



**CITY OF ILWACO  
CITY COUNCIL MEETING  
Monday, August 10, 2015**

**6:00 p.m. REGULAR COUNCIL MEETING**

**AGENDA**

**A. Call to order**

**B. Flag Salute**

**C. Roll Call**

**D. Approval of Agenda**

**E. Consent Agenda**

All matters, which are listed within the consent section of the agenda, have been distributed or made available for review to each member of the council prior to the meeting. Items listed are considered routine and will be enacted with one motion unless a council member specifically requests it to be removed from the Consent Agenda to be considered separately. The staff recommends the approval of the following items:

1. Approval of Minutes (TAB 1)
  - a. July 27, 2015 Regular Meeting
2. Claims & Vouchers (TAB 2)
  - a. Checks: 38078 to 38085 + electronic payments \$40,995.84
  - b. Checks: 38086 to 38121 \$36,655.60

GRAND TOTAL: \$77,651.44

**F. Reports**

1. Staff Reports (TAB 3)
  - a. Police Chief Report
2. Council Reports
3. Mayor's Report

**G. Comments of Citizens and Guests Present**

At this time, the mayor will call for any comments from the public on any subject not on the agenda. Please limit your comments to five (5) minutes. The City Council does not take any action or make any decisions during public comment. To request an item be added to a future agenda, please contact the city clerk for the council rules of procedure for agenda items.

**H. Business**

1. Burglar & Fire Alarm Systems Ordinance (TAB 4) – *Cassinelli*

**I. Discussion**

1. Ordinance Defining the Duties of the City Clerk and City Treasurer (TAB 9) – *Cassinelli*
2. Water Treatment Plant Improvements Project Close Out (TAB 10) – *Cassinelli*
3. Department of Health Contract Amendment – Watershed Grant (TAB 11) – *Cassinelli*

**J. Correspondence and Written Reports**

1. Letter of Interest for Planning Commission Seat 5
2. Minutes from Planning Commission Regular Meeting August 4, 2015

**L. Future Discussion/Agendas**

1. Comp Plan Update – *City Clerk*
2. Email Options – *Karnofski*
3. Neighborhood Preservation Ordinance - *Cassinelli*
4. Home Occupations – *City Clerk*
5. CUP Extensions – *City Clerk*
6. Ordinance Amending Title 8 – Health and Safety – *Cassinelli*
7. Amendment of the Critical Areas Ordinance No. 614 – *Cassinelli*
8. Fence Height - *Jensen*

**M. Adjournment**

**N. Upcoming Meetings**

| COUNCIL/COMMISSION      | PURPOSE         | DAY      | DATE                 | TIME         | LOCATION              |
|-------------------------|-----------------|----------|----------------------|--------------|-----------------------|
| City Council            | Regular Meeting | Monday   | 08/10/15<br>08/24/15 | 6:00<br>p.m. | Community<br>Building |
| Planning Commission     | Regular Meeting | Tuesday  | 09/01/15             | 6:00<br>p.m. | Community<br>Building |
| Parks & Rec. Commission | Regular Meeting | Tuesday  | 08/11/15             | 6:00<br>p.m. | Ilwaco Fire<br>Hall   |
| Port/City Meeting       | Regular Meeting | Thursday | 08/20/15             | 5:00<br>p.m. | Port Meeting<br>Rm    |



**CITY OF ILWACO  
CITY COUNCIL MEETING  
Monday July 27, 2015**

**A. Call to Order**

1. Mayor Cassinelli called the meeting to order at 6:00pm.

**B. Flag Salute**

1. The Pledge of Allegiance was recited.

**C. Roll Call**

1. Present: Mayor Cassinelli and Councilmembers Jensen, Karnofski, Marshall, Chambreau, and Forner.

**D. Approval of Agenda**

1. **ACTION: Motion to approve agenda with the following additions; to add Discussion Item Number 2, Contract for Planning Services and move Agenda Item I Executive Session to after Discussion Item Number 2. (Jensen/Karnofski) 5 Ayes 0 Nays 0 Abstain.**

**E. Approval of Consent Agenda**

1. Including Checks 38042 to 38044 + Electronic totaling \$22,589.76 and Checks: 38045 to 38077 totaling \$164,333.36 for a grand total of \$186,923.12  
**ACTION: Motion to approve the consent agenda. (Karnofski/Marshall). 5 Ayes 0 Nays 0 Abstain.**

**F. Reports**

**1. Staff Reports**

**i. Treasurer's Report**

Included in agenda items.

**ii. Fire Chief Report**

Burn ban is still in effect.

**iii. Police Chief Report**

No report at this time.

**iv. Parks and Recreation**

Met with Earl Miller to discuss what types of trees to plant along the fence at City Shop. Still working on finalizing the plan and sourcing the trees. The upper section of Josh's Trail is complete, there is still a bit of work to be done to the technical trail features that are on the side of the trail, but for the most part is complete. Josh's connector construction will begin after the bridge that needs to

be built is complete. Grant for City Park was funded through the state and Parks and Rec has 60 to 90 days to come up with funds for the match to the grant. Meeting with RCO Grant manager to discuss a plan, meeting with the playground rep on Wednesday to discuss play structures and equipment, workshop on Wednesday night with Parks and Recreation commission. Also, thank you to City Council for moving the amendment to Parks and Rec Ordinance into business at tonight's meeting and hopes that passes.

**v. City Clerk Report**

Garrett Phillips with CREST has recommended a meeting with Nadia Gardner from Columbia Land Trust to discuss DOH and DOE grants, Weyerhaeuser harvest plans, future acquisitions, and ROW income opportunities. A meeting will be planned in the upcoming weeks.

**vi. City Attorney**

No report at this time.

**2. Council Reports**

- i.** Councilmember Jensen noticed that Black Lake water level is decreasing (maybe 18" – 2' in the last 6 weeks) and the Elodea is getting out of control again. Reminded council that we have an agreement with the cranberry growers for water and the level should be monitored to ensure the city can provide the water flow when it is needed. Mayor Cassinelli requested City Staff contact Ilwaco High School and make sure they are not using the lake water for watering the practice fields at the high school.
- ii.** Councilmember Karnofski congratulated Parks and Recreation Commission on accomplishments.
- iii.** Councilmember Marshall has begun work on updating the position descriptions with the Personnel Committee which is a difficult job, but has located the Federal pay system descriptions which will be very helpful. Supervisory positions will still be the most challenging.
- iv.** Councilmember Chambreau was asked by the Chinook Observer to write a response to the article from The New Yorker which has received a lot of press and attention for the potential of tsunamis in our region. Special attention was given to the event timeline, and Councilmember Chambreau is of the opinion that the science behind the frequency of events was incorrect, and should be reconsidered.
- v.** Councilmember Forner thanked councilmember Chambreau for sharing the original article. He is however concerned that there is not more attention given to this at the federal, state or local levels to deal with this sort of emergency. We should have more drills and emergency preparation considerations given to this issue.

**3. Mayor's Report**

- i.** Mayor Cassinelli attended the Timberland Regional Library board meeting at the Ilwaco Timberland Library and thanked the board for continuing their involvement in the city. Also attended the CREST Board meeting. The Exit Conference for our scheduled state audit has been set for August 7, 2015 at 3pm.

## **G. Comments of Citizens and Guests Present**

1. Dave Shurtleff, partial owner of the Ilwaco Tuna Club/Tre-Fin Foods introduced himself and his businesses to council. The business is located on Howerton Way in the old building he believes was formerly the Raven & Finch Wine Club. It has been a year under construction with the building. He listed the business activities as including; commercial tuna harvesting and processing, bed and breakfast upstairs, and they house the Ilwaco Tuna Club. “Long, hard haul to build the building and to be where we are at right now, and I think we are pretty good with where we are at right now” but he is concerned that he has not been welcomed to the business community in the appropriate manner and would like the Mayor to personally welcome him and his business to the port. Mr. Shurtleff stated that the city planner, Ryan Crater, “was really good trying to get our permits” and “I know we may have to get some more permitting down the road here” and for whatever reason the contract was terminated, Mr. Crater did issue the bed and breakfast permit prior to that termination. Mr. Shurtleff felt that there has been rumors and gossip within the community and wants to have the Mayor speak directly to him regarding any issues the Mayor has with the business. He closed in saying that he wants to have “a good time here in Ilwaco” and he feels that he “is being harassed”.

## **H. Oath of Office**

1. Parks and Recreation Commission Seat 2.  
The Oath of Office was recited by Matthew Lessnau.

## **I. Business**

1. **City of Ilwaco Investment Policy**  
**ACTION: Motion to adopt the Ordinance delegating authority for the investment of city funds as part of the Ilwaco Municipal Code. (Marshall/Chambreau) 5 Ayes 0 Nays 0 Abstain**
2. **Amend Ordinance No. 777 Parks and Recreation Commission**  
**ACTION: Motion to enact Ordinance XXX amending Ordinance 777, which increases the number of non-resident commission seats. (Karnofski/Forner) 5 Ayes 0 Nays 0 Abstain**

## **J. Discussion**

1. **Burglar & Fire Alarm Systems Ordinance**  
Some edits were provided by Councilmember Marshall. Councilmember Chambreau asked if there is a current fee structure for permitting burglar and fire alarms within the city. Some municipalities have a yearly permit for these types of alarms. The Police Chief was given a copy of the ordinance for review. **ACTION: Move to business at the next meeting.**
2. **Contract for Planning Services**  
Council reviewed the agenda item information and had questions needing addressed through an Executive Session.

**ACTION: Discussion Item Tabled.**

**K. Executive Session**

1. **Motion to close regular meeting and enter into an Executive Session per RCW 42.30.110 (i) which shall last 20 minutes. Regular meeting was closed at 6:22 p.m. and the Executive Session was opened.**
2. **At 6:42 p.m. it was announced that the Executive Session would last an additional 10 minutes.**
3. **At 6:53 p.m. it was announced that the Executive Session would last an additional 5 minutes.**
4. **At 6:58 p.m. it was announced that the Executive Session would last an additional 5 minutes.**
5. **At 7:04 p.m. the Executive Session ended and the Regular meeting was re-opened.**

**L. Correspondence and Written Reports**

1. Email regarding Fireworks from Bruce Peterson

**M. Future Discussion/Agendas**

1. Beachdog.com Hosting Renewal and Email Options – *Karnofski*
2. Neighborhood Preservation Ordinance - *Cassinelli*
3. CUP Extension – *City Planner*
4. Ordinance Amending Title 8 – Health and Safety – *Cassinelli*
5. Amendment of the Critical Areas Ordinance No. 614 – *City Planner*
6. Fence Height - *Jensen*

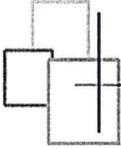
**N. Motion to adjourn the meeting (Jensen) Mayor Cassinelli adjourned the meeting at 7:06 p.m.**

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Mike Cassinelli, Mayor

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Holly Beller, Deputy City Clerk



# Register

| Number                | Name                          | Fiscal Description            | Amount             |
|-----------------------|-------------------------------|-------------------------------|--------------------|
| 38078                 | Fero, Jimmie W                | 2015 - August - First meeting | \$1,259.65         |
| 38079                 | Gardner, Daryl W              | 2015 - August - First meeting | \$1,840.46         |
| 38080                 | Jensen, David                 | 2015 - August - First meeting | \$181.91           |
| 38081                 | Williams, Thomas R            | 2015 - August - First meeting | \$991.23           |
| 38082                 | AWC - Life Insurance          | 2015 - August - First meeting | \$13.40            |
| 38083                 | AWC Employee Benefit Trust    | 2015 - August - First meeting | \$5,340.25         |
| 38084                 | Dept of Retirement - Def Comp | 2015 - August - First meeting | \$280.00           |
| 38085                 | Dept of Retirement Systems    | 2015 - August - First meeting | \$8,119.03         |
| Beller, Holly Celeste | ACH Pav - 1580                | 2015 - August - First meeting | \$1,461.04         |
| Benson, Austin        | ACH Pav - 1581                | 2015 - August - First meeting | \$1,135.97         |
| Cassinelli, Michael   | ACH Pav - 1582                | 2015 - August - First meeting | \$423.96           |
| Chambreau, Jon H.     | ACH Pav - 1583                | 2015 - August - First meeting | \$181.91           |
| Forner, Gary          | ACH Pav - 1585                | 2015 - August - First meeting | \$399.55           |
| Gray, Richard Roy     | ACH Pav - 1587                | 2015 - August - First meeting | \$2,479.12         |
| Gustafson, David M.   | ACH Pav - 1588                | 2015 - August - First meeting | \$1,723.73         |
| Hazen, Warren M.      | ACH Pav - 1589                | 2015 - August - First meeting | \$1,975.30         |
| Marshall, Fred        | ACH Pav - 1591                | 2015 - August - First meeting | \$181.91           |
| Mc Kee, David A       | ACH Pav - 1592                | 2015 - August - First meeting | \$1,915.15         |
| Mulinix, Vinessa      | ACH Pav - 1593                | 2015 - August - First meeting | \$181.11           |
| Richardson, Troy      | ACH Pav - 1594                | 2015 - August - First meeting | \$1,619.92         |
| Smith, Ariel          | ACH Pav - 1595                | 2015 - August - First meeting | \$1,265.39         |
| Staples, Terri P      | ACH Pav - 1596                | 2015 - August - First meeting | \$434.86           |
| EFT 8-5-15            | U.S. Treasury Department      | 2015 - August - First meeting | \$6,715.99         |
| EFT 8-5-15            | Discovery Benefits            | 2015 - August - First meeting | \$875.00           |
|                       |                               |                               | <b>\$40,995.84</b> |

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Ilwaco, and that I am authorized to authenticate and certify said claims.

