



**CITY OF ILWACO  
CITY COUNCIL MEETING  
Monday, May 9, 2016**

**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. April 25, 2016 Regular Meeting
2. Claims & Vouchers (TAB 2)
  - a. Checks: 38870 to 38875 + electronic payments \$29,994.99
  - b. Checks: 38876 to 38923 \$141,884.38

GRAND TOTAL: \$171,879.37

**F. Reports**

1. Staff Reports (TAB 3)
  - a. Chief of Police
  - b. Deputy City Clerk
2. Council Reports
3. Mayor's Report

**G. 2016 EMS Week Proclamation**

**H. Youth Action Klub (YAK)**

**I. 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.

**J. Public Hearing**

1. **Shoreline Master Program Update**
2. **Conditional Use Permit Application for North Star Vacation Rental**

**K. Business**

**L. Discussion**

1. Conditional Use Permit Application for North Star Vacation Rental (TAB 9) - *Cassinelli*
2. City Park Renovation RFQ Selection (TAB 10) – *Cassinelli*
3. PACCOM Memorandum of Understanding for Receipt and Expenditures of Funds from Proposition #1 (TAB 11) – *Cassinelli*
4. Interlocal Agreement with the City of Long Beach for Back-Up Wastewater Treatment Plant Operation Services (TAB 12) - *Cassinelli*

**M. Correspondence and Written Reports**

1. Citizen letters in support of North Star Vacation Rental (TAB 14)

**N. Future Discussion/Agendas**

1. Shoreline Master Program Update – *Cassinelli*
2. Safety Accident Prevention Plan – *Cassinelli*
3. Charter Franchise Agreement Renewal - *Cassinelli*
4. Short Term Vacation Rentals – *City Planner*
5. Interlocal Agreement for Building Inspector Services - *Cassinelli*
6. Proposal and Contract for Professional Engineering Services, Sahalee Water and Sewer Improvements - *Cassinelli*
7. Update to Critical Areas Ordinance - *Cassinelli*
8. Comprehensive Plan Amendment – *Cassinelli*
9. Neighborhood Preservation Ordinance – *Cassinelli*
10. Ordinance Amending Title 8 – Health and Safety – *Cassinelli*

**O. Adjournment**

**P. Upcoming Meetings**

COUNCIL/COMMISSION	PURPOSE	DAY	DATE	TIME	LOCATION
City Council	Regular Meeting	Monday	05/23/16 06/13/16	6:00 p.m.	Community Building
City Council	Public Hearing – Transportation Plan	Monday	06/13/16	6:00 p.m.	Community Building
Parks & Rec. Commission	Regular Meeting	Tuesday	06/14/16	6:00 p.m.	Fire Hall
Planning Commission	Regular Meeting	Tuesday	06/21/16	6:00 p.m.	Community Building



**CITY OF ILWACO  
CITY COUNCIL MEETING  
Monday, April 25, 2016**

**A. Call to Order**

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

**B. Flag Salute**

1. The Pledge of Allegiance was recited.

**C. Roll Call**

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

**D. Approval of Agenda**

1. **ACTION: Motion to approve the agenda as presented. (Karnofski/Marshall) 3 Ayes 0 Nays 0 Abstain.**

**E. Approval of Consent Agenda**

1. Including Checks 38835 to 38836 + Electronic totaling \$18,411.96, Checks: 38837 to 38869 totaling \$74,018.11 for a grand total of \$92,430.07.  
**ACTION: Motion to approve the consent agenda. (Forner/Karnofski) 3 Ayes 0 Nays 0 Abstain.**

**F. Reports**

**1. Staff Reports**

**i. Fire Chief**

Fire Chief Williams mentioned that there was a retirement party for Assistant Fire Chief Suomela as he served as a volunteer fireman for 45 years. Nick Haldeman was promoted to Captain and Matt Lessnau was promoted to Lieutenant.

**ii. Parks and Recreation**

Nick Haldeman was in attendance and reported that the Fishing Derby is this upcoming weekend, he is also rerouting Josh's Trail and had about 50 kids out last weekend helping.

**iii. Treasurer's Report**

Treasurer Smith provided a written report and also mentioned that City Hall continues to work with L&I to improve internal processes.

**2. Council Reports**

- i. Councilmember Karnofski reported that she had attended a couple Parks & Rec meetings and that Peninsula Poverty Response is working on bringing the

triathlon back to Black Lake which will be on September 17<sup>th</sup>. This coming weekend is busy as there is the Black Lake Fishing Derby, the Loyalty Days Parade, City Hall statue dedication and Saturday Market.

- ii. Councilmember Forner also attended Assistant Fire Chief Suomela's retirement party, he also mentioned that the fire station was occupied by the little league on Saturday for picture. He wanted to apologize that he missed the last Council meeting due to a leg injury.

### 3. Mayor's Report

- i. Mayor Cassinelli also attended Assistant Fire Chief Suomela's retirement party. He complimented the fire staff on the party and the attendance. The Mayor then went into some details about the L&I inspections, specifically confined space violations.

## G. Comments of Citizens and Guests Present

- 1. None

## H. Business

### 1. City Park Renovation Phase 2

**ACTION: Motion to adopt Resolution 2016-04 authorizing the submittal of the application for grant funding assistance for the Washington Wildlife and Recreation Program Project to the Recreation and Conservation Office. (Karnofski/Forner) 3 Ayes 0 Nays 0 Abstain.**

### 2. MRSC Small Works Roster Contract Renewal

**ACTION: Motion to renew the annual contract with MRSC for Small Works, Consultant, and Vendor Rosters (Forner/Karnofski) 3 Ayes 0 Nays 0 Abstain.**

## I. Discussion

### 1. City Park Renovation Phase 2

The Mayor pointed out that this is just an application and that the City would have until May of 2017 to certify the match. Councilmember Karnofski also went on to say that this would give Parks & Rec a year to fundraise and secure funding resources.

**ACTION: Move to business at this meeting (Karnofski/Forner) 3 Ayes 0 Nays 0 Abstain.**

### 2. City Park Renovation RFQ Selection

Councilmember Karnofski presented this item stating that a portion of the Parks & Rec Commission had met prior to the Council meeting to discuss the RFQs. They felt that they did not have an adequate amount of time to do due diligence. They want more time to call references, speak to legal counsel and determine the best consultant for the job as this person will hopefully see the project through the completion. Parks & Rec will hold another special meeting to discuss this item further and will give the Council a formal recommendation for the next meeting.

**ACTION: Leave as discussion for the next meeting.**

**3. MRSC Small Works Roster Contract Renewal**

Mayor Cassinelli presented this item stating that the City has used this vendor list for the last 5 years and it has saved the staff a tremendous amount of time over the years.

**ACTION: Move to business at this meeting. (Forner/Karnofski) 3 Ayes 0 Nays 0 Abstain.**

**J. Future Discussion/Agendas**

1. Charter Franchise Agreement Renewal – *Cassinelli*
2. Safety Accident Prevention Plan – *Cassinelli*
3. Shoreline Master Program Update – *Cassinelli*
4. Short Term Vacation Rentals – *City Planner*
5. Interlocal Agreement for Building Inspector Services – *Cassinelli*
6. Proposal and Contract for Professional Engineering Services, Sahalee Water and Sewer Improvements - *Cassinelli*
7. PACCOM Memorandum of Understanding for Receipt and Expenditures of Funds from Proposition #1– *Cassinelli*
8. Update to Critical Areas Ordinance - *Cassinelli*
9. Comprehensive Plan Amendment – *Cassinelli*
10. Neighborhood Preservation Ordinance – *Cassinelli*
11. Ordinance Amending Title 8 – Health and Safety – *Cassinelli*

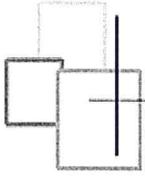
**K. Motion to adjourn the meeting (Forner)** Mayor Cassinelli adjourned the meeting at 6:24 p.m.

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Mike Cassinelli, Mayor

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Ariel Smith, Treasurer



# Register

Number	Name	Fiscal Description	Amount
<u>38870</u>	Fero, Jimmie W	2016 - May - First Meeting	\$1,192.91
<u>38871</u>	Williams, Thomas R	2016 - May - First Meeting	\$978.24
<u>38872</u>	AWC - Life Insurance	2016 - May - First Meeting	\$18.40
<u>38873</u>	AWC Employee Benefit Trust	2016 - May - First Meeting	\$5,224.92
<u>38874</u>	Dept of Retirement - Def Comp	2016 - May - First Meeting	\$155.00
<u>38875</u>	Dept of Retirement Systems	2016 - May - First Meeting	\$6,007.16
Alderman, Johnny	ACH Pay - 1856	2016 - May - First Meeting	\$1,676.89
Beller, Holly Celeste	ACH Pay - 1857	2016 - May - First Meeting	\$1,104.90
Benson, Austin	ACH Pay - 1858	2016 - May - First Meeting	\$984.90
Cassinelli, Michael	ACH Pay - 1859	2016 - May - First Meeting	\$423.70
Chambreau, Jon H.	ACH Pay - 1860	2016 - May - First Meeting	\$181.96
Forner, Gary	ACH Pay - 1862	2016 - May - First Meeting	\$399.60
Gray, Richard Roy	ACH Pay - 1863	2016 - May - First Meeting	\$1,220.62
Jensen, David	ACH Pay - 1864	2016 - May - First Meeting	\$181.96
Marshall, Fred	ACH Pay - 1865	2016 - May - First Meeting	\$181.96
Mc Kee, David A	ACH Pay - 1866	2016 - May - First Meeting	\$1,600.82
Mulinix, Vinessa	ACH Pay - 1867	2016 - May - First Meeting	\$180.76
Richardson, Troy	ACH Pay - 1868	2016 - May - First Meeting	\$1,306.17
Smith, Ariel	ACH Pay - 1869	2016 - May - First Meeting	\$1,274.65
Staples, Terri P	ACH Pay - 1870	2016 - May - First Meeting	\$420.77
<u>EFT-5-5-16</u>	Discovery Benefits	2016 - May - First Meeting	\$750.00
<u>EFT-5-5-16</u>	U.S. Treasury Department	2016 - May - First Meeting	\$4,528.70
			<b>\$29,994.99</b>

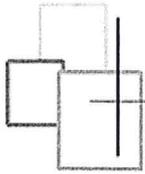
\_\_\_\_\_  
Treasurer

38870 through 38875 and electronic payments totalling \$29,994.99 are approved this 9th day of May, 2016.

