Adjustment/EFT	EFT#921-5/2022	175.09	5/4/2022
Claims	Check 53322	187.37	5/12/2022
Claims	Check 53323	2,000.00	5/17/2022
Claims	Check 53324 - 53336	58,239.73	5/31/2022
Claims	Checks 53337 - 53405	211,731.37	5/31/2022
		<u>279,867.51</u>	

Payroll Expenditures

<u>Transaction Type</u>	<u>Description</u>	<u>Amount</u>	<u>Payment Date</u>
Mid-Month Draw	Nacha # 651869	20,900.00	5/16/2022
Mid-Month Draw	Taxes	5,360.00	5/16/2022
EOM Payroll	Nacha # 660583	53,541.86	5/31/2022
EOM Payroll	Checks 26230 - 26244	59,523.00	5/31/2022
EOM Payroll	Taxes	25,052.75	5/31/2022
Accrued - Quarterly Payroll Tax		4,222.04	
		<u>168,599.65</u>	

TBD Expenditures

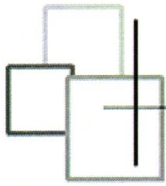
<u>Transaction Type</u>	<u>Description</u>	<u>Amount</u>	<u>Payment Date</u>
Adjustment/EFT		-	
Claims	Check 2056	21,640.29	5/31/2022
		<u>21,640.29</u>	

	<u>Amount</u>	<u>Payment Date</u>
Grand Total Expenditures	470,107.45	5/1/2022 - 5/31/2022
Fund Transaction Summary Report	470,107.45	
Balance Check (s/b -0-)	<u>-</u>	

Lee Kessler, Audit Committee Member

Art Lee, Audit Committee Member

Ellen Rose, Audit Committee Member



Fund Transaction Summary

Transaction Type: Invoice
Fiscal: 2022 - May - June - City Council
System Types: Cash Management, Financials, Payroll, Resources, UB2, Utility Billing

Fund Number	Description	Amount
010	General Fund	\$119,741.27
100	Street Fund	\$7,368.21
115	Building Code Account Fund	\$4,077.19
120	Visitor Center Fund	\$455.38
130	Library Fund	\$388.51
145	Local Criminal Justice Fund	\$142.23
170	DOT Spoil Site Fund	\$16,599.58
320	Street Construction Capital Fund	\$12,502.45
400	Water/Sewer Operating Fund	\$221,218.34
410	Regional Water System Fund	\$32,473.28
420	Stormwater Management Fund	\$7,633.74
435	Muni Water Capital Improvement	\$23,276.16
470	Muni Sewer Capital Imprv Reserve	\$502.20
475	Boat Launch Facility Fund	\$1,826.56
631	Utility Deposit Fund	\$74.69
632	Transportation Benefit District Fund	\$21,640.29
634	State Custodial Pass-Thru Fund	\$187.37
	Count: 17	\$470,107.45



Special Event Permit

Permit No. **2022-0019**

City of Castle Rock | Phone: 360.274.8181 | Fax: 360.274.4876 | www.ci.castle-rock.wa.us
Application must be made a minimum of **60 days** prior to event (30 if a prior annual event)

Contact Information

Organization/Sponsor Castle Rock Fair		Address/City/State/Zip PO Box 655 Castle Rock, WA 98611	
Contact Person Barbara Rider	Phone 360-274-4136	Email berider@cnl-net	
As contact person, are you authorized by the Organization/Sponsor to act on its behalf? ☒ YES ☐ NO		Address/City/State/Zip (if different from above) 325 Ogden Rd Castle Rock, WA 98611	
		Phone	Email
Are there other individuals authorized to act on behalf of the Organization/Sponsor? ☒ YES ☐ NO If yes, please provide their name and contact information: Brian Platt 503-572-0809			

Event Information

Event Name Castle Rock Fair Parade		Date(s) of event July 14, 2022		Estimated # of participants for event
Start Time 6:30 AM	End Time 7:30 AM	Setup Time 5:00 AM	Takedown Time 6:30 AM	Estimated # of volunteers for event 5
Is this an annual event? ☒ YES ☐ NO* Applicant may be required to collect approval signatures from neighboring or affected residents and/or business owners.				
Have you previously requested a permit for such activity? Yes			If yes, approximate date? July 2019	
Are participants required to pay a fee? NO			Are participants to make a donation? NO	
Will this event impede traffic? ☒ YES ☐ NO		Follow traffic, pedestrian and bike laws? ☒ YES ☐ NO		Utilize sidewalks only? ☐ YES ☒ NO
Details of event (Please include a detailed map showing location of event and copies of any proposed brochures, posters, flyers, or mailings you desire to use to advertise this event. Additionally, please identify on the map where volunteers will be placed to assist with this event. Include additional pages if needed to fully explain details.)				