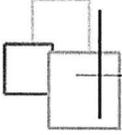
\_\_\_\_\_  
Treasurer

38078 through 38085 and electronic payments totalling \$40,995.84 are approved this 10th day of August, 2015.

\_\_\_\_\_  
Council member

\_\_\_\_\_  
Council member

\_\_\_\_\_  
Council member



# Register

Fiscal: 2015  
Deposit Period: 2015 - August  
Check Period: 2015 - August - First meeting

| Number                     | Name                                | Print Date | Amount             |
|----------------------------|-------------------------------------|------------|--------------------|
| <b>Bank of the Pacific</b> | <b>8023281</b>                      |            |                    |
| <b>Check</b>               |                                     |            |                    |
| <u>38086</u>               | A & E Security Solutions, Inc.      | 8/10/2015  | \$568.65           |
| <u>38087</u>               | A Sparkling Castle                  | 8/10/2015  | \$455.00           |
| <u>38088</u>               | A WorkSAFE Service, Inc             | 8/10/2015  | \$35.00            |
| <u>38089</u>               | ABECO Office Systems                | 8/10/2015  | \$53.48            |
| <u>38090</u>               | Austin Benson                       | 8/10/2015  | \$12.00            |
| <u>38091</u>               | Beach Batteries, Inc                | 8/10/2015  | \$177.86           |
| <u>38092</u>               | Cartomation, Inc.                   | 8/10/2015  | \$50.00            |
| <u>38093</u>               | Chinook Observer                    | 8/10/2015  | \$256.80           |
| <u>38094</u>               | City of Ilwaco                      | 8/10/2015  | \$2,555.13         |
| <u>38095</u>               | City of Long Beach                  | 8/10/2015  | \$15,261.69        |
| <u>38096</u>               | Clatsop Power Equip Inc             | 8/10/2015  | \$196.79           |
| <u>38097</u>               | CREST                               | 8/10/2015  | \$469.55           |
| <u>38098</u>               | D J Witmer Company                  | 8/10/2015  | \$169.86           |
| <u>38099</u>               | Dennis CO                           | 8/10/2015  | \$568.97           |
| <u>38100</u>               | Englund Marine Supply Inc           | 8/10/2015  | \$689.42           |
| <u>38101</u>               | Fastenal Company                    | 8/10/2015  | \$126.24           |
| <u>38102</u>               | Goulter Diamond Bar Ranch           | 8/10/2015  | \$1,300.00         |
| <u>38103</u>               | Heather Reynolds, Attorney          | 8/10/2015  | \$1,314.00         |
| <u>38104</u>               | Home Depot Credit Services          | 8/10/2015  | \$3,556.25         |
| <u>38105</u>               | IFOCUS Consulting Inc.              | 8/10/2015  | \$360.00           |
| <u>38106</u>               | John Deere Financial                | 8/10/2015  | \$1,082.23         |
| <u>38107</u>               | Kris Kaino                          | 8/10/2015  | \$412.00           |
| <u>38108</u>               | Kubwater Resources Inc.             | 8/10/2015  | \$1,374.94         |
| <u>38109</u>               | LEAF                                | 8/10/2015  | \$130.00           |
| <u>38110</u>               | Nancy McAllister                    | 8/10/2015  | \$412.00           |
| <u>38111</u>               | Oman & Son                          | 8/10/2015  | \$1,211.39         |
| <u>38112</u>               | Peninsula Sanitation Service, Inc.  | 8/10/2015  | \$565.34           |
| <u>38113</u>               | Purchase Power                      | 8/10/2015  | \$500.00           |
| <u>38114</u>               | Sid's IGA                           | 8/10/2015  | \$32.79            |
| <u>38115</u>               | Sunset Auto Parts Inc.              | 8/10/2015  | \$1,013.46         |
| <u>38116</u>               | Troy Richardson                     | 8/10/2015  | \$87.00            |
| <u>38117</u>               | Verizon Wireless                    | 8/10/2015  | \$95.49            |
| <u>38118</u>               | Wadsworth Electric                  | 8/10/2015  | \$831.10           |
| <u>38119</u>               | Walter E. Nelson Co. of Astoria     | 8/10/2015  | \$287.39           |
| <u>38120</u>               | William R. Penoyer, Attorney at Law | 8/10/2015  | \$412.00           |
| <u>38121</u>               | Wirrkala Radio-TV                   | 8/10/2015  | \$31.78            |
|                            | <b>Total Check</b>                  |            | <b>\$36,655.60</b> |
|                            | <b>Total 8023281</b>                |            | <b>\$36,655.60</b> |
|                            | <b>Grand Total</b>                  |            | <b>\$36,655.60</b> |

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Ilwaco, and that I am authorized to authenticate and certify said claims.

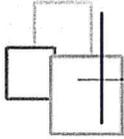
Treasurer

38086 through 38121 totalling \$36,655.60 are approved this 10th day of August, 2015.

\_\_\_\_\_  
Council member

\_\_\_\_\_  
Council member

\_\_\_\_\_  
Council member



# Voucher Directory

| Vendor  | Number             | Reference                                   | Account Number | Description                          | Amount          |
|---|--------------------|---|----------------|--------------------------------------|-----------------|
| <b>A &amp; E Security Solutions, Inc.</b>       | <b>38086</b>       |   |                | <b>2015 - August - First meeting</b> |                 |
|   |                    | Invoice - 8/5/2015 11:18:53 AM              |                |                                      |                 |
|   |                    | 133281                                      |                |                                      |                 |
|   |                    | 001-000-000-514-20-31-00                    |                | Office & Operating Supplies          | \$113.73        |
|   |                    | 001-000-000-522-10-31-00                    |                | Office & Operating Supplies          | \$113.73        |
|   |                    | 101-000-000-543-30-30-00                    |                | Office And Operating                 | \$113.73        |
|   |                    | 401-000-000-534-00-31-00                    |                | Operation & Maintenance              | \$113.73        |
|   |                    | 409-000-000-535-00-31-01                    |                | Operations And Maintenance           | \$113.73        |
|   |                    | <b>Total Invoice - 8/5/2015 11:18:53 AM</b> |                |                                      | <b>\$568.65</b> |
|   | <b>Total 38086</b> |   |                |                                      | <b>\$568.65</b> |
| <b>Total A &amp; E Security Solutions, Inc.</b> |                    |   |                |                                      | <b>\$568.65</b> |
| <b>A Sparkling Castle</b>                       | <b>38087</b>       |   |                | <b>2015 - August - First meeting</b> |                 |
|   |                    | Invoice - 7/29/2015 9:48:44 AM              |                |                                      |                 |
|   |                    | 001-000-000-514-20-31-00                    |                | Office & Operating Supplies          | \$80.00         |
|   |                    | 001-000-000-522-10-31-01                    |                | Training/Attendance                  | \$40.00         |
|   |                    | 001-000-000-572-50-41-00                    |                | Custodian Library                    | \$335.00        |
|   |                    | <b>Total Invoice - 7/29/2015 9:48:44 AM</b> |                |                                      | <b>\$455.00</b> |
|   | <b>Total 38087</b> |   |                |                                      | <b>\$455.00</b> |
| <b>Total A Sparkling Castle</b>                 |                    |   |                |                                      | <b>\$455.00</b> |
| <b>A WorkSAFE Service, Inc</b>                  | <b>38088</b>       |   |                | <b>2015 - August - First meeting</b> |                 |
|   |                    | Invoice - 8/3/2015 12:21:42 PM              |                |                                      |                 |
|   |                    | 211907                                      |                |                                      |                 |
|   |                    | 409-000-000-535-00-20-00                    |                | Employee Benefits                    | \$35.00         |
|   |                    | <b>Total Invoice - 8/3/2015 12:21:42 PM</b> |                |                                      | <b>\$35.00</b>  |
|   | <b>Total 38088</b> |   |                |                                      | <b>\$35.00</b>  |
| <b>Total A WorkSAFE Service, Inc</b>            |                    |   |                |                                      | <b>\$35.00</b>  |
| <b>ABECO Office Systems</b>                     | <b>38089</b>       |   |                | <b>2015 - August - First meeting</b> |                 |
|   |                    | Invoice - 8/3/2015 12:31:27 PM              |                |                                      |                 |
|   |                    | 1270529-0                                   |                |                                      |                 |
|   |                    | 001-000-000-514-20-31-00                    |                | Office & Operating Supplies          | \$13.37         |
|   |                    | 101-000-000-543-30-30-00                    |                | Office And Operating                 | \$13.37         |
|   |                    | 401-000-000-534-00-31-00                    |                | Operation & Maintenance              | \$13.37         |
|   |                    | 409-000-000-535-00-31-01                    |                | Operations And Maintenance           | \$13.37         |
|   |                    | <b>Total Invoice - 8/3/2015 12:31:27 PM</b> |                |                                      | <b>\$53.48</b>  |
|   | <b>Total 38089</b> |   |                |                                      | <b>\$53.48</b>  |
| <b>Total ABECO Office Systems</b>               |                    |   |                |                                      | <b>\$53.48</b>  |
| <b>Austin Benson</b>                            | <b>38090</b>       |   |                | <b>2015 - August - First meeting</b> |                 |
|   |                    | Invoice - 8/3/2015 12:42:46 PM              |                |                                      |                 |
|   |                    | CDL Fee                                     |                |                                      |                 |
|   |                    | 101-000-000-542-70-31-00                    |                | Roadside Operating                   | \$12.00         |
|   |                    | <b>Total Invoice - 8/3/2015 12:42:46 PM</b> |                |                                      | <b>\$12.00</b>  |
|   | <b>Total 38090</b> |   |                |                                      | <b>\$12.00</b>  |
| <b>Total Austin Benson</b>                      |                    |   |                |                                      | <b>\$12.00</b>  |
| <b>Beach Batteries, Inc</b>                     | <b>38091</b>       |   |                | <b>2015 - August - First meeting</b> |                 |
|   |                    | Invoice - 8/3/2015 12:40:17 PM              |                |                                      |                 |
|   |                    | 34860                                       |                |                                      |                 |
|   |                    | 001-000-000-576-80-35-00                    |                | Small Tools & Equipment              | \$62.29         |
|   |                    | <b>Total Invoice - 8/3/2015 12:40:17 PM</b> |                |                                      | <b>\$62.29</b>  |
|   |                    | Invoice - 8/4/2015 12:01:26 PM              |                |                                      |                 |
|   |                    | 35064                                       |                |                                      |                 |
|   |                    | 409-000-000-535-00-31-01                    |                | Operations And Maintenance           | \$7.29          |
|   |                    | <b>Total Invoice - 8/4/2015 12:01:26 PM</b> |                |                                      | <b>\$7.29</b>   |
|   |                    | Invoice - 8/4/2015 12:01:27 PM              |                |                                      |                 |
|   |                    | 35066                                       |                |                                      |                 |
|   |                    | 409-000-000-535-00-31-01                    |                | Operations And Maintenance           | \$108.28        |
|   |                    | <b>Total Invoice - 8/4/2015 12:01:27 PM</b> |                |                                      | <b>\$108.28</b> |
|   | <b>Total 38091</b> |   |                |                                      | <b>\$177.86</b> |
| <b>Total Beach Batteries, Inc</b>               |                    |   |                |                                      | <b>\$177.86</b> |
| <b>Cartomation, Inc.</b>                        | <b>38092</b>       |   |                | <b>2015 - August - First meeting</b> |                 |
|   |                    | Invoice - 7/29/2015 9:48:35 AM              |                |                                      |                 |
|   |                    | 001-000-000-557-20-41-00                    |                | Ilwaco Web Page                      | \$50.00         |
|   |                    |   |                | GIS map storage                      |                 |