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

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Council member

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Council member



# Register

Fiscal: 2016  
Deposit Period: 2016 - May  
Check Period: 2016 - May - First Meeting

Number	Name	Print Date	Amount
<b>Bank of the Pacific</b>	<b>8023281</b>		
<b>Check</b>			
<u>38876</u>	A & E Security Solutions, Inc.	5/9/2016	\$568.65
<u>38877</u>	A Sparkling Castle	5/9/2016	\$455.00
<u>38878</u>	Art's Auto Parts, Inc.	5/9/2016	\$19.17
<u>38879</u>	Blue Crab Graphics	5/9/2016	\$1,252.80
<u>38880</u>	Brims's Farm & Garden	5/9/2016	\$1,253.00
<u>38881</u>	BSK Associates	5/9/2016	\$517.75
<u>38882</u>	Cartomation, Inc.	5/9/2016	\$466.00
<u>38883</u>	Chinook Observer	5/9/2016	\$111.09
<u>38884</u>	City of Ilwaco	5/9/2016	\$3,214.97
<u>38885</u>	City of Long Beach	5/9/2016	\$18,568.33
<u>38886</u>	Clatsop Power Equip Inc	5/9/2016	\$180.00
<u>38887</u>	Coast Rehabilitation Services	5/9/2016	\$35.00
<u>38888</u>	Consolidated Supply Co.	5/9/2016	\$8,038.79
<u>38889</u>	D J Witmer Company	5/9/2016	\$136.66
<u>38890</u>	Dennis CO	5/9/2016	\$469.95
<u>38891</u>	Department of Commerce - PWTF	5/9/2016	\$80,263.51
<u>38892</u>	Englund Marine Supply Inc	5/9/2016	\$214.39
<u>38893</u>	Fastenal Company	5/9/2016	\$137.53
<u>38894</u>	Goulter Diamond Bar Ranch	5/9/2016	\$1,300.00
<u>38895</u>	Gray & Osborne, Inc.	5/9/2016	\$158.19
<u>38896</u>	Hach Company	5/9/2016	\$983.45
<u>38897</u>	Heather Reynolds, Attorney	5/9/2016	\$1,278.00
<u>38898</u>	Home Depot Credit Services	5/9/2016	\$379.00
<u>38899</u>	John Alderman	5/9/2016	\$364.60
<u>38900</u>	John Deere Financial	5/9/2016	\$1,082.23
<u>38901</u>	Kris Kaino	5/9/2016	\$412.00
<u>38902</u>	L N Curtis & Sons	5/9/2016	\$118.80
<u>38903</u>	LEAF	5/9/2016	\$130.12
<u>38904</u>	Nancy McAllister	5/9/2016	\$412.00
<u>38905</u>	Naselle Rock & Asphalt	5/9/2016	\$261.69
<u>38906</u>	Nisqually Trout Farm Inc.	5/9/2016	\$2,695.00
<u>38907</u>	One Call Concepts, Inc.	5/9/2016	\$16.73
<u>38908</u>	Pacific CO Auditor	5/9/2016	\$75.00
<u>38909</u>	Pacific CO Health Dept.	5/9/2016	\$336.00
<u>38910</u>	Peninsula Sanitation Service, Inc.	5/9/2016	\$434.42
<u>38911</u>	Peninsula Visitors Bureau	5/9/2016	\$8,500.00
<u>38912</u>	Pink Poppy Bakery	5/9/2016	\$32.00

<u>38913</u>	Purchase Power	5/9/2016	\$445.22
<u>38914</u>	Rick Gray	5/9/2016	\$754.60
<u>38915</u>	Ryan Herco Flow Solutions	5/9/2016	\$46.80
<u>38916</u>	Sunset Auto Parts Inc.	5/9/2016	\$127.81
<u>38917</u>	Tire Hut	5/9/2016	\$1,529.88
<u>38918</u>	USA Blue Book	5/9/2016	\$330.92
<u>38919</u>	Verizon Wireless	5/9/2016	\$94.32
<u>38920</u>	Vinessa Karnofski	5/9/2016	\$38.17
<u>38921</u>	WA State Dept. of Ecology	5/9/2016	\$881.00
<u>38922</u>	Wadsworth Electric	5/9/2016	\$2,351.84
<u>38923</u>	William R. Penoyar, Attorney at Law	5/9/2016	\$412.00
		<b>Total Check</b>	<b>\$141,884.38</b>
		<b>Total 8023281</b>	<b>\$141,884.38</b>
		<b>Grand Total</b>	<b>\$141,884.38</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.

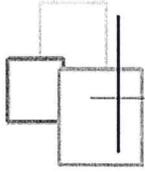
\_\_\_\_\_  
Treasurer

38876 through 38923 totalling \$141,884.38 are approved this 9th day of May, 2016.

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

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

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Council member



# Voucher Directory

Vendor	Number	Reference	Account Number	Description	Amount
A & E Security Solutions, Inc.	38876			2016 - May - First Meeting	
		Invoice - 5/4/2016 11:53:31 AM			
		140986			
		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
		Total Invoice - 5/4/2016 11:53:31 AM			\$568.65
	Total 38876				\$568.65
Total A & E Security Solutions, Inc.					\$568.65
A Sparkling Castle	38877			2016 - May - First Meeting	
		Invoice - 4/28/2016 10:39:43 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
		Total Invoice - 4/28/2016 10:39:43 AM			\$455.00
	Total 38877				\$455.00
Total A Sparkling Castle					\$455.00
Art's Auto Parts, Inc.	38878			2016 - May - First Meeting	
		Invoice - 5/3/2016 8:40:19 AM			
		001-000-000-576-80-35-00		Small Tools & Equipment	\$19.17
		Total Invoice - 5/3/2016 8:40:19 AM			\$19.17
	Total 38878				\$19.17
Total Art's Auto Parts, Inc.					\$19.17
Blue Crab Graphics	38879			2016 - May - First Meeting	
		Invoice - 4/28/2016 10:57:48 AM			
		2937			
		001-000-000-573-90-49-00		Black Lake Fishing Derby	\$1,252.80
		Total Invoice - 4/28/2016 10:57:48 AM			\$1,252.80
	Total 38879				\$1,252.80
Total Blue Crab Graphics					\$1,252.80
Brims's Farm & Garden	38880			2016 - May - First Meeting	
		Invoice - 5/4/2016 11:53:50 AM			
		2470			
		409-000-000-535-00-45-00		Spray Sludge Disposal Site	\$1,253.00
		Total Invoice - 5/4/2016 11:53:50 AM			\$1,253.00

Total 38880			\$1,253.00
Total Brims's Farm & Garden			\$1,253.00
BSK Associates			
38881	2016 - May - First Meeting		
	Invoice - 4/28/2016 10:44:55 AM		
	V601200		
	401-000-000-534-00-31-06	Office & Customer Service	\$116.00
	Total Invoice - 4/28/2016 10:44:55 AM		
	\$116.00		
	Invoice - 5/3/2016 8:59:31 AM		
	V601263		
	401-000-000-534-00-31-06	Office & Customer Service	\$401.75
	Total Invoice - 5/3/2016 8:59:31 AM		
	\$401.75		
Total 38881			\$517.75
Total BSK Associates			\$517.75
Cartomation, Inc.			
38882	2016 - May - First Meeting		
	Invoice - 4/28/2016 10:39:51 AM		
	001-000-000-557-20-41-00 Ilwaco Web Page \$50.00		
		GIS map storage	
	409-000-000-535-00-41-02	Professional Services -	\$416.00
		GIS wastewater mapping services contract	
	Total Invoice - 4/28/2016 10:39:51 AM		
	\$466.00		
Total 38882			\$466.00
Total Cartomation, Inc.			\$466.00
Chinook Observer			
38883	2016 - May - First Meeting		
	Invoice - 5/4/2016 11:54:31 AM		
	80-16		
	001-000-000-511-30-44-00	Official Publications	\$64.28
	Total Invoice - 5/4/2016 11:54:31 AM		
	\$64.28		
	Invoice - 5/4/2016 11:55:24 AM		
	97-16		
	001-000-000-511-30-44-00	Official Publications	\$46.81
	Total Invoice - 5/4/2016 11:55:24 AM		
	\$46.81		
Total 38883			\$111.09
Total Chinook Observer			\$111.09
City of Ilwaco			
38884	2016 - May - First Meeting		
	Invoice - 4/28/2016 11:07:39 AM		
	001-000-000-511-60-47-02	City Sewer - Museum	\$41.87
	001-000-000-514-20-47-02	Water - City Hall	\$75.17
	001-000-000-514-20-47-03	Sewer - City Hall	\$122.56
	001-000-000-514-20-47-04	Storm Drainage	\$25.11
	001-000-000-522-50-47-01	Water	\$178.62
	001-000-000-522-50-47-02	Sewer	\$230.51
	001-000-000-522-50-47-03	Storm Drainage	\$70.46
	001-000-000-572-50-47-01	City Water	\$181.41
	001-000-000-572-50-47-02	City Sewer	\$236.01
	001-000-000-572-50-47-03	Storm Drainage	\$10.99
	001-000-000-575-50-40-02	Community Building Water	\$0.00
	001-000-000-575-50-40-03	Community Building Sewer	\$0.00
	001-000-000-576-80-47-01	Water-Parks, Sprinklers,Blk	\$190.83

001-000-000-576-80-47-02	Sewer-Parks, Black Lake	\$55.53
001-000-000-576-80-47-03	Storm Drainage	\$21.97
409-000-000-535-00-47-02	Water	\$706.33
409-000-000-535-00-47-03	Sewer	\$1,034.62
409-000-000-535-00-47-05	Storm Drainage	\$32.98
<b>Total Invoice - 4/28/2016 11:07:39 AM</b>		<b>\$3,214.97</b>
<b>Total 38884</b>		<b>\$3,214.97</b>
<b>Total City of Ilwaco</b>		<b>\$3,214.97</b>
<b>City of Long Beach</b>		

**2016 - May - First Meeting**

<b>Invoice - 4/28/2016 10:38:33 AM</b>		
001-000-000-521-10-50-00	Law Enforcement Contract	\$18,568.33
<b>Total Invoice - 4/28/2016 10:38:33 AM</b>		<b>\$18,568.33</b>
<b>Total 38885</b>		<b>\$18,568.33</b>
<b>Total City of Long Beach</b>		<b>\$18,568.33</b>
<b>Clatsop Power Equip Inc</b>		

**2016 - May - First Meeting**

<b>Invoice - 5/3/2016 8:28:09 AM</b>		
151226		
001-000-000-522-10-31-01	Training/Attendance	\$180.00
<b>Total Invoice - 5/3/2016 8:28:09 AM</b>		<b>\$180.00</b>
<b>Total 38886</b>		<b>\$180.00</b>
<b>Total Clatsop Power Equip Inc</b>		<b>\$180.00</b>
<b>Coast Rehabilitation Services</b>		

**2016 - May - First Meeting**

<b>Invoice - 4/28/2016 10:52:14 AM</b>		
210995		
001-000-000-514-20-48-00	Repairs & Maintenance	\$35.00
<b>Total Invoice - 4/28/2016 10:52:14 AM</b>		<b>\$35.00</b>
<b>Total 38887</b>		<b>\$35.00</b>
<b>Total Coast Rehabilitation Services</b>		<b>\$35.00</b>
<b>Consolidated Supply Co.</b>		

**2016 - May - First Meeting**

<b>Invoice - 4/28/2016 10:53:17 AM</b>		
S7649474.001		
401-000-000-594-34-64-01	Equipment	\$5,283.51
<b>Total Invoice - 4/28/2016 10:53:17 AM</b>		<b>\$5,283.51</b>
<b>Invoice - 4/28/2016 10:54:00 AM</b>		
S7649283.001		
401-000-000-594-34-64-01	Equipment	\$2,755.28
<b>Total Invoice - 4/28/2016 10:54:00 AM</b>		<b>\$2,755.28</b>
<b>Total 38888</b>		<b>\$8,038.79</b>
<b>Total Consolidated Supply Co.</b>		<b>\$8,038.79</b>
<b>D J Witmer Company</b>		

**2016 - May - First Meeting**

<b>Invoice - 5/3/2016 4:39:53 PM</b>		
9052		
001-000-000-514-20-20-00	Personnel Benefits	\$27.33
101-000-000-542-30-20-00	Benefits	\$27.33
401-000-000-534-00-20-00	Benefits	\$27.33
408-000-000-531-38-20-00	Benefits	\$27.33
409-000-000-535-00-20-00	Employee Benefits	\$27.34

	<b>Total Invoice - 5/3/2016 4:39:53 PM</b>	<b>\$136.66</b>
<b>Total 38889</b>		<b>\$136.66</b>
<b>Total D J Witmer Company</b>		<b>\$136.66</b>
<b>Dennis CO</b>		

