CASTLE ROCK City Council | **Regular Council Meeting**
February 13, 2023

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, Lee Kessler, Earl Queen, Paul Simonsen, and Ellen Rose.

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

c. Changes to Agenda

2. PROCLAMATIONS & PRESENTATIONS

a. Mayor Paul Helenberg was presented a Recognition Award in appreciation for his service as the Cowlitz-Wahkiakum Council of Governments Chair in 2022. (page 4)

3. CITIZEN COMMENTS - maximum 3 minutes

4. DEPARTMENT REPORTS

- City Attorney Frank Randolph
- Police Chief Charlie Worley
- Public Works Director Dave Vorse

  1. Open House Meetings for Flood Plan will be held at several locations, dates and times and will include the Department of Natural Resources located at 601 Bond Rd on Thursday, February 16 from 10:00 AM to 12:00 PM. (page 5-6)

  Public Works Director Dave Vorse gave a verbal report.

- City Engineer Tom Gower
- Clerk-Treasurer Carie Cuttonaro

5. COUNCIL AND AD HOC COMMITTEE REPORTS

- Mayor / Mayor Pro-Tempore / Councilmembers

Mayor Helenberg gave a verbal report.
Lee Kessler provided comment.

- CRCDA Representative

Mayor Helenberg gave a verbal report.

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 January 23, 2023 Regular Council Meeting. (page 7-9)

b. Approve the January 2023 invoices as described in the Fund Transaction Summary Report in the amount of $702,117.50. (page 10-11)

8. OLD BUSINESS

a. Ordinance No. 2023-01, an ordinance of the City of Castle Rock relating to Home Occupations amending the City's Title 17 Zoning Code to add and amend sections to the 17.48 Supplementary Use Provisions Chapter. Amending the City's Home Occupation Ordinance Section 17.48.120 through Section 17.48.150 to include an applicability subsection, a prohibited home occupation uses subsection, adding an exempt subsection, to Chapter 17.48.120 Home Occupations; and subsection for criteria to Chapter 17.48.130 Home Occupations. This includes the removal of Section 17.48.140 Home Occupations in Accessory Buildings and removal of Section 17.48.150 Home Occupations - Fronting Residential Arterial Streets. (page 12-51)

City Planner Malissa Paulsen presented.
Mayor Helenberg commented.
Councilmember Queen made a motion, seconded by Lee to approve Ordinance No. 2023-01. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.

b. Ordinance 2023-02, an ordinance relating to Short Term Rentals amending the City's Title 5 Business Taxes, Licenses and Regulations to add Chapter 5.57 Short Term Rentals, to include Section 5.57.010 Purpose, 5.57.020 Definitions, 5.57.030 General Requirements, 5.57.040 Application Requirements, 5.57.050 Rental Type and Density Requirements, 5.57.060 Development Standards, 5.57.070 Term of the Annual Permit and License, 5.57.080 Violation and Repeat Offenses, 5.57.090 Denial of Application for a Short Term Rental, 5.57.100 Appeal, and 5.57.110 Severability. (page 52-94)

City Planner Malissa Paulsen presented.
Councilmember Queen made a motion, seconded by Lee to approve Ordinance 2023-02. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.

9. NEW BUSINESS

a. Annual Spring Clean-Up Event; CRCDA requests City sponsorship to pay costs of printing forms and flyers not to exceed $500 including tax.

Councilmember Kessler made a motion, seconded by Rose to approve CRCDA's request. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.

b. Professional Services Agreement renewal with Shea, Carr & Jewell, Inc. (SCJ Alliance) to provide on-call planning services on a time and materials basis, with an automatic renewal up to five years. (page 95-105)

Councilmember Lee provided comment.
Councilmember Kessler made a motion, seconded by Lee to approve the Professional Services Agreement renewal with Shea, Carr & Jewell, Inc. (SCJ Alliance). Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.

c. Gibbs & Olson, Inc. Authorization No. 2023-001 for Exit 48 Sewer Force Main Extension, in the amount of $73,300. (page 106-110)

City Engineer Tom Gower presented.
Mayor Helenberg provided comment.
Councilmember Kessler made a motion, seconded by Queen to approve Gibbs & Olson, Inc. Authorization No. 2023-001. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.

d. Gibbs & Olson, Inc. Authorization No. 2023-002 for Sanitary Sewer Inspection Prioritization in the amount of $24,100. (page 111-113)

City Engineer Tom Gower presented.
Councilmember Kessler made a motion, seconded by Rose to approve Gibbs & Olson, Inc. Authorization No. 2023-002. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.

e. Exit 48 Waterline Extension Project - Construction Contract Award

City Attorney Frank Randolph provided comment.
City Engineer Tom Gower provided comment.
Councilmember Kessler made a motion, seconded by Rose to award the construction contract to Tapani Inc., contingent on City Attorney Frank Randolph's approval as to form. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.

f. Request to increase the City's credit card umbrella limit from $75,000 to $100,000.

Clerk-Treasurer Carie Cuttonaro presented.
Councilmember Rose made a motion, seconded by Queen to approve the request to increase the City's credit card umbrella limit. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.

g. Ordinance No. 2023-03, an ordinance amending a section of Castle Rock Municipal Code Chapter 9.21 Parades, Athletic Events and Other Special Events, adding additional option for General Liability Insurance requirement. (page 114-117)

Clerk-Treasurer Carie Cutttonaro presented and provided comment.
Councilmember Lee provided comment.
City Attorney Frank Randolph provided comment.
Councilmember Rose provided comment.
Mayor Heleneberg provided comment.
A citizen provided comment.
Councilmember Kessler provided comment.
This item was tabled.

h. Request to purchase a modular restroom for the North Trailhead in the amount of $95,355, not including tax. (page 118-124)

Mayor Helenberg provided comment.
Public Works Director Dave Vorse presented.
Councilmember Kessler provided comment.
Councilmember Kessler made a motion, seconded by Rose to approve the request to purchase a modular restroom. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.

i. Resolution No. 2023-01, a resolution of the City Council of the City of Castle Rock, Washington adopting the 2022 - 2027 Cowlitz County Solid Waste Management Plan and Moderate Risk Hazardous Waste Management Plan. (page 125)

Public Works Director David Vorse provided comment.
Councilmember Kessler made a motion, seconded by Rose to approve Resolution No. 2023-01. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.

10. OTHER BUSINESS

Mayor Helenberg stated the Cowlitz County Economic Development Council is having its annual meeting, so the City has purchased one table for up to eight people.

11. ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 8:18 PM.

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Mayor Paul Helenberg Clerk-Treasurer Carie Cuttonaro