|                               |                                      |                             |             |
|-------------------------------|--------------------------------------|-----------------------------|-------------|
|                               | Total Invoice - 7/29/2015 9:48:35 AM |                             | \$50.00     |
| Total 38092                   |                                      |                             | \$50.00     |
| Total Cartomation, Inc.       |                                      |                             | \$50.00     |
| Chinook Observer              |                                      |                             |             |
| 38093                         |                                      |                             |             |
|                               | 2015 - August - First meeting        |                             |             |
|                               | Invoice - 8/3/2015 12:31:59 PM       |                             |             |
|                               | 24409                                |                             |             |
|                               | 001-000-000-511-30-44-00             | Official Publications       | \$103.16    |
|                               | Total Invoice - 8/3/2015 12:31:59 PM |                             | \$103.16    |
|                               | Invoice - 8/5/2015 11:21:30 AM       |                             |             |
|                               | 3030                                 |                             |             |
|                               | 001-000-000-511-30-44-00             | Official Publications       | \$153.64    |
|                               | Total Invoice - 8/5/2015 11:21:30 AM |                             | \$153.64    |
| Total 38093                   |                                      |                             | \$256.80    |
| Total Chinook Observer        |                                      |                             | \$256.80    |
| City of Ilwaco                |                                      |                             |             |
| 38094                         |                                      |                             |             |
|                               | 2015 - August - First meeting        |                             |             |
|                               | Invoice - 8/3/2015 2:51:58 PM        |                             |             |
|                               | 001-000-000-511-60-47-02             | City Sewer - Museum         | \$40.81     |
|                               | 001-000-000-514-20-47-02             | Water - City Hall           | \$59.41     |
|                               | 001-000-000-514-20-47-03             | Sewer - City Hall           | \$92.18     |
|                               | 001-000-000-514-20-47-04             | Storm Drainage              | \$25.11     |
|                               | 001-000-000-522-50-47-01             | Water                       | \$158.18    |
|                               | 001-000-000-522-50-47-02             | Sewer                       | \$224.86    |
|                               | 001-000-000-522-50-47-03             | Storm Drainage              | \$70.48     |
|                               | 001-000-000-572-50-47-01             | City Water                  | \$161.92    |
|                               | 001-000-000-572-50-47-02             | City Sewer                  | \$233.12    |
|                               | 001-000-000-572-50-47-03             | Storm Drainage              | \$10.99     |
|                               | 001-000-000-576-80-47-01             | Water-Parks, Sprinklers,Blk | \$192.26    |
|                               | 001-000-000-576-80-47-02             | Sewer-Parks, Black Lake     | \$59.23     |
|                               | 001-000-000-576-80-47-03             | Storm Drainage              | \$21.98     |
|                               | 409-000-000-535-00-47-02             | Water                       | \$500.23    |
|                               | 409-000-000-535-00-47-03             | Sewer                       | \$671.39    |
|                               | 409-000-000-535-00-47-05             | Storm Drainage              | \$32.98     |
|                               | Total Invoice - 8/3/2015 2:51:58 PM  |                             | \$2,555.13  |
| Total 38094                   |                                      |                             | \$2,555.13  |
| Total City of Ilwaco          |                                      |                             | \$2,555.13  |
| City of Long Beach            |                                      |                             |             |
| 38095                         |                                      |                             |             |
|                               | 2015 - August - First meeting        |                             |             |
|                               | Invoice - 7/29/2015 9:47:17 AM       |                             |             |
|                               | 001-000-000-521-10-50-00             | Law Enforcement Contract    | \$15,261.69 |
|                               | Total Invoice - 7/29/2015 9:47:17 AM |                             | \$15,261.69 |
| Total 38095                   |                                      |                             | \$15,261.69 |
| Total City of Long Beach      |                                      |                             | \$15,261.69 |
| Clatsop Power Equip Inc       |                                      |                             |             |
| 38096                         |                                      |                             |             |
|                               | 2015 - August - First meeting        |                             |             |
|                               | Invoice - 8/3/2015 12:19:11 PM       |                             |             |
|                               | 139482                               |                             |             |
|                               | 409-000-000-535-00-31-01             | Operations And Maintenance  | \$186.62    |
|                               | Total Invoice - 8/3/2015 12:19:11 PM |                             | \$186.62    |
|                               | Invoice - 8/5/2015 11:19:57 AM       |                             |             |
|                               | 138424                               |                             |             |
|                               | 401-000-000-534-00-31-00             | Operation & Maintenance     | \$10.17     |
|                               | Total Invoice - 8/5/2015 11:19:57 AM |                             | \$10.17     |
| Total 38096                   |                                      |                             | \$196.79    |
| Total Clatsop Power Equip Inc |                                      |                             | \$196.79    |
| CREST                         |                                      |                             |             |
| 38097                         |                                      |                             |             |
|                               | 2015 - August - First meeting        |                             |             |
|                               | Invoice - 7/29/2015 9:29:42 AM       |                             |             |
|                               | 3000                                 |                             |             |
|                               | 001-000-000-558-60-41-00             | Planner Services            | \$469.55    |
|                               | Total Invoice - 7/29/2015 9:29:42 AM |                             | \$469.55    |
| Total 38097                   |                                      |                             | \$469.55    |
| Total CREST                   |                                      |                             | \$469.55    |
| D J Witmer Company            |                                      |                             |             |
| 38098                         |                                      |                             |             |
|                               | 2015 - August - First meeting        |                             |             |
|                               | Invoice - 8/3/2015 12:19:38 PM       |                             |             |
|                               | 8631                                 |                             |             |
|                               | 001-000-000-514-20-20-00             | Personnel Benefits          | \$33.97     |
|                               | 101-000-000-542-30-20-00             | Benefits                    | \$33.97     |
|                               | 401-000-000-534-00-20-00             | Benefits                    | \$33.97     |
|                               | 408-000-000-531-38-20-00             | Benefits                    | \$33.97     |
|                               | 409-000-000-535-00-20-00             | Employee Benefits           | \$33.98     |
|                               | Total Invoice - 8/3/2015 12:19:38 PM |                             | \$169.86    |
| Total 38098                   |                                      |                             | \$169.86    |
| Total D J Witmer Company      |                                      |                             | \$169.86    |
| Dennis CO                     |                                      |                             |             |
| 38099                         |                                      |                             |             |
|                               | 2015 - August - First meeting        |                             |             |
|                               | Invoice - 8/3/2015 1:01:40 PM        |                             |             |
|                               | 401-000-000-534-00-31-00             | Operation & Maintenance     | \$30.73     |
|                               | 401-000-000-534-00-31-00             | Operation & Maintenance     | \$13.96     |

|   |   |                                      |                   |
|---|---|--------------------------------------|-------------------|
|   | 401-000-000-534-00-31-00                    | Operation & Maintenance              | \$22.09           |
|   | 401-000-000-534-00-31-00                    | Operation & Maintenance              | \$44.74           |
|   | 401-000-000-534-00-31-00                    | Operation & Maintenance              | \$97.07           |
|   | 401-000-000-534-00-31-00                    | Operation & Maintenance              | \$55.89           |
|   | 401-000-000-534-00-31-06                    | Office & Customer Service            | \$63.46           |
|   | 401-000-000-534-00-31-06                    | Office & Customer Service            | \$38.81           |
|   | 401-000-000-534-00-31-06                    | Office & Customer Service            | \$168.82          |
|   | <b>Total Invoice - 8/3/2015 1:01:40 PM</b>  |                                      | <b>\$535.57</b>   |
|   | <b>Invoice - 8/3/2015 1:03:25 PM</b>        |                                      |                   |
|   | 001-000-000-522-10-31-01                    | Training/Attendance                  | \$4.31            |
|   | 001-000-000-522-10-31-01                    | Training/Attendance                  | \$10.77           |
|   | <b>Total Invoice - 8/3/2015 1:03:25 PM</b>  |                                      | <b>\$15.08</b>    |
|   | <b>Invoice - 8/3/2015 1:03:47 PM</b>        |                                      |                   |
|   | 101-000-000-542-70-31-00                    | Roadside Operating                   | \$18.32           |
|   | <b>Total Invoice - 8/3/2015 1:03:47 PM</b>  |                                      | <b>\$18.32</b>    |
| <b>Total 38099</b>                      |   |                                      | <b>\$568.97</b>   |
| <b>Total Dennis CO</b>                  |   |                                      | <b>\$568.97</b>   |
| <b>Englund Marine Supply Inc</b>        |   |                                      |                   |
| <b>38100</b>                            |   |                                      |                   |
|   |   | <b>2015 - August - First meeting</b> |                   |
|   | <b>Invoice - 8/5/2015 11:24:28 AM</b>       |                                      |                   |
|   | <b>Fire Dept</b>                            |                                      |                   |
|   | 001-000-000-522-10-31-00                    | Office & Operating Supplies          | \$57.21           |
|   | 246324                                      |                                      |                   |
|   | 001-000-000-522-10-31-00                    | Office & Operating Supplies          | \$29.47           |
|   | 246827                                      |                                      |                   |
|   | 001-000-000-522-10-31-00                    | Office & Operating Supplies          | \$0.38            |
|   | 246839                                      |                                      |                   |
|   | <b>Total Invoice - 8/5/2015 11:24:28 AM</b> |                                      | <b>\$87.06</b>    |
|   | <b>Invoice - 8/5/2015 11:25:18 AM</b>       |                                      |                   |
|   | <b>July</b>                                 |                                      |                   |
|   | 001-000-000-576-80-48-00                    | Repairs & Maintenance                | \$13.31           |
|   | 401-000-000-534-00-31-00                    | Operation & Maintenance              | \$325.64          |
|   | 409-000-000-535-00-31-01                    | Operations And Maintenance           | \$263.41          |
|   | <b>Total Invoice - 8/5/2015 11:25:18 AM</b> |                                      | <b>\$602.36</b>   |
|   |   |                                      | <b>\$689.42</b>   |
| <b>Total 38100</b>                      |   |                                      | <b>\$689.42</b>   |
| <b>Total Englund Marine Supply Inc</b>  |   |                                      |                   |
| <b>Fastenal Company</b>                 |   |                                      |                   |
| <b>38101</b>                            |   |                                      |                   |
|   |   | <b>2015 - August - First meeting</b> |                   |
|   | <b>Invoice - 7/29/2015 9:30:10 AM</b>       |                                      |                   |
|   | <b>ORAST38245</b>                           |                                      |                   |
|   | 409-000-000-535-00-31-01                    | Operations And Maintenance           | \$76.99           |
|   | <b>Total Invoice - 7/29/2015 9:30:10 AM</b> |                                      | <b>\$76.99</b>    |
|   | <b>Invoice - 7/29/2015 9:32:56 AM</b>       |                                      |                   |
|   | <b>ORAST38181</b>                           |                                      |                   |
|   | 409-000-000-535-00-31-01                    | Operations And Maintenance           | \$49.25           |
|   | <b>Total Invoice - 7/29/2015 9:32:56 AM</b> |                                      | <b>\$49.25</b>    |
|   |   |                                      | <b>\$126.24</b>   |
| <b>Total 38101</b>                      |   |                                      | <b>\$126.24</b>   |
| <b>Total Fastenal Company</b>           |   |                                      |                   |
| <b>Goulter Diamond Bar Ranch</b>        |   |                                      |                   |
| <b>38102</b>                            |   |                                      |                   |
|   |   | <b>2015 - August - First meeting</b> |                   |
|   | <b>Invoice - 7/29/2015 9:48:23 AM</b>       |                                      |                   |
|   | 409-000-000-535-00-45-00                    | Spray Sludge Disposal Site           | \$1,300.00        |
|   | sludge site                                 |                                      |                   |
|   | <b>Total Invoice - 7/29/2015 9:48:23 AM</b> |                                      | <b>\$1,300.00</b> |
|   |   |                                      | <b>\$1,300.00</b> |
| <b>Total 38102</b>                      |   |                                      | <b>\$1,300.00</b> |
| <b>Total Goulter Diamond Bar Ranch</b>  |   |                                      |                   |
| <b>Heather Reynolds, Attorney</b>       |   |                                      |                   |
| <b>38103</b>                            |   |                                      |                   |
|   |   | <b>2015 - August - First meeting</b> |                   |
|   | <b>Invoice - 8/5/2015 11:19:20 AM</b>       |                                      |                   |
|   | <b>July</b>                                 |                                      |                   |
|   | 001-000-000-515-30-41-00                    | Legal Services                       | \$1,314.00        |
|   | <b>Total Invoice - 8/5/2015 11:19:20 AM</b> |                                      | <b>\$1,314.00</b> |
|   |   |                                      | <b>\$1,314.00</b> |
| <b>Total 38103</b>                      |   |                                      | <b>\$1,314.00</b> |
| <b>Total Heather Reynolds, Attorney</b> |   |                                      |                   |
| <b>Home Depot Credit Services</b>       |   |                                      |                   |
| <b>38104</b>                            |   |                                      |                   |
|   |   | <b>2015 - August - First meeting</b> |                   |
|   | <b>Invoice - 8/3/2015 3:09:42 PM</b>        |                                      |                   |
|   | <b>7970599</b>                              |                                      |                   |
|   | 401-000-000-594-34-64-02                    | Contingency                          | \$1,091.82        |
|   | <b>Total Invoice - 8/3/2015 3:09:42 PM</b>  |                                      | <b>\$1,091.82</b> |
|   | <b>Invoice - 8/3/2015 3:10:17 PM</b>        |                                      |                   |
|   | <b>2970718</b>                              |                                      |                   |
|   | 401-000-000-594-34-64-02                    | Contingency                          | \$427.94          |
|   | <b>Total Invoice - 8/3/2015 3:10:17 PM</b>  |                                      | <b>\$427.94</b>   |
|   | <b>Invoice - 8/3/2015 3:10:32 PM</b>        |                                      |                   |
|   | <b>9015551</b>                              |                                      |                   |
|   | 401-000-000-594-34-64-02                    | Contingency                          | \$1,532.98        |
|   | <b>Total Invoice - 8/3/2015 3:10:32 PM</b>  |                                      | <b>\$1,532.98</b> |
|   | <b>Invoice - 8/3/2015 3:11:01 PM</b>        |                                      |                   |
|   | <b>8140023</b>                              |                                      |                   |
|   | 401-000-000-594-34-64-02                    | Contingency                          | \$503.51          |