38890

**2016 - May - First Meeting**

**Invoice - 5/3/2016 8:48:13 AM**

001-000-000-576-80-31-00	Office & Operating Supplies	\$43.16
001-000-000-594-14-62-00	Governmental Facility	\$20.49
101-000-000-542-70-31-00	Roadside Operating	\$48.85
401-000-000-534-00-31-00	Operation & Maintenance	\$147.91
409-000-000-535-00-31-01	Operations And Maintenance	\$209.54

**Total Invoice - 5/3/2016 8:48:13 AM**

**\$469.95**

**Total 38890**

**\$469.95**

**Total Dennis CO**

**\$469.95**

**Department of Commerce - PWTF**

38891

**2016 - May - First Meeting**

**Invoice - 5/4/2016 11:31:15 AM**

**pwtf-260150**

403-000-000-397-00-00-05	Transfer-Sewer Pwtf 04-691	(\$1,630.89)
403-000-000-591-35-70-03	Pwtf 04-691 Principal	\$1,496.23
403-000-000-592-34-80-03	Ptwf 04-691 Interest	\$134.66
408-000-000-591-38-72-02	Pw-04-691 Principal	\$1,496.23
408-000-000-592-31-83-02	Pw-04-691 Interest	\$134.66
409-000-000-597-00-00-12	TO 403 Wwtp Pwtf Red04-691-	\$1,630.89

**Total Invoice - 5/4/2016 11:31:15 AM**

**\$3,261.78**

**Invoice - 5/4/2016 11:38:12 AM**

**pwtf-258175**

403-000-000-397-00-00-03	Transfer-Sewer Pwtf97-791-007	(\$13,905.35)
403-000-000-591-35-70-01	Pwtf 97-791-007 Principal	\$13,118.25
403-000-000-592-35-80-08	Pwtf 97-791-007 Interest	\$787.10
409-000-000-597-00-00-05	Wwtp - TO 403 Pwtf	\$13,905.35

**Total Invoice - 5/4/2016 11:38:12 AM**

**\$13,905.35**

**Invoice - 5/4/2016 11:43:23 AM**

**PWTF-255313**

403-000-000-397-00-72-04	Tran From Sewer Pwtf06-962-	(\$13,249.75)
403-000-000-591-35-72-04	Pwtf - 06-962-0017 Principal	\$12,559.00
403-000-000-592-35-80-04	Pwtf - 06-962-0017 Interest	\$690.75
409-000-000-597-00-00-10	TO 403 Wwtp Pwtf 06-962-017	\$13,249.75

**Total Invoice - 5/4/2016 11:43:23 AM**

**\$13,249.75**

**Invoice - 5/4/2016 11:46:14 AM**

**PWTF-256171**

403-000-000-397-00-00-06	Transfer-Sewer Pwtf 05-691	(\$24,312.58)
403-000-000-591-35-70-04	Pwtf 05-691 Principal	\$20,260.48
403-000-000-592-35-80-07	Pwtf 05-691 Interest	\$4,052.10
408-000-000-591-38-72-03	Pw-05-691-023 Principal	\$20,260.48
408-000-000-592-31-83-03	Pw-05-691-023 Interest	\$4,052.10
409-000-000-597-00-00-11	TO 403 Wwtp Pwtf Red05-691-	\$24,312.58

**Total Invoice - 5/4/2016 11:46:14 AM**

**\$48,625.16**

**Invoice - 5/4/2016 11:49:50 AM**

**pWTFNT-217427**

403-000-000-397-00-00-08	Transfer from Sewer PC13-961-	(\$1,221.47)
403-000-000-592-35-80-05	PWTF PC13-961-054 Nesadi	\$1,221.47

	409-000-000-597-00-00-05	Wwtp - TO 403 Pwtf	\$1,221.47
	Total Invoice - 5/4/2016 11:49:50 AM		\$1,221.47
Total 38891			\$80,263.51
Total Department of Commerce - PWTF			
Englund Marine Supply Inc			
38892	2016 - May - First Meeting		\$80,263.51
	Invoice - 5/4/2016 1:23:49 PM		
	001-000-000-576-80-48-00	Repairs & Maintenance	\$69.68
	401-000-000-534-00-31-00	Operation & Maintenance	\$135.78
	409-000-000-535-00-31-01	Operations And Maintenance	\$8.93
	Total Invoice - 5/4/2016 1:23:49 PM		\$214.39
Total 38892			\$214.39
Total Englund Marine Supply Inc			
Fastenal Company			
38893	2016 - May - First Meeting		\$214.39
	Invoice - 4/28/2016 10:44:32 AM		
	ORAST40832		
	401-000-000-534-00-35-00	Small Tools & Equipment	\$137.53
	Total Invoice - 4/28/2016 10:44:32 AM		\$137.53
Total 38893			\$137.53
Total Fastenal Company			
Goulter Diamond Bar Ranch			
38894	2016 - May - First Meeting		\$137.53
	Invoice - 4/28/2016 10:39:30 AM		
	409-000-000-535-00-45-00	Spray Sludge Disposal Site	\$1,300.00
		sludge site	
	Total Invoice - 4/28/2016 10:39:30 AM		\$1,300.00
Total 38894			\$1,300.00
Total Goulter Diamond Bar Ranch			
Gray & Osborne, Inc.			
38895	2016 - May - First Meeting		\$1,300.00
	Invoice - 5/4/2016 11:22:08 AM		
	15505.00		
	409-000-000-535-00-41-05	Professional Services	\$158.19
	Total Invoice - 5/4/2016 11:22:08 AM		\$158.19
Total 38895			\$158.19
Total Gray & Osborne, Inc.			
Hach Company			
38896	2016 - May - First Meeting		\$158.19
	Invoice - 4/28/2016 10:47:46 AM		
	9892402		
	401-000-000-534-00-35-01	Small Tools & Equipment - Lab	\$313.09
	Total Invoice - 4/28/2016 10:47:46 AM		\$313.09
	Invoice - 4/28/2016 10:48:13 AM		
	9893642		
	401-000-000-534-00-49-01	Safety Training	\$550.00
	Total Invoice - 4/28/2016 10:48:13 AM		\$550.00
	Invoice - 4/28/2016 10:48:54 AM		
	9894559		
	401-000-000-534-00-35-01	Small Tools & Equipment - Lab	\$36.59
	Total Invoice - 4/28/2016 10:48:54 AM		\$36.59
	Invoice - 4/28/2016 10:52:49 AM		

	9882054			
	401-000-000-534-00-35-01	Small Tools & Equipment - Lab		\$60.67
	Total Invoice - 4/28/2016 10:52:49 AM			\$60.67
	Invoice - 5/3/2016 8:43:32 AM			
	9904789			
	401-000-000-534-00-35-00	Small Tools & Equipment		\$23.10
	Total Invoice - 5/3/2016 8:43:32 AM			\$23.10
	Total 38896			\$983.45
Total Hach Company				\$983.45
Heather Reynolds, Attorney				
38897	2016 - May - First Meeting			
	Invoice - 5/3/2016 8:28:36 AM			
	001-000-000-515-30-41-00	Legal Services		\$1,278.00
	Total Invoice - 5/3/2016 8:28:36 AM			\$1,278.00
	Total 38897			\$1,278.00
Total Heather Reynolds, Attorney				\$1,278.00
Home Depot Credit Services				
38898	2016 - May - First Meeting			
	Invoice - 5/3/2016 8:31:51 AM			
	001-000-000-576-80-35-00	Small Tools & Equipment		\$379.00
	Total Invoice - 5/3/2016 8:31:51 AM			\$379.00
	Total 38898			\$379.00
Total Home Depot Credit Services				\$379.00
John Alderman				
38899	2016 - May - First Meeting			
	Invoice - 4/28/2016 10:41:50 AM			
	CESCEL			
	409-000-000-535-00-43-02	Training		\$364.60
	Total Invoice - 4/28/2016 10:41:50 AM			\$364.60
	Total 38899			\$364.60
Total John Alderman				\$364.60
John Deere Financial				
38900	2016 - May - First Meeting			
	Invoice - 4/28/2016 10:40:07 AM			
	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
	Total Invoice - 4/28/2016 10:40:07 AM			\$1,082.23
	Total 38900			\$1,082.23
Total John Deere Financial				\$1,082.23
Kris Kaino				
38901	2016 - May - First Meeting			
	Invoice - 4/28/2016 10:39:18 AM			
	001-000-000-512-50-40-03	Municipal Court Services		\$412.00
	Total Invoice - 4/28/2016 10:39:18 AM			\$412.00
	Total 38901			\$412.00
Total Kris Kaino				\$412.00
L N Curtis & Sons				
38902	2016 - May - First Meeting			
	Invoice - 5/3/2016 8:26:14 AM			
	7092984-00			
	001-000-000-522-50-48-00	Repair & Maintenance		\$118.80
	Total Invoice - 5/3/2016 8:26:14 AM			\$118.80

	Total 38902			\$118.80
Total L N Curtis & Sons				\$118.80
LEAF				
	38903		2016 - May - First Meeting	
		Invoice - 5/3/2016 8:25:39 AM		
		6453940		
		001-000-000-514-20-31-00	Office & Operating Supplies	\$22.12
		001-000-000-522-10-31-00	Office & Operating Supplies	\$20.82
		101-000-000-543-30-30-00	Office And Operating	\$22.12
		401-000-000-534-00-31-00	Operation & Maintenance	\$22.12
		408-000-000-531-38-31-01	Operations & Maintenance	\$20.82
		409-000-000-535-00-31-01	Operations And Maintenance	\$22.12
		Total Invoice - 5/3/2016 8:25:39 AM		\$130.12
	Total 38903			\$130.12
Total LEAF				\$130.12
Nancy McAllister				
	38904		2016 - May - First Meeting	
		Invoice - 4/28/2016 10:39:23 AM		
		001-000-000-512-50-40-03	Municipal Court Services	\$412.00
			Court services	
		Total Invoice - 4/28/2016 10:39:23 AM		\$412.00
	Total 38904			\$412.00
Total Nancy McAllister				\$412.00
Naselle Rock & Asphalt				
	38905		2016 - May - First Meeting	
		Invoice - 5/4/2016 1:30:31 PM		
		26583		
		409-000-000-535-00-31-01	Operations And Maintenance	\$261.69
		Total Invoice - 5/4/2016 1:30:31 PM		\$261.69
	Total 38905			\$261.69
Total Naselle Rock & Asphalt				\$261.69
Nisqually Trout Farm Inc.				
	38906		2016 - May - First Meeting	
		Invoice - 4/28/2016 10:41:21 AM		
		10342		
		001-000-000-573-90-49-00	Black Lake Fishing Derby	\$2,695.00
		Total Invoice - 4/28/2016 10:41:21 AM		\$2,695.00
	Total 38906			\$2,695.00
Total Nisqually Trout Farm Inc.				\$2,695.00
One Call Concepts, Inc.				
	38907		2016 - May - First Meeting	
		Invoice - 5/3/2016 1:56:11 PM		
		6049071		
		101-000-000-543-30-30-00	Office And Operating	\$5.58
		401-000-000-534-00-31-00	Operation & Maintenance	\$5.58
		409-000-000-535-00-31-01	Operations And Maintenance	\$5.57
		Total Invoice - 5/3/2016 1:56:11 PM		\$16.73
	Total 38907			\$16.73
Total One Call Concepts, Inc.				\$16.73
Pacific CO Auditor				
	38908		2016 - May - First Meeting	
		Invoice - 4/28/2016 10:40:45 AM		