Type of Use

Type of use requested ☒ Parade ☐ Street Closure ☐ Street Sale ☐ Athletic Run/Walk ☐ Block Party ☐ Other _____				
Where is use requested? ☐ Park area*/where? _____ ☐ Park building*/which one? _____ ☐ Private property/where? _____ ☐ Other _____				
*Note: If planning to use a park area or building, please contact the Public Works Department at 360.274.7478 for any additional forms required for the use of a park area or building.				
Please check all that apply to this event: ☒ Requesting closure/impediment of a street or public right-of-way. (Please attach a map and mark location.) ☐ Requesting to erect structure(s)/tent(s). Number and location _____ ☐ Planning to serve food/drink. If yes, including alcohol beverages? ☐ YES ☐ NO ☐ This event involves political or religious activity intended primarily for the communication or expression of ideas. ☐ Participants will be required to pay a fee. ☐ Participants will be asked to make a donation.				
Permit holders are responsible for cleanup of debris in connection with their activities.				

City Assistance Requested

Public Works Division (example: street closure, signage, signal adjustment, facility availability, additional sanitation/garbage, restrooms) - Explain	Police Department (example: traffic, patrol, security) - Explain
Building/Planning Division (example: electrical, temporary structures) - Explain	Other - Explain

Insurance Information

The City does not maintain insurance that will respond to claims against the applicant arising out of the use of facilities by the applicant, its members, or those attending the event. Depending on the type of event you are planning, and the activity and risk level of your group, you may be required to obtain bodily injury and property damages liability insurance in accordance with City policy, name the City as an additional insured on the policy, and be responsible for obtaining said insurance. After reviewing this application, the City will determine whether you must obtain liability insurance.

Agreement

Depending on the type of event planned, you may be required to defend, indemnify and hold harmless the City, its agents, employees and officials, while acting within the scope of their duties, from all causes of action, demands and claims, including the cost of their defense, arising in favor of the organization, the organization's employees or third parties on account of personal injuries, bodily injuries, death, or damage to property arising out of the acts or omissions of the organization, its employees or representatives, concessionaires of the event or any other person or entity, except for liability caused due to the sole negligence of the City. After reviewing this application, the City will determine whether you must indemnify the City and its agents.

By my signature I state that I am authorized to obligate the above-titled Organization/Sponsor, including financially, for any statements or requests made herein.

Applicant Name (please print) <i>Barbara Rider</i>	Applicant Signature <i>Barbara Rider</i>
Organization/Title <i>Castle Rock Fair, Treasurer</i>	Date <i>5-23-'22</i>

Add additional information on separate sheets as needed.

City Use Only

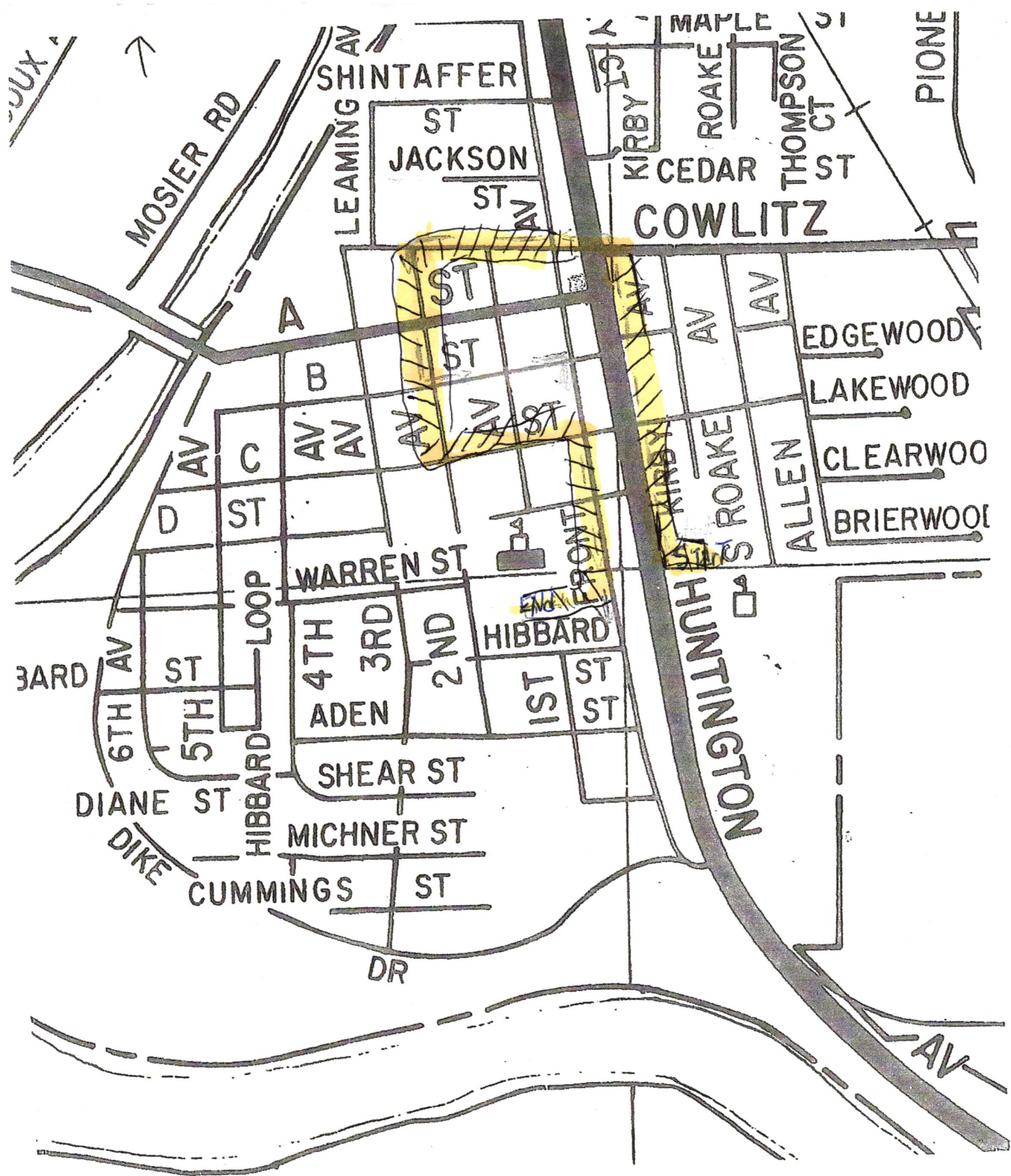
Other permits required in conjunction with this permit:

☐ Electrical ☐ Fire, Life & Safety ☐ Parks ☐ Other: _____

Fees/Payments/Refunds

	Fee(s)	Initial(s)	Date(s)
Deposit(s)			
Permit(s)			
Facility Use/Rental(s)			
Admission Tax(es)			
Additional Costs			
TOTAL PAID			
TOTAL REFUND / DUE			

Proof of insurance required? ☐ Yes ☐ No	Bond Required? ☐ Yes ☐ No
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Received

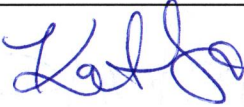
MAY 24 2022

Castle Rock
Finance

Special Event Signature Collection Sheet

Event: CASTLE ROCK FAIR PARADE Date: JULY 14, 2022 Time: 6:30 PM to _____

By signing this paper, I am stating that I am either in favor or against the above listed event. Please write clearly.

Name	Signature	Business	Address	In Favor	Not in Favor
CF Pharmacy			117 1st Ave	X	
CMGDA			113 1st Ave SW	X	
Jennifer Wyott	Jennifer Wyott	PT Northwest	51 cowlitz st.	X	
Business 1 tax		Tax office	47 cowlitz	X	
Oasis		BAM	123 Front St	X	
PNW Sandwiches Becca Ward		PNW Sandwiches	41 cowlitz w	X	
Karl Germ	OKayed By Phone	Gernunson SURVEYING	33 Cowlitz w	X	

Received

MAY 24 2022

Castle Rock
Finance

Special Event Signature Collection Sheet

Event: CASTLE ROCK FAIR PARADE Date: July 14, 2022 Time: 6:30pm to _____

By signing this paper, I am stating that I am either in favor or against the above listed event. Please write clearly.

Name	Signature	Business	Address	In Favor	Not in Favor
Amy Claypool	Amy Claypool	CASTLE ROCK AUTO LICENSING	2 Cowlitz St. West	✓	
Kari Hurstitt	Kari Hurstitt	Greener Futures	10 Cowlitz St West	✓	
Jenny Carroll	Jenny Carroll	Vault Books & Brew	20 Cowlitz St.	✓	
Xylee Pope	Xylee Pope	Parwell Farms	32 Cowlitz St	✓	
Lori Morris	Lori Morris	Superior LED Lighting	38 Cowlitz St	✓	
Nathan Eiche	Nathan Eiche	Bredfield's Hardware	102 Cowlitz St W	✓	
Jana Gann	Jana Gann	Knotty Stitches	105 Cowlitz	✓ yay!	

Special Event Signature Collection Sheet

Event: Castle Rock Fair Parade Date: July 14, 22 Time: 6:30pm to _____

By signing this paper, I am stating that I am either in favor or against the above listed event. Please write clearly.

Name	Signature	Business	Address	In Favor	Not in Favor
Britni Landers	<i>Britni Landers</i>	Farmers Insurance	31 Cowlitz St W	✓	
Soren Vorse	<i>Soren Vorse</i>	Pellin Floral Works	1011 front Ave S W	✓	
Patricia LaBauer	<i>Patricia LaBauer</i>	NAPA - Sunset Auto Parts	105 Huntington Ave S	✓	
Maggie Bauma	<i>Maggie Bauma</i>	Crosscut Taproom	21 Cowlitz St W	✓	
LINDA MOODY	<i>Linda Moody</i>	The Hook	28 Cowlitz St W	✓	
Maggie Bauma	<i>see above</i>	Style Ash	front Ave S W	✓	

Received

MAY 24 2022

Castle Rock
Finance