|   |  |   |                             |                   |
|---|--|---|-----------------------------|-------------------|
|   |  | <b>Total Invoice - 8/3/2015 3:11:01 PM</b>  |                             | <b>\$503.51</b>   |
| <b>Total 38104</b>                      |  |   |                             | <b>\$3,556.25</b> |
| <b>Total Home Depot Credit Services</b> |  |   |                             | <b>\$3,556.25</b> |
| <b>IFOCUS Consulting Inc.</b>           |  |   |                             |                   |
| <b>38105</b>                            |  |   |                             |                   |
|   |  | <b>2015 - August - First meeting</b>        |                             |                   |
|   |  | <b>Invoice - 8/5/2015 11:23:47 AM</b>       |                             |                   |
|   |  | 91732                                       |                             |                   |
|   |  | 001-000-000-514-20-41-00                    | Professional Services       | \$120.00          |
|   |  | 401-000-000-534-00-41-04                    | Professional Services -     | \$120.00          |
|   |  | 409-000-000-535-00-41-02                    | Professional Services -     | \$120.00          |
|   |  | <b>Total Invoice - 8/5/2015 11:23:47 AM</b> |                             | <b>\$360.00</b>   |
| <b>Total 38105</b>                      |  |   |                             | <b>\$360.00</b>   |
| <b>Total IFOCUS Consulting Inc.</b>     |  |   |                             | <b>\$360.00</b>   |
| <b>John Deere Financial</b>             |  |   |                             |                   |
| <b>38106</b>                            |  |   |                             |                   |
|   |  | <b>2015 - August - First meeting</b>        |                             |                   |
|   |  | <b>Invoice - 7/29/2015 9:49:33 AM</b>       |                             |                   |
|   |  | 001-000-000-591-48-71-01                    | John Deer Mower 8157-96 -   | \$1,000.00        |
|   |  | 001-000-000-592-48-83-00                    | John Deer Mower 8157-96 -   | \$82.23           |
|   |  | <b>Total Invoice - 7/29/2015 9:49:33 AM</b> |                             | <b>\$1,082.23</b> |
| <b>Total 38106</b>                      |  |   |                             | <b>\$1,082.23</b> |
| <b>Total John Deere Financial</b>       |  |   |                             | <b>\$1,082.23</b> |
| <b>Kris Kaino</b>                       |  |   |                             |                   |
| <b>38107</b>                            |  |   |                             |                   |
|   |  | <b>2015 - August - First meeting</b>        |                             |                   |
|   |  | <b>Invoice - 7/29/2015 9:47:56 AM</b>       |                             |                   |
|   |  | 001-000-000-512-50-40-03                    | Municipal Court Services    | \$412.00          |
|   |  |   | Court Services              |                   |
|   |  | <b>Total Invoice - 7/29/2015 9:47:56 AM</b> |                             | <b>\$412.00</b>   |
| <b>Total 38107</b>                      |  |   |                             | <b>\$412.00</b>   |
| <b>Total Kris Kaino</b>                 |  |   |                             | <b>\$412.00</b>   |
| <b>Kubwater Resources Inc.</b>          |  |   |                             |                   |
| <b>38108</b>                            |  |   |                             |                   |
|   |  | <b>2015 - August - First meeting</b>        |                             |                   |
|   |  | <b>Invoice - 7/29/2015 9:33:25 AM</b>       |                             |                   |
|   |  | 05003                                       |                             |                   |
|   |  | 409-000-000-535-00-31-02                    | Chemicals                   | \$1,374.94        |
|   |  | <b>Total Invoice - 7/29/2015 9:33:25 AM</b> |                             | <b>\$1,374.94</b> |
| <b>Total 38108</b>                      |  |   |                             | <b>\$1,374.94</b> |
| <b>Total Kubwater Resources Inc.</b>    |  |   |                             | <b>\$1,374.94</b> |
| <b>LEAF</b>                             |  |   |                             |                   |
| <b>38109</b>                            |  |   |                             |                   |
|   |  | <b>2015 - August - First meeting</b>        |                             |                   |
|   |  | <b>Invoice - 8/3/2015 12:44:11 PM</b>       |                             |                   |
|   |  | 5854209                                     |                             |                   |
|   |  | 001-000-000-514-20-31-00                    | Office & Operating Supplies | \$22.10           |
|   |  | 001-000-000-522-10-31-00                    | Office & Operating Supplies | \$20.80           |
|   |  | 101-000-000-543-30-30-00                    | Office And Operating        | \$22.10           |
|   |  | 401-000-000-534-00-31-00                    | Operation & Maintenance     | \$22.10           |
|   |  | 408-000-000-531-38-31-01                    | Operations & Maintenance    | \$20.80           |
|   |  | 409-000-000-535-00-31-01                    | Operations And Maintenance  | \$22.10           |
|   |  | <b>Total Invoice - 8/3/2015 12:44:11 PM</b> |                             | <b>\$130.00</b>   |
| <b>Total 38109</b>                      |  |   |                             | <b>\$130.00</b>   |
| <b>Total LEAF</b>                       |  |   |                             | <b>\$130.00</b>   |
| <b>Nancy McAllister</b>                 |  |   |                             |                   |
| <b>38110</b>                            |  |   |                             |                   |
|   |  | <b>2015 - August - First meeting</b>        |                             |                   |
|   |  | <b>Invoice - 7/29/2015 9:47:52 AM</b>       |                             |                   |
|   |  | 001-000-000-512-50-40-03                    | Municipal Court Services    | \$412.00          |
|   |  |   | Court services              |                   |
|   |  | <b>Total Invoice - 7/29/2015 9:47:52 AM</b> |                             | <b>\$412.00</b>   |
| <b>Total 38110</b>                      |  |   |                             | <b>\$412.00</b>   |
| <b>Total Nancy McAllister</b>           |  |   |                             | <b>\$412.00</b>   |
| <b>Oman &amp; Son</b>                   |  |   |                             |                   |
| <b>38111</b>                            |  |   |                             |                   |
|   |  | <b>2015 - August - First meeting</b>        |                             |                   |
|   |  | <b>Invoice - 8/3/2015 1:00:02 PM</b>        |                             |                   |
|   |  | 201479                                      |                             |                   |
|   |  | 401-000-000-594-34-64-01                    | Equipment                   | \$52.20           |
|   |  | 201479                                      |                             |                   |
|   |  | <b>Total Invoice - 8/3/2015 1:00:02 PM</b>  |                             | <b>\$52.20</b>    |
|   |  | <b>Invoice - 8/3/2015 1:00:50 PM</b>        |                             |                   |
|   |  | 201716                                      |                             |                   |
|   |  | 001-000-000-522-10-31-00                    | Office & Operating Supplies | \$23.16           |
|   |  | <b>Total Invoice - 8/3/2015 1:00:50 PM</b>  |                             | <b>\$23.16</b>    |
|   |  | <b>Invoice - 8/3/2015 12:55:56 PM</b>       |                             |                   |
|   |  | 200609                                      |                             |                   |
|   |  | 001-000-000-594-14-62-00                    | Governmental Facility       | \$563.08          |
|   |  | <b>Total Invoice - 8/3/2015 12:55:56 PM</b> |                             | <b>\$563.08</b>   |
|   |  | <b>Invoice - 8/3/2015 12:56:18 PM</b>       |                             |                   |
|   |  | 200610                                      |                             |                   |
|   |  | 001-000-000-594-14-62-00                    | Governmental Facility       | \$1.28            |
|   |  | <b>Total Invoice - 8/3/2015 12:56:18 PM</b> |                             | <b>\$1.28</b>     |
|   |  | <b>Invoice - 8/3/2015 12:56:38 PM</b>       |                             |                   |
|   |  | 201610                                      |                             |                   |
|   |  | 001-000-000-594-14-62-00                    | Governmental Facility       | \$16.19           |
|   |  | <b>Total Invoice - 8/3/2015 12:56:38 PM</b> |                             | <b>\$16.19</b>    |

|   |   |                             |                   |
|---|---|-----------------------------|-------------------|
|   | Invoice - 8/3/2015 12:57:02 PM              |                             |                   |
|   | 2014714                                     |                             |                   |
|   | 001-000-000-594-14-62-00                    | Governmental Facility       | \$15.52           |
|   | <b>Total Invoice - 8/3/2015 12:57:02 PM</b> |                             | <b>\$15.52</b>    |
|   | Invoice - 8/3/2015 12:57:32 PM              |                             |                   |
|   | 201795                                      |                             |                   |
|   | 001-000-000-594-14-62-00                    | Governmental Facility       | \$6.25            |
|   | <b>Total Invoice - 8/3/2015 12:57:32 PM</b> |                             | <b>\$6.25</b>     |
|   | Invoice - 8/3/2015 12:58:00 PM              |                             |                   |
|   | 200546                                      |                             |                   |
|   | 101-000-000-542-70-31-00                    | Roadside Operating          | \$44.80           |
|   | <b>Total Invoice - 8/3/2015 12:58:00 PM</b> |                             | <b>\$44.80</b>    |
|   | Invoice - 8/3/2015 12:58:25 PM              |                             |                   |
|   | 200696                                      |                             |                   |
|   | 408-000-000-531-38-31-01                    | Operations & Maintenance    | \$48.06           |
|   | <b>Total Invoice - 8/3/2015 12:58:25 PM</b> |                             | <b>\$48.06</b>    |
|   | Invoice - 8/3/2015 12:58:45 PM              |                             |                   |
|   | 200767                                      |                             |                   |
|   | 101-000-000-542-70-31-00                    | Roadside Operating          | \$34.51           |
|   | <b>Total Invoice - 8/3/2015 12:58:45 PM</b> |                             | <b>\$34.51</b>    |
|   | Invoice - 8/3/2015 12:59:03 PM              |                             |                   |
|   | 201091                                      |                             |                   |
|   | 401-000-000-594-34-64-01                    | Equipment                   | \$406.34          |
|   | 201091                                      |                             |                   |
|   | <b>Total Invoice - 8/3/2015 12:59:03 PM</b> |                             | <b>\$406.34</b>   |
|   | <b>Total 38111</b>                          |                             | <b>\$1,211.39</b> |
| <b>Total Oman &amp; Son</b>                     |   |                             |                   |
| <b>Peninsula Sanitation Service, Inc.</b>       |   |                             |                   |
| <b>38112</b>                                    |   |                             |                   |
|   | <b>2015 - August - First meeting</b>        |                             |                   |
|   | Invoice - 8/3/2015 12:20:00 PM              |                             |                   |
|   | 001-000-000-514-20-47-01                    | Garbage Bills               | \$309.71          |
|   | 409-000-000-535-00-47-04                    | Garbage Services            | \$255.63          |
|   | <b>Total Invoice - 8/3/2015 12:20:00 PM</b> |                             | <b>\$565.34</b>   |
|   | <b>Total 38112</b>                          |                             | <b>\$565.34</b>   |
| <b>Total Peninsula Sanitation Service, Inc.</b> |   |                             |                   |
| <b>Purchase Power</b>                           |   |                             |                   |
| <b>38113</b>                                    |   |                             |                   |
|   | <b>2015 - August - First meeting</b>        |                             |                   |
|   | Invoice - 8/3/2015 12:37:01 PM              |                             |                   |
|   | 001-000-000-514-20-31-00                    | Office & Operating Supplies | \$166.67          |
|   | 401-000-000-534-00-31-06                    | Office & Customer Service   | \$166.66          |
|   | 409-000-000-535-00-31-08                    | Office Supplies & Customer  | \$166.67          |
|   | <b>Total Invoice - 8/3/2015 12:37:01 PM</b> |                             | <b>\$500.00</b>   |
|   | <b>Total 38113</b>                          |                             | <b>\$500.00</b>   |
| <b>Total Purchase Power</b>                     |   |                             |                   |
| <b>Sid's IGA</b>                                |   |                             |                   |
| <b>38114</b>                                    |   |                             |                   |
|   | <b>2015 - August - First meeting</b>        |                             |                   |
|   | Invoice - 8/3/2015 12:22:26 PM              |                             |                   |
|   | 409-000-000-535-00-31-01                    | Operations And Maintenance  | \$22.50           |
|   | <b>Total Invoice - 8/3/2015 12:22:26 PM</b> |                             | <b>\$22.50</b>    |
|   | Invoice - 8/3/2015 12:38:49 PM              |                             |                   |
|   | 401-000-000-534-00-31-06                    | Office & Customer Service   | \$6.30            |
|   | <b>Total Invoice - 8/3/2015 12:38:49 PM</b> |                             | <b>\$6.30</b>     |
|   | Invoice - 8/3/2015 12:39:21 PM              |                             |                   |
|   | 401-000-000-534-00-31-06                    | Office & Customer Service   | \$3.99            |
|   | <b>Total Invoice - 8/3/2015 12:39:21 PM</b> |                             | <b>\$3.99</b>     |
|   | <b>Total 38114</b>                          |                             | <b>\$32.79</b>    |
| <b>Total Sid's IGA</b>                          |   |                             |                   |
| <b>Sunset Auto Parts Inc.</b>                   |   |                             |                   |
| <b>38115</b>                                    |   |                             |                   |
|   | <b>2015 - August - First meeting</b>        |                             |                   |
|   | Invoice - 8/3/2015 2:55:50 PM               |                             |                   |
|   | 001-000-000-576-80-48-00                    | Repairs & Maintenance       | \$55.05           |
|   | 101-000-000-542-30-35-00                    | Roadway Equipment           | \$55.05           |
|   | 101-000-000-542-67-30-00                    | Street Cleaning             | \$6.47            |
|   | 101-000-000-542-67-30-00                    | Street Cleaning             | \$19.35           |
|   | 101-000-000-542-70-31-00                    | Roadside Operating          | \$9.89            |
|   | 401-000-000-534-00-31-00                    | Operation & Maintenance     | \$323.70          |
|   | 401-000-000-534-00-48-00                    | Vehicle Repairs/Maintenance | \$323.70          |
|   | 401-000-000-534-00-48-00                    | Vehicle Repairs/Maintenance | \$55.05           |
|   | 408-000-000-531-38-31-01                    | Operations & Maintenance    | \$55.05           |
|   | 409-000-000-535-00-31-01                    | Operations And Maintenance  | \$55.10           |
|   | 409-000-000-535-00-48-01                    | Repairs And Maintenance     | \$55.05           |
|   | <b>Total Invoice - 8/3/2015 2:55:50 PM</b>  |                             | <b>\$1,013.46</b> |
|   | <b>Total 38115</b>                          |                             | <b>\$1,013.46</b> |
| <b>Total Sunset Auto Parts Inc.</b>             |   |                             |                   |
| <b>Troy Richardson</b>                          |   |                             |                   |
| <b>38116</b>                                    |   |                             |                   |
|   | <b>2015 - August - First meeting</b>        |                             |                   |
|   | Invoice - 8/3/2015 12:43:38 PM              |                             |                   |
|   | DOH Fee WATER 1                             |                             |                   |
|   | 401-000-000-534-00-31-00                    | Operation & Maintenance     | \$87.00           |
|   | <b>Total Invoice - 8/3/2015 12:43:38 PM</b> |                             | <b>\$87.00</b>    |
|   | <b>Total 38116</b>                          |                             | <b>\$87.00</b>    |