	record easement		
	001-000-000-514-31-40-00	Recording Fees	\$75.00
	Total Invoice - 4/28/2016 10:40:45 AM		\$75.00
Total 38908			\$75.00
Total Pacific CO Auditor			\$75.00
Pacific CO Health Dept.			
38909	2016 - May - First Meeting		
	Invoice - 5/3/2016 8:27:15 AM		
	HEP B - Fire Dept		
	001-000-000-522-10-31-01	Training/Attendance	\$336.00
	Total Invoice - 5/3/2016 8:27:15 AM		\$336.00
Total 38909			\$336.00
Total Pacific CO Health Dept.			\$336.00
Peninsula Sanitation Service, Inc.			
38910	2016 - May - First Meeting		
	Invoice - 5/3/2016 8:29:22 AM		
	001-000-000-514-20-47-01	Garbage Bills	\$285.22
	409-000-000-535-00-47-04	Garbage Services	\$149.20
	Total Invoice - 5/3/2016 8:29:22 AM		\$434.42
Total 38910			\$434.42
Total Peninsula Sanitation Service, Inc.			\$434.42
Peninsula Visitors Bureau			
38911	2016 - May - First Meeting		
	Invoice - 4/28/2016 10:49:36 AM		
	15354		
	104-000-000-557-30-41-04	Peninsula Visitors Bureau	\$8,500.00
	Total Invoice - 4/28/2016 10:49:36 AM		\$8,500.00
Total 38911			\$8,500.00
Total Peninsula Visitors Bureau			\$8,500.00
Pink Poppy Bakery			
38912	2016 - May - First Meeting		
	Invoice - 5/3/2016 8:28:51 AM		
	Cookies - City Hall ribbon cutting		
	001-000-000-514-20-49-00	Miscellaneous	\$32.00
	Total Invoice - 5/3/2016 8:28:51 AM		\$32.00
Total 38912			\$32.00
Total Pink Poppy Bakery			\$32.00
Purchase Power			
38913	2016 - May - First Meeting		
	Invoice - 5/3/2016 8:29:48 AM		
	001-000-000-514-20-31-00	Office & Operating Supplies	\$89.02
	001-000-000-576-80-31-00	Office & Operating Supplies	\$89.05
	104-000-000-576-80-31-00	Office & Operating Supplies	\$89.05
	408-000-000-531-38-31-01	Operations & Maintenance	\$89.05
	409-000-000-535-00-31-08	Office Supplies & Customer	\$89.05
	Total Invoice - 5/3/2016 8:29:48 AM		\$445.22
Total 38913			\$445.22
Total Purchase Power			\$445.22
Rick Gray			
38914	2016 - May - First Meeting		
	Invoice - 4/28/2016 11:18:34 AM		
	Rick to AC Pipe class		

	401-000-000-534-00-43-00	Travel/Meals/Lodging	\$754.60
	Total Invoice - 4/28/2016 11:18:34 AM		\$754.60
Total Rick Gray			\$754.60
Ryan Herco Flow Solutions			\$754.60
38914			
	2016 - May - First Meeting		
	Invoice - 4/28/2016 10:42:33 AM		
	8380779		
	401-000-000-594-34-64-01	Equipment	\$23.93
	Total Invoice - 4/28/2016 10:42:33 AM		\$23.93
	Invoice - 4/28/2016 10:42:44 AM		
	8380780		
	401-000-000-594-34-64-01	Equipment	\$22.87
	Total Invoice - 4/28/2016 10:42:44 AM		\$22.87
Total 38915			\$46.80
Total Ryan Herco Flow Solutions			\$46.80
Sunset Auto Parts Inc.			
38916			
	2016 - May - First Meeting		
	Invoice - 5/4/2016 1:28:00 PM		
	2306		
	401-000-000-534-00-31-00	Operation & Maintenance	\$8.61
	409-000-000-535-00-31-01	Operations And Maintenance	\$0.82
	409-000-000-535-00-31-01	Operations And Maintenance	\$118.38
	Total Invoice - 5/4/2016 1:28:00 PM		\$127.81
Total 38916			\$127.81
Total Sunset Auto Parts Inc.			\$127.81
Tire Hut			
38917			
	2016 - May - First Meeting		
	Invoice - 4/28/2016 10:57:21 AM		
	7329		
	401-000-000-534-00-48-00	Vehicle Repairs/Maintenance	\$1,529.88
	Total Invoice - 4/28/2016 10:57:21 AM		\$1,529.88
Total 38917			\$1,529.88
Total Tire Hut			\$1,529.88
USA Blue Book			
38918			
	2016 - May - First Meeting		
	Invoice - 5/3/2016 9:04:44 AM		
	934010		
	001-000-000-576-80-31-00	Office & Operating Supplies	\$66.20
	101-000-000-543-30-30-02	Small Tools & Equipment	\$66.20
	401-000-000-534-00-31-00	Operation & Maintenance	\$66.20
	408-000-000-531-38-31-01	Operations & Maintenance	\$66.12
	409-000-000-535-00-31-01	Operations And Maintenance	\$66.20
	Total Invoice - 5/3/2016 9:04:44 AM		\$330.92
Total 38918			\$330.92
Total USA Blue Book			\$330.92
Verizon Wireless			
38919			
	2016 - May - First Meeting		
	Invoice - 4/28/2016 11:23:12 AM		
	401-000-000-534-00-42-00	Communications	\$94.32
	Total Invoice - 4/28/2016 11:23:12 AM		\$94.32
Total 38919			\$94.32

Total Verizon Wireless				\$94.32
Vinessa Karnofski				
38920		2016 - May - First Meeting		
	Invoice - 5/3/2016 8:24:57 AM			
	Hot Chocolate			
	001-000-000-573-90-49-00	Black Lake Fishing Derby		\$38.17
	Total Invoice - 5/3/2016 8:24:57 AM			\$38.17
Total 38920				\$38.17
Total Vinessa Karnofski				\$38.17
WA State Dept. of Ecology				
38921		2016 - May - First Meeting		
	Invoice - 5/4/2016 11:23:02 AM			
	2016-DSPA240522			
	401-000-000-534-00-31-04	Annual Permit Fees		\$881.00
	Total Invoice - 5/4/2016 11:23:02 AM			\$881.00
Total 38921				\$881.00
Total WA State Dept. of Ecology				\$881.00
Wadsworth Electric				
38922		2016 - May - First Meeting		
	Invoice - 4/28/2016 10:45:26 AM			
	401820			
	001-000-000-511-60-47-00	Electricity		\$69.80
	001-000-000-576-80-47-00	Electricity		\$70.00
	101-000-000-543-30-30-00	Office And Operating		\$69.84
	401-000-000-534-00-41-03	Professional Services -		\$69.80
	408-000-000-531-38-31-01	Operations & Maintenance		\$69.80
	409-000-000-535-00-41-01	Professional Services -		\$69.80
	Total Invoice - 4/28/2016 10:45:26 AM			\$419.04
	Invoice - 4/28/2016 10:45:29 AM			
	401851			
	401-000-000-534-00-41-03	Professional Services -		\$1,932.80
	Total Invoice - 4/28/2016 10:45:29 AM			\$1,932.80
Total 38922				\$2,351.84
Total Wadsworth Electric				\$2,351.84
William R. Penoyar, Attorney at Law				
38923		2016 - May - First Meeting		
	Invoice - 4/28/2016 10:39:14 AM			
	001-000-000-512-50-40-03	Municipal Court Services		\$412.00
	Total Invoice - 4/28/2016 10:39:14 AM			\$412.00
Total 38923				\$412.00
Total William R. Penoyar, Attorney at Law				\$412.00
Grand Total	Vendor Count	48		\$141,884.38

# Long Beach Police

P.O. Box 795  
Long Beach, WA 98631

lbpdchief@centurytel.net

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

05-01-16

Page 1 of 2

To: Mayor Cassinelli and Ilwaco City Council

From: Chief Flint R. Wright

Ref.: Monthly Report for April 2016

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

## Long Beach

**709** Total Incidents  
Aid Call Assists: 23  
Alarms: 9  
Animal Complaints: 5  
Assaults: 8  
Assists: 86  
(Includes 8 Law Enforcement Agency Assists Outside City Boundaries)  
Burglaries: 2  
Disturbance: 19  
Drug Inv.: 3  
Fire Call Assists: 2  
Follow Up: 178  
Found/Lost Property: 28  
Harassment: 6  
Malicious Mischief: 1  
MIP – Alcohol: 0  
MIP – Tobacco: 0  
Missing/Found Persons: 1  
Prowler: 4  
Runaway: 0  
Security Checks: 179  
Suspicious: 13  
Thefts: 11  
Traffic Accidents: 8  
Traffic Complaints: 18  
Traffic Tickets: 14  
Traffic Warnings: 64  
Trespass: 4  
Warrant Contacts: 11  
Welfare Checks: 12

## Ilwaco

**458** Total Incidents  
Aid Call Assists: 1  
Alarms: 6  
Animal Complaints: 0  
Assaults: 4  
Assists: 45  
Burglaries: 1  
Disturbance: 13  
Drug Inv.: 3  
Fire Call Assists: 0  
Follow Up: 98  
Found/Lost Property: 3  
Harassment: 3  
Malicious Mischief: 0  
MIP – Alcohol: 0  
MIP – Tobacco: 0  
Missing/Found Persons: 0  
Prowler: 0  
Runaway: 0  
Security Checks: 184  
Suspicious: 17  
Thefts: 6  
Traffic Accidents: 1  
Traffic Complaints: 9  
Traffic Tickets: 7  
Traffic Warnings: 41  
Trespass: 1  
Warrant Contacts: 13  
Welfare Checks: 2

I met with Rosanne McPhail on April 5<sup>th</sup>. She is overseeing a Federal Grant for the county. The grant is for planning and then implementing the plan to reduce the number of mentally ill people in the jail, get mentally ill people in jail connected with services and to reduce recidivism of mentally ill in our jails. The idea is to get the mentally ill the help they need so they stay out of jails which may save money in the long term.

On April 13<sup>th</sup> Officer Tim Mortenson attended training. The class title was "Force Options" and was part of a "crises intervention training" course. The class is designed to provide training to officers to use appropriate force options when dealing with someone in mental health crises. This was a hands on course and dealt with strategies like isolating and containing, de-escalation tactics and less lethal options.

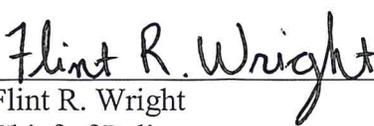
I attended training on the 15<sup>th</sup>. The class title was "Crises Intervention Training". The training dealt with dealing with persons in crises. Some of the topics covered included the reasons people become aggressive, how to communicate with the mentally ill, basic principles for approaching someone losing control and the principles of communicating with an angry person.

On the 19<sup>th</sup> Officer Rodney Nawn attended training. The class was titled "Street Gangs in the Northwest". The class dealt with street gangs that are active in the Puget Sound area. The class was given instruction about gang culture, identifying gang symbols, properly documenting gang activity in reports and officer safety issues as well as other related topics.

Officer Rodney Nawn attended training on the 25<sup>th</sup> and 26<sup>th</sup>. The class on the 25<sup>th</sup> was called "Drug Facilitated Sexual Assault". Some of the topics included identifying the drug most commonly used to facilitate sexual assault, identifying the challenges in the preliminary investigation and to recognize the indicators of drug facilitated sexual assault. The class on the 26<sup>th</sup> was called "Generation Death". It dealt with the history of teen murder and school shootings, trends and causes of shootings and warning signs, triggers and prevention.

The Ilwaco Children's Parade was held on April 30<sup>th</sup>. The weather was good and there was a good sized crowd. I had 4 officers working the parade and a volunteer flagger (thankyou Councilman Steven Linhart).

Also on the 30<sup>th</sup> the department participated in a "Prescription Drug Take Back Event". A little over 138 pounds of prescription medications were turned in for destruction. This event is sponsored by Well Spring Community Network.

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



120 First Avenue North  
PO Box 548 • Ilwaco, WA 98624  
Phone: 360.642.3145  
Fax: 360.642.3155  
[info@ilwaco-wa.gov](mailto:info@ilwaco-wa.gov)  
[www.ilwaco-wa.gov](http://www.ilwaco-wa.gov)

May 9, 2016

RE: Clerk's Report to City Council

- The City Planner has received an application for CUP for Recreational/Medical Marijuana Sales at the Port of Ilwaco. The Planner is currently reviewing the application for the Determination of Completeness before being sent to the Planning Commission for recommendation to the City Council.
- Notices of Civil Violation were sent via Certified Return Mail for several unlicensed businesses conducting wood sales.

Sincerely,

Holly Beller  
Deputy City Clerk

## EMERGENCY MEDICAL SERVICES WEEK 2016



**WHEREAS**, emergency medical services is a vital public service; and

**WHEREAS**, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

**WHEREAS**, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

**WHEREAS**, the emergency medical services system consists of emergency physicians, emergency nurses, emergency medical technicians, paramedics, firefighters, educators, administrators and others; and

**WHEREAS**, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

**WHEREAS**, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week; now

**NOW THEREFORE**, I Michael Cassinelli, Mayor of Ilwaco, Washington in recognition of this event do hereby proclaim the week of May 15-21, 2016, as

### EMERGENCY MEDICAL SERVICES WEEK

*With the theme, **EMS STRONG: Called to Care**. I encourage the community to observe this week with appropriate programs, ceremonies and activities.*

Michael Cassinelli  
Mayor, City of Ilwaco

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

A. Meeting Dates: Council Workshop: Public Hearing: 05/09/16  
Council Discussion Item: 05/09/16 Council Business Item:

B. Issue/Topic: **CUP for North Star Vacation Rental**

C. Sponsor(s):  
1. City Planner Sam Rubin 2. Cassinelli

D. Background (overview of why issue is before council):  
The City of Ilwaco has received a Conditional Use Permit for a Short Term Vacation Rental at 112 B First Ave. S, Ilwaco

E. Discussion (specific details relevant to the issue, pros/cons, alternatives and any other decision-making details):  
1. On April 5, 2016 the Ilwaco Planning Commission reviewed the application and determined that it meets the criteria listed under IMC 15.48.090 (C). The Planning Commission recommends approval of the application with the conditions listed in the Staff Report provided by City Planner Sam Rubin.

F. Impacts:  
1. Fiscal:  
2. Legal:  
3. Personnel:  
4. Service/Delivery:

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

H. Staff Comments:

I. Time Constraints/Due Dates:

J. Proposed Motion: **I move to approve the Conditional Use Permit for Short Term Vacation Rental for North Star Rental located at 112 B First Ave S, Ilwaco Washington, subject to the conditions of approval as written.**



120 First Avenue North  
PO Box 548 • Ilwaco, WA 98624  
Phone: 360.642.3145  
Fax: 360.642.3155  
[info@ilwaco-wa.gov](mailto:info@ilwaco-wa.gov)  
[www.ilwaco-wa.gov](http://www.ilwaco-wa.gov)

DATE: May 9, 2016  
TO: Ilwaco City Council  
CC:  
FROM: Sam Rubin, City Planner  
SUBJECT: North Star Vacation Rental (Conditional Use Permit), Parcel No. 10113342017

## I. GENERAL INFORMATION

**Applicant:** Bruce Peterson

**Project Address:** 112 B First Avenue South

**Tax Parcel:** 10113342017

**Public Notice:** Public Notice was issued on April 13, 2016. Public Hearing is scheduled for Monday May 9, 2016.

**SEPA:** Project is exempt from SEPA (WAC 197-11-800(2) B.6.i)

**Shoreline Master Program:** The proposed project is not located within the jurisdiction of the City of Ilwaco SMP.

**Critical Areas:** The project is in compliance with the City of Ilwaco Critical Areas Ordinance No. 614.

**Zoning:** C-1 Core Commercial District

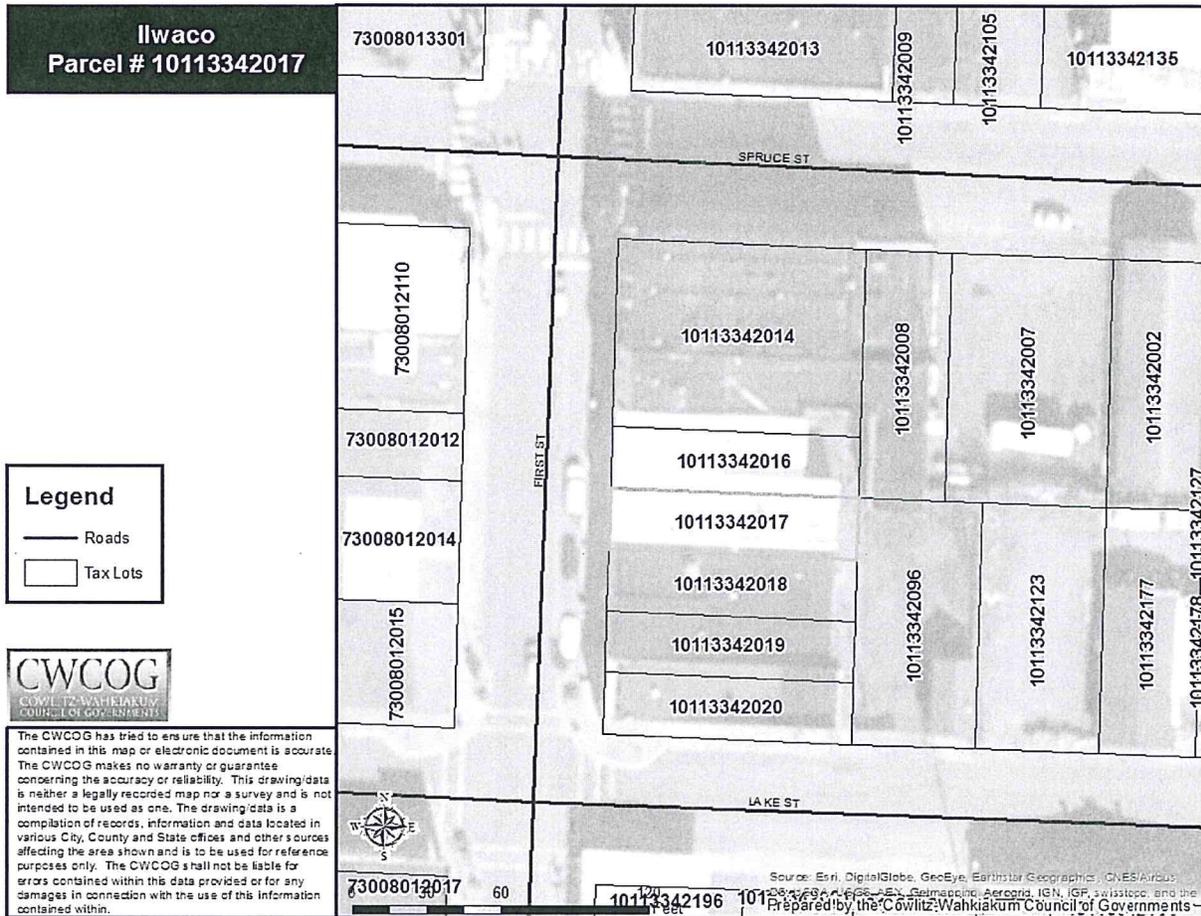
**Requested Action:** The applicant is requesting a conditional use permit to allow a vacation rental at 112 B 1<sup>st</sup> Avenue South in Ilwaco, WA.

## II. SITE INFORMATION

**Site Location:** The project site is located at 112 B First Avenue South on parcel number 10113342017, which is highlighted in the map below.

**Site Characteristics:** The site is located in downtown Ilwaco in the core commercial district. The building is a two story unit with a length of 46 feet and width of 25 feet. The surrounding uses are commercial. The adjacent parcel to the north has an existing vacation rental that was permitted in 2007. The site has limited on-street parking directly in front of the building that is

restricted to two hours between 9:00am and 6:00pm. There is no on-site parking available at this location.



### III. PROJECT INFORMATION

**Project Description:** On March 1, 2016, the applicant applied for a CUP to allow for a vacation rental unit to be located on the second story of the property located at 112 B First Avenue S. The proposal would allow for the 1,150-square-foot, second-story apartment currently located at this site to be rented out for a minimum of three-day time periods. The existing apartment has two bedrooms, two bathrooms, a laundry room, a living room, and a kitchen. No new construction is proposed.

#### IV. CITY OF ILWACO ZONING (UNIFIED DEVELOPMENT ORDINANCE-TITLE 15)

**Zoning Designation:** The project site is zoned C-1 (Core Commercial District). Per IMC 15.32.010, the core commercial district is intended to maintain the existing compact commercial core and promote pedestrian use.

**Finding:** IMC 15.44.020 shows that short-term rentals are not an allowed use in the C-1 zoning district. Short-term dwelling units are only an allowed use in the R-3 zoning district (Resort Residential). IMC 15.44.010(B) allows for a conditional use permit to be issued under Chapter 15.48 IMC for any use that is not permitted in the land-use table. \

**Finding:** IMC 15.29.045 details standards and conditions of short term rental of dwelling units in the R-3 zoning district. Short term rental of dwelling units is defined as the use of a dwelling unit, for remuneration, for a period of less than thirty (30) calendar days, counting portions of days as full days. There is currently no definition for “Vacation Rental” in the Ilwaco Municipal code. IMC 15.29.045 provides a definition for a use that most closely represents the intent of the project proposal, although IMC15.29.045 B1 and B2 relate specifically to the R-3 zoning district.

**Finding:** The application states that there is street parking directly in front of the building and that there are public parking areas next to City Hall and next to the Columbia Pacific Heritage Museum. The applicant did not include any written permission from the City or the museum allowing for tenants to use their parking facilities for this specific property. Therefore, these parking options are currently not considered available for the purposes of this project. On-street parking is available directly in front of the facility but is limited to two hours between 9:00am and 6:00pm; between 6:00pm and 9:00am there are no parking restrictions. IMC 15.46.060 details that no off-street parking shall be required in the C-1 district with the exception of one parking space per unit for residential development.

**Finding:** On May 18, 2007, the then-city planner determined that a short-term vacation rental located on the adjacent parcel (parcel no. 10113342016) was an allowed use in the C-1 zoning district and that a short-term vacation rental was included in the definition of “Hotel/motel/hostel” included in Chapter 15.44 IMC.

**Finding:** The CUP application was submitted to the City of Ilwaco on March 1, 2016, and discussed and acted upon at the Ilwaco Planning Commission that same day, with approval recommended. The process for a CUP is set forth in Chapter 15.48 IMC. Prior to planning commission review and recommendation, a determination of completeness should have been issued, notices of application and public hearing should have been issued, and the planning commission should have received and reviewed the planner’s (this) report and recommendations.