|   |  |                                      |                               |  |             |
|---|--|--------------------------------------|-------------------------------|--|-------------|
| Total Troy Richardson                     |  |                                      |                               |  | \$87.00     |
| Verizon Wireless                          |  |                                      |                               |  |             |
| 38117                                     |  |                                      |                               |  |             |
|   |  |                                      | 2015 - August - First meeting |  |             |
|   |  | Invoice - 8/3/2015 12:43:21 PM       |                               |  |             |
|   |  | 401-000-000-534-00-42-00             | Communications                |  | \$95.49     |
|   |  | Total Invoice - 8/3/2015 12:43:21 PM |                               |  | \$95.49     |
|   |  |                                      |                               |  | \$95.49     |
| Total 38117                               |  |                                      |                               |  | \$95.49     |
| Total Verizon Wireless                    |  |                                      |                               |  |             |
| Wadsworth Electric                        |  |                                      |                               |  |             |
| 38118                                     |  |                                      |                               |  |             |
|   |  |                                      | 2015 - August - First meeting |  |             |
|   |  | Invoice - 7/29/2015 9:33:48 AM       |                               |  |             |
|   |  | 313793                               |                               |  |             |
|   |  | 409-000-000-535-00-41-01             | Professional Services -       |  | \$429.71    |
|   |  | Total Invoice - 7/29/2015 9:33:48 AM |                               |  | \$429.71    |
|   |  | Invoice - 8/3/2015 12:17:52 PM       |                               |  |             |
|   |  | 313875                               |                               |  |             |
|   |  | 409-000-000-535-00-41-01             | Professional Services -       |  | \$100.35    |
|   |  | Total Invoice - 8/3/2015 12:17:52 PM |                               |  | \$100.35    |
|   |  | Invoice - 8/3/2015 12:18:09 PM       |                               |  |             |
|   |  | 313874                               |                               |  |             |
|   |  | 409-000-000-535-00-41-01             | Professional Services -       |  | \$301.04    |
|   |  | Total Invoice - 8/3/2015 12:18:09 PM |                               |  | \$301.04    |
|   |  |                                      |                               |  | \$831.10    |
| Total 38118                               |  |                                      |                               |  | \$831.10    |
| Total Wadsworth Electric                  |  |                                      |                               |  |             |
| Walter E. Nelson Co. of Astoria           |  |                                      |                               |  |             |
| 38119                                     |  |                                      |                               |  |             |
|   |  |                                      | 2015 - August - First meeting |  |             |
|   |  | Invoice - 7/29/2015 9:26:51 AM       |                               |  |             |
|   |  | 389494                               |                               |  |             |
|   |  | 001-000-000-514-20-31-00             | Office & Operating Supplies   |  | \$71.85     |
|   |  | 401-000-000-534-00-31-06             | Office & Customer Service     |  | \$71.85     |
|   |  | 408-000-000-531-38-31-01             | Operations & Maintenance      |  | \$71.85     |
|   |  | 409-000-000-535-00-31-08             | Office Supplies & Customer    |  | \$71.84     |
|   |  | Total Invoice - 7/29/2015 9:26:51 AM |                               |  | \$287.39    |
|   |  |                                      |                               |  | \$287.39    |
| Total 38119                               |  |                                      |                               |  | \$287.39    |
| Total Walter E. Nelson Co. of Astoria     |  |                                      |                               |  |             |
| William R. Penoyar, Attorney at Law       |  |                                      |                               |  |             |
| 38120                                     |  |                                      |                               |  |             |
|   |  |                                      | 2015 - August - First meeting |  |             |
|   |  | Invoice - 7/29/2015 9:47:45 AM       |                               |  |             |
|   |  | 001-000-000-512-50-40-03             | Municipal Court Services      |  | \$412.00    |
|   |  | Total Invoice - 7/29/2015 9:47:45 AM |                               |  | \$412.00    |
|   |  |                                      |                               |  | \$412.00    |
| Total 38120                               |  |                                      |                               |  | \$412.00    |
| Total William R. Penoyar, Attorney at Law |  |                                      |                               |  |             |
| Wirkkala Radio-TV                         |  |                                      |                               |  |             |
| 38121                                     |  |                                      |                               |  |             |
|   |  |                                      | 2015 - August - First meeting |  |             |
|   |  | Invoice - 8/3/2015 12:18:44 PM       |                               |  |             |
|   |  | 524196                               |                               |  |             |
|   |  | 409-000-000-535-00-31-01             | Operations And Maintenance    |  | \$31.78     |
|   |  | Total Invoice - 8/3/2015 12:18:44 PM |                               |  | \$31.78     |
|   |  |                                      |                               |  | \$31.78     |
| Total 38121                               |  |                                      |                               |  | \$31.78     |
| Total Wirkkala Radio-TV                   |  |                                      |                               |  |             |
| Grand Total                               |  | Vendor Count                         | 36                            |  | \$36,655.60 |

# Long Beach Police

P.O. Box 795  
Long Beach, WA 98631

lbpdchief@centurytel.net

Phone 360-642-2911  
Fax 360-642-5273

08-01-15

Page 1 of 2

To: Mayor Cassinelli and Ilwaco City Council

From: Chief Flint R. Wright

Ref.: Monthly Report for July 2015

During the month of July the Long Beach Police Department handled the following cases and calls:

## Long Beach

**901** Total Incidents  
Aid Call Assists: 7  
Alarms: 10  
Animal Complaints: 18  
Assaults: 15  
Assists: 98  
(Includes 17 Law Enforcement Agency Assists Outside City Boundaries)  
Burglaries: 6  
Disturbance: 59  
Drug Inv.: 10  
Fire Call Assists: 12  
Follow Up: 154  
Found/Lost Property: 47  
Harassment: 8  
Malicious Mischief: 6  
MIP – Alcohol: 0  
MIP – Tobacco: 0  
Missing/Found Persons: 8  
Prowler: 3  
Runaway: 1  
Security Checks: 171  
Suspicious: 48  
Thefts: 27  
Traffic Accidents: 11  
Traffic Complaints: 25  
Traffic Tickets: 18  
Traffic Warnings: 95  
Trespass: 12  
Warrant Contacts: 12  
Welfare Checks: 20

## Ilwaco

**464** Total Incidents  
Aid Call Assists: 3  
Alarms: 4  
Animal Complaints: 4  
Assaults: 4  
Assists: 46  
Burglaries: 4  
Disturbance: 33  
Drug Inv.: 4  
Fire Call Assists: 0  
Follow Up: 94  
Found/Lost Property: 9  
Harassment: 4  
Malicious Mischief: 0  
MIP – Alcohol: 0  
MIP – Tobacco: 0  
Missing/Found Persons: 2  
Prowler: 0  
Runaway: 2  
Security Checks: 174  
Suspicious: 18  
Thefts: 8  
Traffic Accidents: 3  
Traffic Complaints: 4  
Traffic Tickets: 6  
Traffic Warnings: 19  
Trespass: 4  
Warrant Contacts: 6  
Welfare Checks: 9

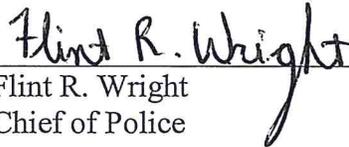
The July 4<sup>th</sup> weekend was very busy. The crowd size was larger than any July 4<sup>th</sup> in recent memory. Ilwaco's show on the 3<sup>rd</sup> went well. There was a good turnout, the weather was perfect and the crowd was very well behaved. On the 4<sup>th</sup> the beach was more crowded than at any time in the past 10 years. To give you some idea on the size of the crowd in Long Beach we usually have to direct traffic off the beach at Bolstad, when the show is over, for about 1 hour. This year we had to direct traffic for almost 2 ½ hours. For as many people as we had here, the amount of alcohol that was consumed and the large amount of explosives present, the weekend went very well. As stated we were busy but considering what could have happened I was very pleased with how the weekend went.

On July 8<sup>th</sup> I met with local law enforcement for a Rod Run planning meeting.

Sandsations was held on July 18<sup>th</sup> this year. The crowds were very large and we had no issues associated with the event.

On the 24<sup>th</sup> the Peninsula Saddle Club Rodeo parade was held. I rode in it and the department provided traffic control.

I met with representatives from Willapa Behavioral Health and Ocean Beach Hospital to discuss ongoing issues with persons suffering with mental illness in our area. The meeting was held on the 27<sup>th</sup>.

  
\_\_\_\_\_  
Flint R. Wright  
Chief of Police



## City Clerk

---

**From:** Ariel Smith <treasurer@ilwaco-wa.gov>  
**Sent:** Tuesday, July 28, 2015 9:34 AM  
**To:** clerk@ilwaco-wa.gov  
**Subject:** FW: Alarm Ord.

---

**From:** Flint Wright [mailto:fwright@longbeachwa.gov]  
**Sent:** Tuesday, July 28, 2015 9:19 AM  
**To:** Mike Cass (mayor@ilwaco-wa.gov) <mayor@ilwaco-wa.gov>; Ilwaco City Hall (treasurer@ilwaco-wa.gov) <treasurer@ilwaco-wa.gov>  
**Subject:** Alarm Ord.

Mayor,

I read the alarm ordinance and think its fine. My only concern is section 10. If a person receives a citation the process should be to request to contest the citation at Long Beach Municipal Court. This leaves city staff out of it. Maybe that is what Title 11 deals with, I don't know. Also can you please forward this to council members. Thanks.