A determination of completeness was not issued within 28 days and in accordance with IMC 15.08.070 since no written determination was issued to the applicant the application was deemed complete on March 29, 2016. No notice of application was issued in accordance with 15.08.00 which states that a notice of application is not required for actions which are categorically exempt from SEPA. In order for proper review of the application to take place, the application was forwarded to the city planner for review so that a staff report could be completed. The staff report was presented to the planning commission on April 5, 2016. The planning commission considered the application on April 5, 2016 and recommended approval with the proposed conditions outlined later in this document. (IMC 15.48.040.A) A public hearing notice was issued on April 13, 2016.

**Finding:** There are currently no standards in the code for vacation rentals in the City of Ilwaco. The City is currently drafting code language for vacation rentals that involve a public comment period and a public hearing. In Washington, the legislature has codified the vested rights doctrine only as applied to building permits, subdivisions, and development agreements.<sup>1</sup> This means that this application does not vest the applicant in the current standards (or lack thereof). If the standards change, they may be applied to this use.

**Finding:** Recently, the Ilwaco Comprehensive Plan has been updated and adopted. The Community Vision Statement recognizes that increasing housing options, including vacation rentals, will contribute to Ilwaco's overall economy (Page 6 of the Ilwaco Comprehensive Plan).

## V. REVIEW CRITERIA (PLANNING COMMISSION AND CITY COUNCIL)

### **Planning Commission review (Title 15.48. 080):**

- A. After receiving the city planner's report, the planning commission will consider the criteria listed in Sections 15.48.090 (C) 1-7, then make a recommendation on the conditional use permit to the city council.
- B. Every recommendation of the planning commission must be in writing and must include findings of fact and conclusions to support the recommendation.
- C. Recommendations of the planning commission are advisory only.

On April 5, 2016 the Ilwaco Planning Commission reviewed the project application for the conditional use permit and recommended approval with the proposed conditions after reviewing criteria listed in Section 15.48.090 (C) 1-7 listed below. The Ilwaco Planning Commission believes this application meets applicable criteria for approval of a conditional use permit outlined in the IMC 15.48.090 (C) 1-7 (listed below)

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<sup>1</sup> See <http://mrsc.org/Home/Explore-Topics/Legal/Planning/Vested-Rights.aspx>

1. The proposed use in the proposed location will not be detrimental to other uses legally existing or permitted outright in the zoning district.
2. The size of the site is adequate for the proposed use.
3. The traffic generated by the proposed use will not unduly burden the traffic circulation system in the vicinity.
4. The other performance characteristics of the proposed use are compatible with those of other uses in the neighborhood or vicinity.
5. Adequate buffering devices such as fencing, landscaping or topographic characteristics protect adjacent properties from adverse effects of the proposed use, including adverse visual or auditory effects.
6. The other uses in the vicinity of the proposed site are such as to permit the proposed use to function effectively.
7. The proposed use complies with the performance standards, parking requirements and other applicable provisions of this title

**City Council review and decision (Title 15.48.090):**

- A. After receiving the recommendation from the planning commission on the conditional use permit, and after due notice, the city council will conduct a public hearing on the conditional use permit application, at which it will consider the application, related materials, the city planner's report, the planning commission's recommendation, any SEPA determinations, any comments made at the hearing by the applicant(s), adjoining property owners, and other interested parties.
- B. Following the public hearing, the city council may approve, approve with conditions or deny the conditional use permit request.
- C. A conditional use permit will be granted by the city council based upon a statement of findings that all of the following criteria are satisfied:
  1. The proposed use in the proposed location will not be detrimental to other uses legally existing or permitted outright in the zoning district.
  2. The size of the site is adequate for the proposed use.
  3. The traffic generated by the proposed use will not unduly burden the traffic circulation system in the vicinity.
  4. The other performance characteristics of the proposed use are compatible with those of other uses in the neighborhood or vicinity.
  5. Adequate buffering devices such as fencing, landscaping or topographic characteristics protect adjacent properties from adverse effects of the proposed use, including adverse visual or auditory effects.
  6. The other uses in the vicinity of the proposed site are such as to permit the proposed use to function effectively.
  7. The proposed use complies with the performance standards, parking requirements and other applicable provisions of this title.

## VI. RECOMMENDATIONS

### **Recommended Conditions of Approval:**

1. The applicant shall obtain all applicable federal, state, and local permits.
2. The applicant shall comply with all applicable federal, state, and local regulations and requirements.
3. The applicant shall meet the standards for a short-term rental of dwelling units as outlined in IMC 15.29.045, excluding IMC 15.29.045.B.1 and 15.29.045.B.2 which detail off-street parking requirements and R-3 zoning standards.
4. The project shall meet all zoning standards for the C-1 district as set in Chapter 15.32 IMC.
5. The applicant shall acquire written permission from the City of Ilwaco and/or the Museum to use public parking facilities located at City Hall or the Columbia Pacific Heritage Museum. If permission is not granted, these parking facilities may not be used for the purposes of this project.
6. This conditional use permit, if not exercised, expires one year after the decision by the city council.

### **Recommended Conclusions:**

1. The project meets the conditional use criteria listed in IMC 15.48.090.C.
2. The project is consistent with the City of Ilwaco Comprehensive Plan.

### **Recommended Findings of Fact:**

1. The applicant is Bruce Peterson, PO Box 683 Seaview, WA 98644
2. The project site is located at 112 B First Avenue S
3. The proposed vacation rental will be on the second floor of the property located on parcel # 10113342017.
4. The proposed vacation rental is located in the C-1 zoning district (Core Commercial)
5. The project is exempt from SEPA review under (WAC 197-11-800(2) B.6.i)
6. The proposed project meets the conditional use permit criteria listed in IMC 15.52.090.C.
7. The Ilwaco Planning Commission recommended approval on April 5, 2016.
8. Public notice for a public hearing was issued on April 13, 2016.
9. A public hearing providing opportunity for public comment was held on May 9, 2016.

### **Recommended Permit Review Action:**

The City Planner recommends **APPROVAL** of the conditional use permit request subject to the suggested conditions of approval above.

**Potential Actions:**

1. Recommend approval to the of Conditional Use Permit XXX
2. Recommend approval to the of Conditional Use Permit XXX with conditions
3. Recommend denial of Conditional Use Permit

***Decisions made by the City of Ilwaco Council are appealable to Pacific County per Title 15.08.160 of the Unified Development Ordinance.***

Questions regarding this staff report can be addressed to Sam Rubin, (360)577-3041 or by email at [srubin@cwco.org](mailto:srubin@cwco.org)

Sam Rubin  
Planner-City of Ilwaco



**CITY OF ILWACO  
PLANNING COMMISSION MEETING**

**Tuesday, April 5, 2016**

**A. Call to Order**

1. City Clerk Holly Beller called the meeting to order at 6:00 p.m.

**B. Roll Call**

1. Present: Commissioner Hash, Commissioner Jackie Sheldon, Commissioner Nancy McAllister, Commissioner Cheri Diehl. Commissioner K Harrison arrived at 6:04 p.m.
2. Staff: Holly Beller, City Clerk, Sam Rubin, City Planner

**C. Approval of Agenda**

**ACTION: Motion to amend the agenda to include appointment of a commission chair. (Diehl/Sheldon) 5 Ayes 0 Nays 0 Abstain**

Commissioner McAllister was nominated by the commission as chair.

**D. Approval of Minutes**

**ACTION: Motion to approve the Regular Meeting minutes of March 1, 2016. (Diehl/Hash) 5 Ayes 0 Nays 0 Abstain.**

**E. Reports**

**1. Commissioner Reports**

- A. Commissioner Diehl prepared a draft ordinance of RV use for the commission to discuss at tonight's meeting.

**2. Staff Reports**

- A. Sam Rubin updated the commission with new planning activity including several new builds.

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

**G. Discussion**

**1. CUP Application North Star Rental**

City Planner Sam Rubin presented the Staff Report for the Conditional Use Permit application by Bruce Peterson located at 112 B First Avenue South, Ilwaco WA. The Planning Commission reviewed the proposal and determined that it met the criteria listed under IMC 15.48.090 (C).

**ACTION: I move to recommend approval of the Conditional Use Permit application to City Council as written. (Diehl/Sheldon) 5 Ayes 0 Nays 0 Abstain.**

**2. Recreational Vehicle Use**

Commissioner Diehl presented a draft RV Ordinance which the commission discussed. The commission will continue to discuss several areas including zoning, storage, utility hook ups, and integration with the comp plan.

**ACTION: None at this time.**

**H. Adjournment**

**ACTION: Motion to adjourn the meeting (Sheldon).** Chair McAllister adjourned the meeting at 7:10 p.m.

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Nancy McAllister, Chair

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Holly Beller, Deputy City Clerk



FOR CITY USE ONLY	
Date Received	PAID MAR 01 2016
Fee Paid	\$500.-
Type of Fee	CUP
Receipt #	
Received By	WJ

### MASTER PLANNING PERMIT APPLICATION FORM

Application form must be accompanied by a submittal checklist for specific type of application and all application fees.

GENERAL INFORMATION	
Type of Application	Conditional Use Permit - VACATION RENTAL
Name of Project	NORTH STAR VACATION RENTAL

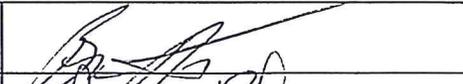
APPLICANT			
Name/Company	BRUCE PETERSON		
Address	P.O. Box 683	City/State/Zip	SEAVIEW, WA 98644
Telephone		Cell Phone	503 338 9511
Fax		Email	SAT MKT. BRUCE @ gmail . com
If owner is different from applicant, what is the legal relationship of the applicant to the owner that entitles the applicant to make applications?			
Applicant's Signature		Date	3-1-16

REPRESENTATIVE (if different from Applicant)			
Name/Company			
Address		City/State/Zip	
Telephone		Cell Phone	
Fax		Email	

CONTACT PERSON/ENTITY (designate a single person/entity to receive determinations and notices from the city.)			
Name	BRUCE PETERSON		
Address	P.O. Box 683	City/State/Zip	SEAVIEW, WA 98644
Telephone		Cell Phone	503 338 9511
Fax		Email	SAT MKT. BRUCE @ gmail . com

OWNER(S) (if different from Applicant)			
Name			
Address			
City/State/Zip			
Telephone		Fax	
Email			
We, the undersigned, grant the applicant permission to use our property in the manner described in this application.			
Owner's Signature		Date	3-1-16
Owner's Signature		Date	3-1-16
Owner's Signature		Date	