Flint

**CITY OF ILWACO  
ORDINANCE NO. XXX**

**AN ORDINANCE OF THE CITY OF ILWACO, WASHINGTON, ESTABLISHING A FALSE ALARM FEE STRUCTURE AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, false alarms are costly and waste valuable police and fire resources;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ILWACO, WASHINGTON, DOES ORDAIN AS FOLLOWS:**

**Section 1.** Chapter 9 shall be amended to add the following provision as Section 9.01:

**BURGLAR AND FIRE ALARM SYSTEMS**

- Section 1** Purpose.
- Section 2** Definitions.
- Section 3** Emergency response card.
- Section 4** False alarms.
- Section 5** Ownership and maintenance.
- Section 6** Tampering with fire and/or burglar alarm systems.
- Section 7** Work on auxiliary systems – Notice.
- Section 8** Automatic calling devices prohibited.
- Section 9** Administrative decisions, notice.
- Section 10** Appeal from administrative decision, finality.
- Section 11** Private agencies.
- Section 12** Violation – Penalties.

**Section 1 Purpose.**

It is the intent of this chapter to reduce the number of false alarms occurring within the city and resultant waste of city resources by providing for corrective administrative action, including fees and criminal penalties.

**Section 2 Definitions.**

- 1) “Authorized service personnel” means those persons who, by reason of their experience, trade or occupation, have met the minimum state requirements for serving such alarm systems and who are licensed by the state of Washington to work on an alarm system.
- 2) “Burglar alarm” means, for purposes of this chapter, the transmission of an alarm by automatic alarm systems and circuits leading to the connection with Pacific County Communication or any component part thereof for the purpose of summoning the police department when a burglary or emergency is occurring.
- 3) **“Densely populated structures” means multi-family dwellings, schools, hospitals and similar structures.**

- 4) "False alarm" means:
  - (a) The activation of a burglar and/or a robbery alarm for the purposes of summoning the police at a time when no burglary or robbery is being committed or attempted on the premises; or
  - (b) **The activation of a fire alarm, or any other alert to authorities, for the purposes of summoning the fire department at a time when no fire or emergency is occurring.**
  - (c) The activation of a fire alarm caused by defective or improperly maintained equipment for the purpose of summoning the fire department at a time when no fire or emergency is occurring.
- 5) "Fire alarm" means, for the purposes of this chapter, the transmission of an alarm by automatic alarm systems, circuits, **and/or telephones** leading to the connection with Pacific County Communication or any component part thereof for the purpose of summoning the fire department when a fire or emergency is occurring.
- 6) "Person" means any natural person, firm, partnership, corporation or unincorporated association.
- 7) "Premises" means any building, structure, enclosure, real property or vehicle.

### **Section 3 Emergency response card.**

It is unlawful to have or maintain on any premises a burglary and/or robbery alarm or fire alarm unless there is on file with the police department an emergency response card containing no more than **(3)** three names and current phone numbers of persons authorized to enter the premises if summoned. Names and phone numbers shall be provided in writing to the Long Beach police department.

### **Section 4 False alarms.**

(1) Police. Each and every burglary alarm **system** requiring a response within the City of Ilwaco shall be allowed two **automatic** false alarms during any calendar year. Thereafter, false alarms shall be assessed a fee as follows: 3<sup>rd</sup> False alarm in the calendar year \$50.00, 4<sup>th</sup> False Alarm in the calendar year \$100.00, 5<sup>th</sup> and subsequent alarms in the calendar year \$200.00.

(2) Fire. Each and every false alarm requiring a response within the City of Ilwaco shall be allowed one false alarm during any 30-day period. Thereafter, false alarms in said 30-day period shall be assessed a fee as follows: 2<sup>nd</sup> False alarm in the calendar year \$50.00, 3<sup>rd</sup> False Alarm in the calendar year \$100.00, 4<sup>th</sup> and subsequent alarms in the calendar year \$200.00.

**(3) The City shall maintain a formal database of false alarms, accessible by address, for the purpose of assuring there is a record supporting Section 4 (1) and (2).**

(4) Audible Alarm. Any alarm audible upon abutting property for a period in excess of 20 minutes is declared to be a public nuisance.

### **Section 5 Ownership and maintenance.**

Ownership and maintenance of alarm systems, circuits leading to the connection with Pacific County Communications, or any component parts thereof, except as herein provided, shall remain and be the responsibility of the person owning or leasing the property.

### **Section 6 Tampering with fire and/or burglar alarm systems.**

(1) Tampering. It shall be unlawful for any person to tamper with or to wantonly cut, break, deface, or actuate any alarm device (including auxiliary alarm devices, wires or wire supports, or appurtenances thereto), or intentionally to transmit an alarm knowing no emergency exists.

(2) Exception. Subsection (1) of this section shall not apply to city employees in the police division or fire department engaged in their official duties.

(3) Exception – Manufacturer’s Representatives. Subsection (1) of this section shall not apply to any competent representative of a manufacturer of burglar alarm equipment or fire alarm equipment who, with the consent of the chief of police or fire chief, is modifying, adjusting, altering, repairing, or replacing the system or any of its component equipment.

(4) Exception – Insurance Rating Engineer. Subsection (1) of this section shall not apply to any competent insurance rating engineer who is testing the system in discharge of his duties and with permission of the chief of police or fire chief.

### **Section 7 Work on auxiliary systems – Notice.**

Any person doing any work on an auxiliary alarm system that may cause a signal to be transmitted over the city system shall notify the chief of police or fire chief before doing such work, stating the time and place thereof.

### **Section 8 Automatic calling devices prohibited.**

No person shall use or operate, or attempt to use or operate, or cause to be used or operated, or arrange, adjust, program, or otherwise provide or install any device or combination of devices that will, upon activation, either mechanically, electronically, or by other automatic means, initiate a telephonic or recorded message to any telephone number assigned, or any additional telephone numbers assigned, to any ~~rotary~~ **telephone** system of the City of Ilwaco including, but not limited to, the city of Long Beach police department or fire department.

### **Section 9 Administrative decisions, notice.**

Notice of imposition of any administrative sanction, including the imposition of a fee or order of disconnection, under the provisions of this chapter, shall be given to the person having or maintaining a burglary, robbery and/or fire alarm on premises owned or occupied by him, providing that with respect to business premises, the owner, manager, or chief administrative agent regularly assigned and employed on the premises at the time of the occurrence of a false alarm shall be presumed to be the person having or maintaining said alarm on said business premises.

### **Section 10 Appeal from administrative decision, finality.**

Any person subject to the imposition of a fee, order of disconnection or other administrative sanction under the terms of this chapter, shall have a right of appeal therefrom to a hearings officer for the City of Ilwaco, pursuant to the process established in Title 11, Chapter 4. Unless a written notice of appeal is filed with the city clerk within 14 days of receipt of notice of imposition of administrative sanction, said sanction is deemed to be final.

### **Section 11 Private agencies.**

Any private agency, business or other entity monitoring fire, burglary or robbery alarm systems within the corporate limits of the City of Ilwaco shall notify Pacific County Communications, as the case may be, immediately upon receiving an alarm. All other notifications shall be secondary. Any private agency, business or other entity making a vehicular response to an alarm shall not display emergency lighting or otherwise disregard any traffic signals, speed restrictions or other laws in responding to said alarm.

### **Section 12 Densely Populated Structures**

**Densely populated structures which can generate inordinate numbers of unintentional alarms which are not within the definition of “false alarms” otherwise remain subject to the provisions of this Chapter; provided however that the Police Chief or Fire Chief may waive the count of any such alarms as deemed appropriate.**

### **Section 12~~3~~ Violation – Penalties.**

**Any person who willfully ~~fails~~ refuses to pay the amount of any citation within 30 days from the date of issuance or, if appealed, 30 days after the decision of the City of Ilwaco hearings officer shall be ~~guilty of~~ cited with a misdemeanor and which shall be punishedable by not more than 90 days in jail and by a fine of not more than \$300 or both such incarceration and fine.**

**Section 2.** Severability. If any section, subsection, paragraph, sentence, clause or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining parts of this ordinance.

**Section 3.** Referendum and Effective Date. This Ordinance, being an exercise of a power specifically delegated to the city legislative body, is not subject to referendum, and shall take effect and is in full force five (5) days after its passage, approval and publication of an approved summary of the title as provided by law.

**PASSED BY THE CITY COUNCIL OF THE CITY OF ILWACO, AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2015.**

\_\_\_\_\_  
Mike Cassinelli, Mayor

ATTEST:

\_\_\_\_\_  
Holly Beller, Deputy City Clerk

| VOTE        | Jensen | Karnofski | Marshall | Chambreau | Forner | Cassinelli |
|-------------|--------|-----------|----------|-----------|--------|------------|
| Ayes        |        |           |          |           |        |            |
| Nays        |        |           |          |           |        |            |
| Abstentions |        |           |          |           |        |            |
| Absent      |        |           |          |           |        |            |

PUBLISHED: Month date, Year

EFFECTIVE: Month date, Year

**CITY OF ILWACO**  
**CITY COUNCIL AGENDA ITEM BRIEFING**

A. Meeting Dates: Council Workshop: Public Hearing:  
Council Discussion Item: 8/10/15 Council Business Item:

B. Issue/Topic: **Ordinance Defining the Duties of the City Clerk and City Treasurer**

C. Sponsor(s):

1. Mike Cassinelli
- 2.

D. Background (overview of why issue is before council):

1. As the city has restructured the staff, positions and duties have been allocated to two separate positions. The IMC currently defines the clerk-treasurer when in reality those two positions are separate city administration.

E. Discussion (specific details relevant to the issue, pros/cons, alternatives and any other decision-making details)

1. The city is currently employing both a city clerk and a city treasurer therefore the IMC should reflect the correct staffing situation. There is no foreseen reason to revert back to the clerk-treasurer position.

F. Impacts:

1. Fiscal: n/a
2. Legal: The attorney has reviewed this ordinance.
3. Personnel: n/a
4. Service/Delivery: n/a

G. Planning Commission:  Recommended  N/A  Public Hearing on

H. Staff Comments:

1. None

Time Constraints/Due Dates:

I. Proposed Motion: **I move to adopt the ordinance separating the administrative positions of city clerk and city treasurer and assigning the appropriate duties to each.**

**CITY OF ILWACO  
ORDINANCE NO. XXX**

**AN ORDINANCE OF THE CITY OF ILWACO, WASHINGTON, REPEALING AND REPLACING CHAPTER 2.08 AND ADDING A NEW CHAPTER 2.10 TO THE ILWACO MUNICIPAL CODE ALL RELATED TO THE ADMINISTRATIVE POSITIONS OF CITY CLERK AND CITY TREASURER.**

**WHEREAS**, the City of Ilwaco recognizes that the Clerk-Treasurer position no long applies to present City administrative staff; and

**WHEREAS**, in order to bring the municipal code into compliance with current practice and approved organizational structure, Ilwaco Municipal Code (IMC) §2.08 needs to reflect current duties and powers of the City Clerk, IMC 2.10 needs to be created to reflect the duties and powers of the City Treasurer;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ILWACO, WASHINGTON, DOES ORDAIN AS FOLLOWS:**

**Section 1.** Chapter 2.08 of the Ilwaco Municipal Code entitled “City Clerk-Treasurer” is repealed in its entirety and replaced with a new Chapter 2.08 entitled “City Clerk” to read as follows;

**2.08.010 – Position established**

There is established the office of City Clerk in and for the City of Ilwaco.

**2.08.020 – Appointment – Generally**

The Mayor shall have the power of appointment and removal of the City Clerk.

**2.08.030 – Powers and duties**

The powers, duties and responsibilities of the City Clerk shall be subject to the supervision of the City Treasurer under the authority and direction of the Mayor and shall include, without limitation, the following:

1. Keep a full and true record of every act and proceeding of the City Council and keep such books, accounts and make such reports as may be required by the office of the Washington State Auditor;
2. Record all ordinances passed by the City Council, annexing thereto her/his certificate giving the number and title of the ordinance, stating the ordinance was published and posted according to law and that the record is a true and correct copy thereof;
3. Act as custodian of the seal of the City , and exercising the authority to acknowledge the execution of all instruments by the City requiring such acknowledgement;
4. Perform all duties as specified in chapter 35A.42 RCW for a City Clerk, and all duties as imposed by law as the election officer for the City;
5. Serve as the public records officer of the City and perform all such duties as imposed by law on the public records officer.

6. Serve as the designated license officer who shall administer the business license and regulations code Title 5 of the Ilwaco Municipal Code.
7. Retain and maintain all signed originals of contracts and transactions to which the City may be a party, and the signed originals of all deeds and instruments of conveyance regarding real and/or personal property transactions wherein the city is grantee or transferee;
8. Give notice off all City Council meetings to councilmembers, the media and the public when such is required by law.

**2.08.040 – Salary**

The City Clerk shall receive a salary in such amount as adopted by the annual City salary ordinance and in accordance with the Position, Grade and Step assigned.

**Section 2.** A new Chapter 2.10 of the Ilwaco Municipal Code entitled “City Treasurer” is hereby added to read as follows;

**2.10.010- Position established**

There is created the position of Ilwaco City Treasurer. The City Treasurer shall be and act as the administrative supervisor of the City government under the authority and direction of the Mayor. The position shall be filled by appointment of the Mayor.

**2.10.020 - General responsibility**

This position is established to have the powers and responsibilities as defined by law. In addition, this position will supervise, and insure effective use of, City employees, funds, grants, materials, facilities and time.

**2.10.030 – Duties**

The City Treasurer shall assist the Mayor in performance of his duties and shall do all things required by the Mayor to assist in the administration of the business of the City government. The powers, duties and responsibilities of the City Treasurer shall include, without limitation, the following:

1. Receive and safely keep all monies which come into the City treasury, and follow all laws of the State of Washington regarding the accountability therefor;
2. Keep such books, accounts and make reports as required by the office of the Washington State Auditor;
3. Exercise the duties and authority of the city treasurer as provided by RCW Chapter 35A.42;
4. Exercise the duties and authority of auditing officer as required by RCW 42.24.080 as applicable to the City;
5. Prepare the annual budget, assist the Mayor in submission of the budget to the City Council, and administer the budget after adoption.
6. Prepare a monthly report to the City Council on the financial status of the City.
7. Supervise the purchasing of City departments to keep expenditures in line with the approved budget.

8. Serve as personnel officer for the City.

**2.10.040 - Salary**

The City Treasurer shall receive a salary in such amount as adopted by the annual City salary ordinance and in accordance with the Position, Grade and Step assigned.

**Section 4.** Severability. If any section, subsection, paragraph, sentence, clause or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining parts of this ordinance.

**Section 5.** Referendum and Effective Date. This Ordinance, being an exercise of a power specifically delegated to the city legislative body, is not subject to referendum, and shall take effect and is in full force five (5) days after its passage, approval and publication of an approved summary of the title as provided by law.

**PASSED BY THE CITY COUNCIL OF THE CITY OF ILWACO, AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2015.**

\_\_\_\_\_  
Mike Cassinelli, Mayor

ATTEST:

\_\_\_\_\_  
Holly Beller, Deputy City Clerk

| VOTE        | Jensen | Karnofski | Marshall | Chambreau | Fornier | Cassinelli |
|-------------|--------|-----------|----------|-----------|---------|------------|
| Ayes        |        |           |          |           |         |            |
| Nays        |        |           |          |           |         |            |
| Abstentions |        |           |          |           |         |            |
| Absent      |        |           |          |           |         |            |

PUBLISHED: Month date, Year

EFFECTIVE: Month date, Year

**CITY OF ILWACO**  
**CITY COUNCIL AGENDA ITEM BRIEFING**

A. Meeting Dates: Council Workshop: Public Hearing:  
Council Discussion Item: 8/10/15 Council Business Item:

B. Issue/Topic: **Water Treatment Plant Improvements Project Close out**

C. Sponsor(s):

1. Forner
- 2.

D. Background (overview of why issue is before council):

1. The available project funds were provided by the Jobs Act Now grant from the Department of Health, with amendments included the total award amount was \$1,019,234 with roughly \$26,000 going to WesTech for the submittals & procurements docs, and \$172,000 going towards engineering costs, permits and bid documents as this project went out to bid twice.
  
2. Rotschy Construction won the bid coming at \$871,317.51 which included only one change order. The remainder of the grant money covered almost the whole construction project leaving roughly \$52,000 to be paid by the city. The original budget appropriated \$121,000 towards the project, with that a turbidimeter, two pro mag meters, chemical feed pumps and other equipment were purchased to improve the function and sustainability of the plant.

E. Discussion (specific details relevant to the issue, pros/cons, alternatives and any other decision-making details)

1. Gray & Osborne has recommended the City accept the project as complete and a final voucher was submitted. There is currently one outstanding item that will be fixed under warranty. There is a leak in a section of PVC pipe that will be repaired with ductile iron piping.

F. Impacts:

1. Fiscal: See above. Project costs were kept within the restraints of the original budget.
2. Legal: The attorney has not been requested to review.
3. Personnel: n/a
4. Service/Delivery: n/a

G. Planning Commission:  Recommended  N/A  Public Hearing on

H. Staff Comments:

1. None

I. Time Constraints/Due Dates: Retainage cannot be released until 60 days have passed from the project acceptance and releases have been authorized by the appropriate state agencies.

**J. Proposed Motion: I move to accept the Water Treatment Plant Improvements project as complete upon receipt of the final affidavit and authorize the mayor to execute the Final Contract Voucher Certificate and proceed with project close out.**



**Gray & Osborne, Inc.**  
CONSULTING ENGINEERS

July 31, 2015

Mayor Mike Cassinelli  
City of Ilwaco  
P.O. Box 548  
Ilwaco, Washington 98624

**SUBJECT: PROJECT ACCEPTANCE AND RELEASE OF RETAINAGE,  
WATER TREATMENT PLANT IMPROVEMENTS  
CITY OF ILWACO, PACIFIC COUNTY, WASHINGTON  
G&O #12555.00**

Dear Mayor Cassinelli:

This letter provides the City with guidance regarding the final contract voucher, accepting the project as complete, and release of the retainage.

**1. FINAL CONTRACT VOUCHER**

We have enclosed the signed Final Contract Voucher. The final cost of the project including Change Order No. 1 and Washington State sales tax is \$871,317.51. Please sign the enclosed "Final Contract Voucher" and forward a copy to the contractor and Gray & Osborne, Inc.

**2. PROJECT COMPLETION ACCEPTANCE**

The project has been completed in compliance with the Contract. A leak in a section of PVC pipe will be repaired as a warranty item. The Water Treatment Plant staff will notify the contractor when water production needs decrease to a point where the repair can be made. We therefore recommend the City accept the project as complete. Attached for your use is a draft "Notice of Completion of Public Works Contract" form. We have also e-mailed this form to you for your use.

After the City has accepted the project as complete, the City needs to forward the "Notice of Completion of Public Works Contract" form to the Washington State Department of Revenue, the Washington State Department of Labor and Industries, and the Washington State Employment Security Department.



Mayor Mike Cassinelli  
July 31, 2015  
Page 2

### 3. RELEASE OF RETAINAGE

We have also enclosed two copies of the release of retainage progress estimate for this project. One progress estimate is for the City files and the other copy should be forwarded to the contractor with the payment. The retainage should be released to the contractor contingent upon the following requirements being fulfilled:

1. Sixty days have elapsed since the date of project acceptance as indicated in the City Council meeting minutes.
2. The City receives the Washington State Department of Revenue "Certificate of Payment of State Excise Taxes by Public Works Contractor" (RCW 60.28).
3. The City receives the "Certificate of Payment of Contribution Penalties and Interest on Public Works Contract" from the Washington State Employment Security Department.
4. There are no claims or liens filed for labor and materials furnished on this Contract.
5. The City receives notification from the Washington State Department of Labor and Industries that the contractor and their subcontractors are current with payments of industrial insurance and medical aid premiums.

Please contact the undersigned if you have any questions or concerns regarding these matters.

Sincerely,

GRAY & OSBORNE, INC.

Nancy E. Lockett, P.E.

NEL/hhj  
Encl.

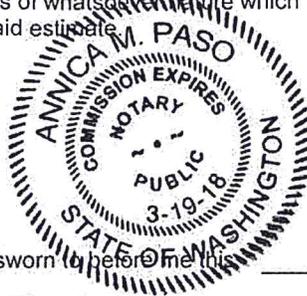
cc: Rotschy, Inc.  
Ms. Teresa Walker, P.E., Washington State Department of Health  
Ms. Eloise Rudolph, Washington State Department of Health

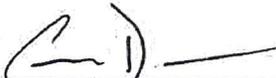
# Final Contract Voucher Certificate

|   |                    |                                     |                              |
|---|--------------------|-------------------------------------|------------------------------|
| Contractor<br><b>Rotschy, Inc.</b>  |                    |                                     |                              |
| Street Address<br><b>9210 NE 62<sup>nd</sup> Avenue</b>                                     |                    |                                     |                              |
| City<br><b>Vancouver</b>  | State<br><b>WA</b> | Zip<br><b>98665</b>                 | Date<br><b>July 21, 2015</b> |
| Project Number (Owner)<br><b>#12555</b>   |                    |                                     |                              |
| Job Description (Title)<br><b>City of Ilwaco Water Treatment Plant Improvements - Rebid</b> |                    |                                     |                              |
| Date Work Physically Completed<br><b>July 20, 2015</b>                                      |                    | Final Amount<br><b>\$871,317.51</b> |                              |

### Contractor's Certification

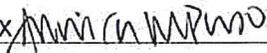
I, The undersigned, having first been duly sworn, certify that I am authorized to sign for the claimant; that in connection with the work performed and to the best of my knowledge no loan, gratuity or gift in any form whatsoever has been extended to any employee of the City of Ilwaco (Owner) nor have I rented or purchased any equipment or materials from any employee of the City of Ilwaco (Owner); I further certify that the attached final estimate is a true and correct statement showing all the monies due me from the City of Ilwaco (Owner) for work performed and material furnished under this Contract; that I have carefully examined said final estimate and understand the same; have paid all labor, material, and other costs for this project; and that I hereby release the City of Ilwaco (Owner) from any and all claims of whatsoever nature which I may have, arising out of the performance of said contract, which are not set forth in said estimate.



X   
Contractor Authorized Signature Required

CASEY DANFORTH  
Type Signature Name

Subscribed and sworn to before me this 24<sup>th</sup> day of July 20 15

X  Notary Public in and for the State of Washington

Residing at Vancouver

### City of Ilwaco (Owner) Certification

I, certify the attached final estimate to be based upon actual measurements, and to be true and correct. Approved Date \_\_\_\_\_

X   
Project Engineer

X \_\_\_\_\_  
Mike Cassinelli, Mayor (Owner)

This Final Contract Voucher Certification is to be prepared by the Engineer and the original forwarded to the City of Ilwaco (Owner) for acceptance and payment.

Contractors Claims, if any, must be included and the Contractors Certification must be labeled indicating a claim attached.





**CONTRACT AMENDMENT**

|   |                                       |
|---|---------------------------------------|
| 1. NAME OF CONTRACTOR<br><b>City of Ilwaco</b>  | 2. CONTRACT NUMBER<br><b>N20735-3</b> |
| 1a. ADDRESS OF CONTRACTOR (STREET)<br><b>PO Box 458</b>   | 2a. AMENDMENT NUMBER<br><br><b>3</b>  |
| 1b. CITY, STATE, ZIP CODE<br><b>Ilwaco, WA 98624</b>  |                                       |
| 3. <input checked="" type="checkbox"/> <b>THIS ITEM APPLIES ONLY TO BILATERAL AMENDMENTS.</b><br>The Contract identified herein, including any previous amendments thereto, is hereby amended as set forth in Item 5 below by mutual consent of all parties hereto.                                   |                                       |
| 4. <input type="checkbox"/> <b>THIS ITEM APPLIES ONLY TO UNILATERAL AMENDMENTS.</b><br>The Contract identified herein, including any previous amendments thereto, is hereby unilaterally amended as set forth in Item 5 below pursuant to that changes and modifications clause as contained therein. |                                       |
| 5. <b>DESCRIPTION OF AMENDMENT:</b> The purpose of this amendment is to correct the Federal Grant Award Number and Federal Grant Award Name as follows:   |                                       |
| 5a. <b>Attachment IV:</b> Addition of Attachment IV – Federal Grant Data Elements, attached hereto and incorporated herein.   |                                       |
| 5b. <b>Consideration:</b> This amendment neither increases nor decreases <b>Contract Consideration</b> ; therefore, the revised maximum consideration of this contract and all amendments shall not exceed <b>\$15,000.00</b> .   |                                       |
| 5c. <b>Period of Performance:</b> remains unchanged.  |                                       |
| 5d. <b>The Effective Date of this Amendment:</b> is the <b>Date of Execution</b> .  |                                       |
| 6. All other terms and conditions of the original contract and any subsequent amendments thereto remain in full force and effect.   |                                       |
| 7. <input type="checkbox"/> This is a unilateral amendment. Signature of contractor is not required below.<br><input checked="" type="checkbox"/> Contractor hereby acknowledges and accepts the terms and conditions of this amendment. Signature is required below.                                 |                                       |
| CONTRACTOR SIGNATURE (also, please print/type your name)  | DATE                                  |
| DOH CONTRACTING OFFICER SIGNATURE   | DATE                                  |