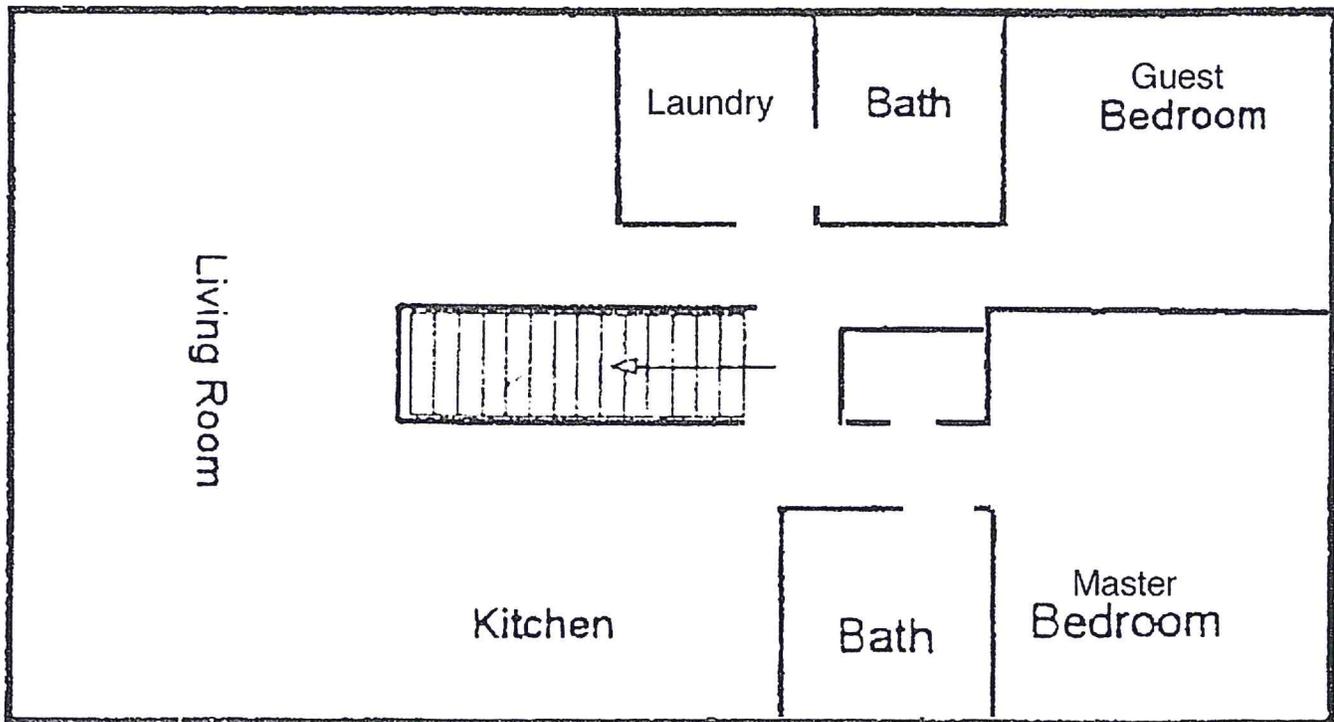
PROPERTY INFORMATION	
Property Address/Location	1128 1 <sup>ST</sup> AVE. S. I/NACO, WA 98624
Assessor Parcel Nos.	10113342017
Current Zoning	Commercial
Current Land Use	RENTAL + RETAIL
Proposed Land Use	VACATION RENTAL

LEGAL/FINANCIAL RESPONSIBILITY			
We, the undersigned, attest under penalty of perjury that the information in this application is true and accurate. We also acknowledge that it is our responsibility to understand and comply with all applicable federal, state and local regulations. Further, we agree that we shall be financially responsible for any and all engineering and planning services or other professional consulting/legal services deemed necessary by the city for the complete permit and plan review. These additional fees, if any, shall be paid in full prior to final signing of any permits, final plats, mylars, etc. (IMC 15-08-065).			
Signature		Date	3-1-16
Signature		Date	3-1-16
Signature		Date	

# 112 First Ave. S. Ilwaco, WA.

Upper Level  
Apartment  
1150 square feet

46.0'



25.0'

46.0'



120 First Avenue North  
PO Box 548 • Ilwaco, WA 98624  
Phone: 360.642.3145  
Fax: 360.642.3155  
clerk@ilwaco-wa.gov  
www.ilwaco-wa.gov

## CONDITIONAL USE PERMIT GUIDELINES (For complete details see IMC 15.48)

### Background

Requirements for obtaining conditional use permits are outlined in Ilwaco Municipal Code Chapter 15.48. Conditional uses may be appropriate in the district in which they are allowed, but because of their size, creation of traffic and parking issues or other adverse characteristics, they may impact the safety, welfare, comfort and convenience of the public unless conditions are imposed. Conditional uses may be appropriate if conditions can be applied to make them fit a particular location. Objection to a conditional use must be based on some particular feature of the project unique to the site, not inherent in the use.

### Application Process

1. Applicant requests a pre-application conference (optional) with the city planner to discuss requirements and the review process before submitting a permit application and fees.
2. If an applicant requests consolidated permit processing, a pre-application conference is required.
3. Applicant submits the application, all related materials and application fees to the city clerk/treasurer, who forwards items to city planner.
4. City planner makes Determination of Completeness within 28 days. If the information is not complete, applicant will have 90 days to submit the required information. If it is not submitted within 90 days, the application will lapse. If it is submitted within 90 days, the city planner will issue a letter to applicant within 14 days indicating whether or not the application is complete.
5. Within 14 days, City Planner publishes the Notice of Application in the *Chinook Observer* and sends out the notice to other known agencies with jurisdiction and the neighboring properties within 300 feet. The public comment period must be not less than 14 days nor more than 30 days following the notice.

6. City clerk/treasurer publishes a city council Public Hearing Notice in the newspaper at least 15 days before the hearing and mails notice to neighbors within 300'.
7. City planner prepares a report summarizing findings, conclusions and recommendations and forwards report to the planning commission.
8. Planning commission makes a recommendation on the conditional use permit to the city council.
9. City council holds public hearing and receives testimony or comments by the public relevant to the matter.
10. City council approves, approves with conditions or denies the application.
11. City council reports decision within 120 days (see 15.08.120 & 130). The report will serve as the permit.
12. City planner forwards report of decision to the building inspector.
13. Conditional use, if not exercised, will expire one year after the decision of the city council.
14. If conditional use ceases for one year or more, applicant must reapply.
15. Decisions of the city council may be appealed to the Pacific County Superior Court.
16. For additional criteria for home occupations, bed and breakfast establishments and siting essential public facilities, see IMC 15.48.120-150.

### Application Packet

1. Master Planning Permit Application Form.
2. Site plan with information as specified on the Permit Submittal Checklist (see reverse side of this page).
3. SEPA Environmental Checklist, if project is not exempt from SEPA (see 15.50.010C).
4. Application Fees (see Ilwaco Fee Schedule).

## **Conditional Use Permit For Short Term Vacation Rental.**

The apartment is located in the commercial corridor at 112 First Ave S in downtown Ilwaco.

The apartment is an 1150 square foot, second story unit with 2 bedrooms, 2 bathrooms, laundry room, living room and kitchen.

This building is zoned commercial and we have maintained a Rental Business License for 7 years.

There is street parking directly in front of the building as well as two public parking areas, next to City Hall and next to the CPHM, both within a block and easy walking distance from the unit.

My only neighbor within at least 500 yards is immediately next door at 110 First Ave So. and is a licensed Vacation Rental.

We intend to rent the property on a 3 day minimum basis, with a maximum occupancy of 4 adults and one child.

We strongly feel that this will be a positive addition to the downtown corridor where signs of growth and new businesses are sorely needed.

## CONDITIONAL USE PERMIT SUBMITTAL CHECKLIST

**Master Planning Permit Application Form**

**Vicinity Map**

- Owner's name and mailing address.
- Contact person's name, mailing address and phone number.
- North arrow, scale and date.
- Proposed name of project.
- Subject property identified and other landmarks within ¼ mile.

**Site Plan**

**Existing conditions:**

- Topography at two-foot contour intervals, or other intervals if not available from a public source.
- Water courses.
- FEMA floodplain and floodway.
- Designated shorelines.
- Wetland boundaries.
- Configuration, dimensions and areas of all parcels.
- Location, dimensions and use of all buildings on site.
- Location, dimensions and use of all easements.
- Name, location and width of all adjacent rights-of-way.
- Location of existing on-site driveways, those across the street and on adjacent properties.
- Location of fire hydrant nearest the subject property.

**Proposed improvements:**

- Configuration and dimensions of project boundaries, including open space, drainage tracts and easements.
- Location (distance to property line) dimensions, floor area and proposed use of all existing buildings to remain and the same information for all proposed buildings.
- Location and width of all driveways.

- Location and width of all proposed rights-of-way.
- Location of pedestrian and transit facilities.
- Location and design of all off-street parking and loading areas.
- Location of landscaped areas showing the variety and size of plants and method of maintenance.
- Location, size and height of all signs.

**Narrative**

- How the proposed use in the proposed location will not be detrimental to other uses legal existing or permitted outright in the zoning district.
- How the size of the site is adequate for the use.
- How traffic generated by the proposed use will not unduly burden the traffic circulation system in the vicinity.
- How the other performance characteristics of the proposed use are compatible with those of other uses in the neighborhood or vicinity.
- How adequate buffering devices such as fencing, landscaping or topographic characteristics protect adjacent properties from adverse effects of the proposed use, including adverse visual or auditory effects.
- How the other uses in the vicinity of the subject property are such as to permit the proposed use to function effectively.
- How the proposed use complies with the performance standards, parking requirements and other applicable provisions of Municipal Code Title 15.

**SEPA Environmental Checklist, if project is not exempt from SEPA (see 15.50-010C).**

**Application fees (see Ilwaco Fee Schedule)**





**Request for Statements of Qualification (RFQ) for**

**Architect/Engineer Services for Renovation of Ilwaco Community Park**

**Released: March 23, 2016**

**Closes: April 15, 2016**

**Purpose of Request:**

In accordance with Washington State Recreation Conservation Office (RCO) Agreement Article 16, the City of Ilwaco (hereinafter referred to as the "City") announces a request for statement of qualification (hereinafter referred to as the "RFQ") for Architect/Engineering Services to prepare drawing and bid documents for the installation of restroom facility, playground equipment and covered picnic pavilion (~720 sq. ft.) at Ilwaco Community Park (hereinafter referred to as the "Park"). It is anticipated that a sixty by one hundred twenty foot tennis court will be removed by City employees, to make room for new structures. New connections for sewer and water will be provided by the City. Firms interested in providing these services to the City are invited to respond to this RFQ.

**Schedule:**

Advertising .....	March 22, 2016
<b>RFQ Due .....</b>	<b>1:00 p.m. on April 15, 2016</b>
Firm Selection .....	April 26, 2016
Agreement Approval .....	May 9, 2016
Approval of Project Bid Documents .....	July 15, 2016
Bid Documents Released .....	July 20, 2016
Bids Due .....	August 3, 2016
Notice to Proceed .....	August 17, 2016
Substantial Completion .....	October 31, 2016

**Objective and Goals:**

The Park has been owned and operated by various agencies for the last 100 years. The Park was updated to its current state in the 1980s. The Park provides recreational opportunities for families and serves as a practices field for little league baseball.

The City received a Washington State RCO grant to renovate the Park in fall 2015, with an expected completion date of Fall 2018. It is the goal of the Ilwaco Parks and Recreation Commission to work closely with the Architect/Engineer hired to design and locate elements efficiently and in a manner to enhance public accessibility, security and aesthetics.

**The objective of this project is to design a park that takes into account the work already completed by the Ilwaco Parks & Recreation Commission that will meet the following goals:**

- a. All property improvements will be designed in a manner that will enrich the neighborhood's physical appearance and public accessibility;
- b. All property improvements will be designed in a manner that strengthens the security and minimizes vandalism;
- c. All structures, or development on the property will be designed in a manner that will serve the community for at least the next 25 years;
- d. The majority of site prep and groundwork will be provided and coordinated with City and the Port of Ilwaco crews;
- e. The playground equipment to be installed will meet current ADA standard for accessibility and provide play experiences for a wide range of ages.
- f. Installation of playground equipment will be a "community build" overseen by a representative from the company providing the equipment.

**Scope of Work:**

The Park will consist of the following work;  
the Consultant will:

- a. Meet with City representatives to establish program and design scheme that meets the above projects and goals.
- b. Produce preliminary and final drawings required for permitting and bidding purposes. The list of drawings will include, at a minimum; cover sheet, general notes, drawing index, abbreviations, code information, floor plans, elevations, hard surfaces plan, utilities plan, and site plan.
- c. Produce project manual including specifications.
- d. Produce bid documents for the project.
- e. Act as a general manager to oversee the installation of the elements of the project and provide contract administration services.
- f. Complete accurate and timely reporting of all Park expenditures and submit application and certificate for payment to the City for reimbursement.
- g. This is a prevailing wages job.
- h. Consultant agreement: A1A B151 Abbreviated form of agreement between Owner and Architect.