**N20735-3**  
**City of Ilwaco**

|   | <b>Item Description</b>  | <b>Federal Funding Source #1</b> | <b>Federal Funding Source #2</b> |
|---|--|----------------------------------|----------------------------------|
| 1 | <b><i>Subrecipient Name (Exactly as listed in DUNS):</i></b><br><a href="http://www.SAM.gov">www.SAM.gov</a><br>Click on the web address above and then click on “search records” tab and enter the sub-recipient’s name in the “Quick Search” box, then press enter.                                      | City of Ilwaco                   | City of Ilwaco                   |
| 2 | <b><i>Subrecipient DUNS Number:</i></b><br><a href="http://www.SAM.gov">www.SAM.gov</a><br>A 9 digit number that can be found on the web address above.  | 003206976                        | 003206976                        |
| 3 | <b><i>Federal Award Identification Number (FAIN):</i></b><br>If a FAIN number is not specifically listed, use “Grant Number” listed on the notice of award.  | 99083912                         | 99083911                         |
| 4 | <b><i>Federal Award Date:</i></b><br>Date the federal grant award was issued or the date in the “Date of Award” section on the Federal Notice of Award. (this is not the project or budget period).  | 7/9/2012                         | 12/2/2011                        |
| 5 | <b><i>Start and End Date of the DOH contract:</i></b><br>Found in the “Period of Performance” section of the contract. (If the start date in the period of performance section is listed as the date of execution (DOE) then refer to the signature page for the date of the last party to sign).          |                                  |                                  |
| 6 | <b><i>Amount of Federal Funds Obligated by this action:</i></b><br>Increase or decrease in federal funds for this subaward agreement only.   | \$0                              | \$0                              |
| 7 | <b><i>Total Amount of Federal Funds Obligated to the subrecipient by DOH for this subaward (per funding source):</i></b><br>Total amount of all federal funds given to the subrecipient for each federal funding source identified.  | \$2,090.77                       | \$12,909.23                      |
| 8 | <b><i>Total Amount of the Federal Award to DOH:</i></b><br><a href="http://ADDS.net">ADDS.net</a><br>Total of the federal funds awarded to DOH for each federal funding source identified. For total funds awarded to DOH go to the Grants Status Report available by clicking on the ADDS.net link above. | \$28,642,500                     | \$30,055,000                     |
| 9 | <b><i>Project description as listed on the FFATA form:</i></b><br>This can be found on the FFATA form  |                                  |                                  |

|    |   |  |  |
|----|---|--|--|
| 10 | <b>Name of Federal awarding agency:</b><br>List both the federal agency and the awarding division (i.e. HHS/Centers for Disease Control and Prevention) Found in the Notice of Award.   | US EPA/<br>DOH-Env<br>Public<br>Health                                 | US EPA/<br>DOH-Env<br>Public<br>Health                                 |
| 11 | <b>Name of the pass-through entity:</b><br>For grants awarded directly from the federal government to DOH, list "Washington State Department of Health". For grants sub-awarded to DOH by other state agencies, list the agency's name.   | WA State<br>Dept of<br>Health  | WA State<br>Dept of<br>Health  |
| 12 | <b>Contact information for awarding official – Statement of Work:</b><br>Name of DOH Program's Contract Manager(s) or project coordinator (this is not the DOH Contract Specialist).  | Corina<br>Hayes  | Corina<br>Hayes  |
| 13 | <b>Contact information for awarding official – General Contact:</b><br><a href="mailto:dohcon.mgmt@doh.wa.gov">dohcon.mgmt@doh.wa.gov</a><br>Use the email address listed above.  |  |  |
| 14 | <b>CFDA Number:</b><br>Catalog of Federal Domestic Assistance (CFDA) – a five digit number (i.e. 55.555) found on the notice of award.  | 66.468   | 66.468   |
| 15 | <b>CFDA Name:</b><br><a href="http://www.cfda.gov">www.cfda.gov</a><br>Click on the web address above, then enter the 5-digit CFDA number on the right hand side in the "keyword or program number" box and hit enter or "search".  | Safe Drinking<br>Water State<br>Revolving<br>Fund                      | Safe Drinking<br>Water State<br>Revolving<br>Fund                      |
| 16 | <b>Is the award Research &amp; Development?</b><br>Usually "no". Check the grant application or notice of award to see if the award is for research and development.  | Yes <input type="checkbox"/><br>No <input checked="" type="checkbox"/> | Yes <input type="checkbox"/><br>No <input checked="" type="checkbox"/> |
| 17 | <b>The limiting indirect cost rate for the Federal award, if any:</b><br>Usually "N.A.", however DOH does have a handful of grants which do have this limitation. If there is a limitation, it will be specified in the award document. Check the grant application or notice of award for an approved indirect rate. | N/A  | N/A  |
| 18 | <b>Certifications and Assurances – all requirements imposed on the subrecipient by the federal awarding agency:</b><br>The contract boilerplate covers all standard certifications and assurances.  |  |  |
| 19 | <b>Are there any additional requirements imposed by the pass through entity (DOH) to meet its own responsibilities to the awarding agency:</b><br>If applicable, this is identified by the DOH program staff writing the contract. This can also be found in the "Statement of Work" section of the contract.         | Yes <input type="checkbox"/><br>No <input checked="" type="checkbox"/> | Yes <input type="checkbox"/><br>No <input checked="" type="checkbox"/> |

|    |  |   |   |
|----|--|---|---|
| 20 | <p><b><i>Indirect Rate:</i></b><br/> <b><u>DOH Grant Website</u></b><br/>         Check with entity. If your contract allows indirects, you must use the subrecipient approved indirect rate received by DOH and posted on the DOH Grant website link above. If the entity is using the 10% De Minimis indirect rate, this will be listed in the attached document when you click on the entity's information.</p>   | Yes <input type="checkbox"/><br>No <input checked="" type="checkbox"/><br>NA <input type="checkbox"/> | Yes <input type="checkbox"/><br>No <input checked="" type="checkbox"/><br>NA <input type="checkbox"/> |
| 21 | <p><b><i>Access to Subgrantee's accounting records:</i></b><br/>         All subrecipients are required to make their accounting records available and accessible to the awarding agency. You can find this requirement in the "Records Maintenance" section of the contract.</p>  |   |   |
| 22 | <p><b><i>Closeout Requirement:</i></b><br/>         (1) submit all final billings within 60 days of the end of the contract (This is required per standard contract language)<br/>         (2) submit all required program reports and deliverables within 60 days (This is required per standard contract language)<br/>         (3) dispose of property purchased with subaward funds and dispose of or return government-furnished property no longer used for subaward related activities (If applicable DOH must be contacted for disposal requirements)<br/>         (4) additional DOH program specific contract closeout requirements: (If applicable, see SOW for additional closeout requirements)</p> |   |   |

**Anita "K" Harrison**

407 2<sup>nd</sup> Street  
Ilwaco, WA 98624

August 1, 2015

Mayor Casinelli  
Attn: Holly Beller, Deputy City Clerk  
City of Ilwaco  
Ilwaco, WA 98624

Dear Mayor Casinelli:

I have been asked by Nansen Malin and Cheri Diehl if, as a resident of Ilwaco, I would be interested in joining the Ilwaco Planning Commission and, after attending a meeting and observing its workings, I would very much like to join the Commission. I believe I can offer my experience and residency in the city as a valued member. Attached is a short bio. for your review. Please feel free to contact me with any questions you might have.

Sincerely,

K Harrison

enclosure

## **Anita "K" Harrison**

PO Box 369  
407 2<sup>nd</sup> Street  
Ilwaco, WA 98624  
360.642.3238

BANK OF AMERICA (and its Oregon predecessors beginning in 1969) – approximately 20 years

- Teller Supervisor
- Administrative Assistant – Trust & Financial Management

GRUBB & ELLIS, Commercial Real Estate Brokers – 5 years

- Administrative Assistant

FRED MEYER STORES, INC., Corporate Law – 12 years, retiring in 2012

- Administrative Assistant to Real Estate Attorney
- Administrative Assistant to Environmental Manager

While living in Clackamas, Oregon, and working for Fred Meyer, I was also the President of the Clackamas River Community Co-operative Association. I presided during the formation of the Co-op when the residents purchased the property from the then-owner and became one of the first of a growing number of residents to collectively own the property in which their mobile home sites in Oregon.

My great-grandfather built a home in Long Beach in the 1800's and the property has remained in the family ever since. I have been spending my summers and weekends here since I was a small child and knew that when I retired, that this is where I wanted to live. Cheri Diehl acted as my agent in obtaining a wonderful 2-story Victorian house, built in the 1800's, and I have lived here since the day after I retired.

I have 2 sons who live in the Portland area and one granddaughter who will be a sophomore at the University of Oregon in the Fall.



**CITY OF ILWACO  
PLANNING COMMISSION MEETING**

**Tuesday, August 4, 2015**

**A. Call to Order**

1. Chair Malin called the meeting to order at 6:01 p.m.

**B. Roll Call**

1. Present: Commission Chair Nansen Malin, Commissioner Cheri Diehl, Commissioner Jackie Sheldon, Commissioner Nancy McAllister
2. Staff: Holly Beller, City Clerk

**C. Approval of Agenda**

**ACTION: Motion to approve agenda. (Diehl/McAllister) 4 Ayes 0 Nays 0 Abstain**

**D. Approval of Minutes**

**ACTION: Motion to approve the Regular Meeting minutes of July 7, 2015, with the attachment of the letter from Nisbett's. (McAllister/Diehl) 4 Ayes 0 Nays 0 Abstain.**

**E. Reports**

1. Deputy City Clerk reported that the city is between planning contracts and hopes to have a new planner in place by the next meeting, if not by October. The mayor received a letter of interest from K Harrison for the vacant seat 5 and will recommend her appointment to city council at the upcoming meeting.
2. Commissioner Sheldon compiled a list of emergency supply needs as requested by the chair for addition to the comp plan.

**F. Comments of Citizens and Guests Present**

1. Larry Hamilton commented that there should be no allowed use for short term vacation rentals in the R1 zoning district.
2. A letter from Tom and Judy HornBuckle was presented to the commission. Mr. and Mrs. HornBuckle also oppose short term vacation rentals as an allowed use in the R1 district.

**H. Discussion**

**1. Comp Plan Update Recommendation to City Council**

The most recent draft to the comp plan was presented to the commission by the City Clerk. An update to the Vision Statement was discussed, as well as the addition of the emergency supplies list. The list that commissioner Sheldon presented will be combined with the list from the Fire Chief and will also include the need for a ladder truck to assist with evacuating the elderly from multi story buildings. These additions and a grammar correction will be made to the plan prior to presentation to city council.

**ACTION: Motion to adopt the Findings, Conclusions, and Recommendation of the Draft Comprehensive Plan to Ilwaco City Council. (Diehl/Sheldon) 4 Ayes 0 Nays 0 Abstain.**

## 2. Short Term Vacation Rentals

The commission received copies of the Proposed Changes to Title 15 to address Vacation Rentals as drafted by Ryan Crater in March, 2015, Chapter 15 definitions as listed by IMC 15.04.020, and the Interpretation of land use table as listed by IMC 15.44.010. Discussion to increasing the number of maximum guests in only the R3 district, and the building inspector and fire chief will be asked for input to this question. The city clerk asked the commission to review the definitions and land use table for definitions which are too narrow or which may be overlapping. The commission was also asked to consider including R4, C1, and C2 as additional zoning districts which would allow short term vacation rentals, and vacation rental vs. bed and breakfast contrast/compare. Commissioner McAllister asked for a copy of the Pacific County Bed and Breakfast definitions. Questions regarding number of bedrooms, minimum square footage, parking, etc. were presented. The city clerk presented the commission with copies of the short term vacation rental regulations and applications for Seaside, OR. It was suggested that consideration should be given to Pacific County and Long Beach examples since enforcement would be by and through the local police and sheriff. Currently the only vacation rental allowed outright are within R3. R1 is not going to be considered to have vacation rentals as an allowed use. In looking at the zoning descriptions it was found that R1S may no longer be necessary because of new federal regulations regarding manufactured homes. The zone of R2 probably will not be included as the only zoning of that sort in the city is around the hospital and high school and used for public facilities and services.

**ACTION: None taken at this meeting.**

## 3. CUP Extensions

City Clerk presented a copy of IMC Chapter 15.48, Conditional Uses for the commission to review. City Hall desires to create an avenue for land owners to extend Conditional Use Permits which may have expired for lack of use of more than a year, but otherwise is the same approved use. Cost for CUP's is \$500 plus planning costs which can be financially burdening to land owners in light of the past economic downturn, and now potential upswing.

**RECOMMENDATION: Amend Item C of Section 15.48.100 of the IMC to read; A conditional use permit, if not exercised, will expire one year after the decision of the city council unless the land owner requests, and is granted, an extension by city council. Application for an extension of the Conditional Use Permit must be made by the land owner, and can only be issued for a period of one year from the date the extension is granted. Cost is 10% of the Conditional Use Permit fee, or \$50.**

**4 Ayes 0 Nays 0 Abstain**

## 4. Home Occupation Permit Review

Currently our municipal code allows for home occupations within the R1 zone, but specifically prohibits stock in trade being sold or displayed out of doors. This restriction would prohibit businesses such as flower sales, camp fire wood, etc.

**RECOMMENDATION: Repeal Item H from Section 15.48.120 Home Occupations, of the Ilwaco Municipal Code. 4 Ayes 0 Nays 0 Abstain**

## H. Adjournment

**ACTION: Motion to adjourn the meeting (McAllister).** Chair Malin adjourned the meeting at 7:22 p.m.

---

Nansen Malin, Chair

---

Holly Beller, City Clerk