**Selection criteria:**

Firms desiring consideration shall submit a complete qualification package and any other pertinent data to further assist the selection committee in evaluating the firm's qualification to: The City of Ilwaco, City Park Project, P.O. Box 548, Ilwaco, WA 98624. A complete qualification package will include a cover sheet, letter of transmittal, and a firm profile (to include history, past projects, similar projects to establish qualification and personnel).

One or more firms may be selected for interview based upon the following criteria categories: (1) Amount of experience in type of work required, (2) Familiarization with current project and local area, (3) Availability and capacity of the firm to accomplish the work in the required time, (4) Professional reputation and references.

The City of Ilwaco is an equal opportunity and affirmative action employer. Minority and women-owned firms are encouraged to submit proposals.



Memorandum of Understanding

Between

Pacific County

And

PACCOM Member Agencies

This Memorandum of Understanding between Pacific County, hereinto referred to as "County", and PACCOM Member Agencies, hereinto referred to as "Agency" is an agreement for receipt and expenditure of Funds received from an increase of 1/10 of 1% sales tax, herein referred to as "sales tax" approved by the voters in November 2015 (Proposition #1).

It is mutually agreed that:

- RCW 82.14.420 states that moneys received from any tax imposed under this RCW shall be used solely for the purpose of providing funds for costs associated with financing, design, acquisition, construction, equipping, operating, maintaining, remodeling, repairing, reequipping, and improvement of emergency communications.
- Funds from Proposition #1 (1/10 of 1% sales tax increase) will be received from the State Department of Revenue by the County Treasurer and deposited into Special Revenue, FUND #161, PACCOM Special Account.
- Decisions regarding how funds collected through the 1/10 of 1% will be expended will be directed by the provisions listed below:
  - Expenditures from FUND #161 will only occur with prior approval of the PACCOM Admin Board. This approval will be recorded in the PACCOM Admin Board minutes, and generally will be at the time of the annual budget preparation, approval and recommendation to the Board of County Commissioners. Approval can be provided in person, by email or phone to the Admin Board Chairperson.
    - In the case of unanticipated capital purchases, the PACCOM Admin Board will call a special meeting to review the request and provide a written recommendation to the BOCC for a supplemental to the current year's budget. Admin Board members can attend special meeting in person, or join by phone.
  - Beginning in 2016, the first \$50,000 received in sales tax will be reserved for capital purchases. Annually thereafter a minimum of 10% of the sales tax collected in FUND #161 will be reserved in FUND #161 for capital purchases. By a majority vote of the Admin Board, more than the minimum 10% can be reserved for future capital purchases. At no time, can less than 10% be reserved for capital purchases.

- With the approval of the PACCOM Admin Board, revenue that has been reserved in FUND #161 for capital purchases can be included in the upcoming year's budget to offset the cost of specific capital purchases.
- Remaining funds ((total funds collected the previous year in FUND #161 minus the amount reserved for capital purchases (\$50,000 in 2016 and min of 10% annually thereafter)) collected the previous year will be used to offset PACCOM operating expenses, including personnel for the upcoming year. For example, total revenue collected in calendar year 2016 minus \$50,000 reserved for capital will be the amount available to be budgeted for 2017.
- Annually, by June 30<sup>th</sup>, the Sheriff's Office will provide a copy of both FUND #160 and FUND 161 status report to the PACCOM Board and Budget Committee. This status report will include projected ending FUND balances for that calendar year.
- In preparing the annual budget for the Budget Committee's review, the PACCOM Director will reduce the overall proposed PACCOM expenses by the estimated FUND #161 revenue that will be budgeted in the upcoming year prior to application of the formula being applied to share expenses among all member agencies. This revenue source will be handled the same as other "outside" revenue sources, it will be deducted from the overall projected PACCOM expenses.
- The PACCOM Budget Committee will prepare two proposed budgets for review and approval by the PACCOM Admin Board. One for FUND #161 which will include a transfer to the PACCOM budget (FUND #160) for operating expenses, and a reserved amount for capital expenses, and the second will be the annual overall PACCOM budget (FUND #160).

IN WITNESS THEREOF, THE PARTIES HAVE EXECUTED THIS AGREEMENT.

AUTHORIZED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_

BOARD OF COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

\_\_\_\_\_  
Steve Rogers, Chairman

\_\_\_\_\_  
Frank Wolfe, Commissioner

\_\_\_\_\_  
Lisa Ayers, Commissioner

ATTEST:

\_\_\_\_\_  
Marie Guernsey,  
Clerk of the Board

Authorized this \_\_\_\_\_ day of \_\_\_\_\_ 201\_.

CITY OF ILWACO:

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

Attest: \_\_\_\_\_  
Ilwaco City Clerk

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Authorized this \_\_\_\_\_ day of \_\_\_\_\_ 201\_.

CITY OF LONG BEACH:

\_\_\_\_\_  
Mayor Bob Andrew

Attest: \_\_\_\_\_  
Long Beach City Clerk

Authorized this \_\_\_\_\_ day of \_\_\_\_\_ 201\_.

CITY OF RAYMOND:

\_\_\_\_\_  
Mayor Jason Dunsmoor

Attest: \_\_\_\_\_  
Raymond City Clerk

Authorized this \_\_\_\_\_ day of \_\_\_\_\_ 201\_.

CITY OF SOUTH BEND:

\_\_\_\_\_  
Mayor Julie Struck

Attest: \_\_\_\_\_  
South Bend City Clerk

Authorized this \_\_\_\_\_ day of \_\_\_\_\_ 201\_.

PACIFIC COUNTY SHERIFF:

\_\_\_\_\_  
Sheriff Scott L. Johnson

Attest: \_\_\_\_\_  
Civil Clerk

Authorized this \_\_\_\_\_ day of \_\_\_\_\_ 201\_.

PACIFIC COUNTY FIRE DISTRICT 1 COMMISSIONER

\_\_\_\_\_  
Commissioner

Attest: \_\_\_\_\_

Authorized this \_\_\_\_\_ day of \_\_\_\_\_ 201\_.

PACIFIC COUNTY FIRE DISTRICT 2 COMMISSIONER

\_\_\_\_\_  
Commissioner

Attest: \_\_\_\_\_

Authorized this \_\_\_\_\_ day of \_\_\_\_\_ 201\_.

PACIFIC COUNTY FIRE DISTRICT 3 COMMISSIONER

\_\_\_\_\_  
Commissioner

Attest: \_\_\_\_\_

Authorized this \_\_\_\_\_ day of \_\_\_\_\_ 201\_.

PACIFIC COUNTY FIRE DISTRICT 4 COMMISSIONER

\_\_\_\_\_  
Commissioner

Attest: \_\_\_\_\_

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Authorized this \_\_\_\_\_ day of \_\_\_\_\_ 201\_.

PACIFIC COUNTY FIRE DISTRICT 6 COMMISSIONER

\_\_\_\_\_  
Commissioner

Attest: \_\_\_\_\_

Authorized this \_\_\_\_\_ day of \_\_\_\_\_ 201\_.

PACIFIC COUNTY FIRE DISTRICT 7 COMMISSIONER

\_\_\_\_\_  
Commissioner

Attest: \_\_\_\_\_

Authorized this \_\_\_\_\_ day of \_\_\_\_\_ 201\_.

PACIFIC COUNTY FIRE DISTRICT 8 COMMISSIONER

\_\_\_\_\_  
Commissioner

Attest: \_\_\_\_\_

Authorized this \_\_\_\_\_ day of \_\_\_\_\_ 201\_.

NORTH PACIFIC COUNTY EMERGENCY MEDICAL SERVICES DISTRICT

\_\_\_\_\_  
Commissioner

Attest: \_\_\_\_\_

# Pacific County Communications

## Administrative Board Meeting

### 3:30 p.m., April 28, 2016 – Naselle Fire Hall

Present: Kathy Spoor, Jerry Phillips, David Glasson, Scott Johnson, Mike Cassinelli, Julie Struck, Stephanie Fritts. Meeting called to order at 3:05 p.m.

**Minutes:** In the absence of the elected Chair, Mayor Struck asked for a motion to approve the November 2015 minutes. Motion Sheriff Johnson, second Mayor Phillips. Motion passed.

**Fund 161 (.01% Sales Tax) MOU:** Questions were discussed regarding the intent of the One Tenth of One Percent sales tax. Mayor Struck spoke to the rise in rates and that South Bend's purpose was to lower rates of member agencies. Sheriff Johnson stated that rate changes should be gradual. Kathy Spoor reported that Fund 161 anticipates \$169,574.00 based on the implementation of the mental health tax for 3 quarters of 2015. Kathy Spoor further stated that the current MOU provides for the first \$50,000 to be set aside for capital expenditures. In 2016, \$50,000 would be set aside and the remaining \$119,000 could be used for whatever purpose the Admin Board chooses. In 2017 PACCOM will be looking at \$265,000 in revenue with 10% set aside for capital. Discussion continued regarding maintaining \$50,000 in the fund.

Mayor Cassinelli spoke to a misunderstanding of \$50,000 going in every year. Mayor Cassinelli also spoke to definition of capital items and Kathy Spoor responded that the county goes by county policy (anything purchased over \$5,000) and State Auditor guidelines. Mayor Struck stated that she thought capital referred to land and larger purchases. Sheriff Johnson spoke to moving PACCOM out of the jail. David Glasson stated that any capital purchase would be approved by this board during the budget process.

Request that a motion be made that we not specifically define capital purchases other than those items over \$5,000, but go on an annual budget by budget basis. Motion Mayor Phillips, second Sheriff Johnson. Motion carries.

The concept of establishing an upper limit in Fund 161 was also discussed. Those present indicated no need for an upper limit, but reached consensus that if the fund grows to such a point that the Board can deal with circumstances at the time. Mayor Cassinelli referenced the difference of this as a cash reserve. What balance should that be limited to? Concerns regarding state funding erosion and possible decreases in sales tax were expressed. The consensus was that the Fund will never build up to that point. Mayor Phillips motion to not limit the upper portion of the fund. Second Kathy Spoor. Motion passed.

**Old Business:** Items of old business were discussed including Fiscal Policy development, Equipment Inventory/Life Cycle Data, and a Proposed Long/Short Term Plan.

Fiscal Policy: The County Commissioners would like to see a minimum fund balance established for Fund 160. After much discussion regarding the 10% from Fund 161, Kathy Spoor stated that the county would like to have two months of operating expenses in fund 160 balance at all times. David Glasson suggested 10% of the budget. Motion by Sheriff Johnson to strive to keep \$200,000 as a minimum fund balance. Mayor Cassinelli seconded. Motion passed.

Equipment Inventory/Vehicle Management: The equipment inventory is included in the budget. It will be updated during the budget process with those items that are not included in ER&R (i.e. furniture, floor coverings, etc.). During budget considerations last fall there was great concern over the vehicle and vehicle management, with suggestions being made that Fund 160 manage their own vehicle instead of using the County ER&R Fund. Sheriff Johnson stated that he requests monthly reports on all vehicles, and the projected numbers given by the ER&R manager are very close to actual costs. The issue last year was that we would be purchasing a new vehicle and contributing to the ER&R Fund on a vehicle at the same time. David Glasson stated that we could use the additional funds from Fund 161 and then make depreciation payments. The consensus was that this is a discussion for the 2017 budget.

Proposed Short/Long Term plan: Stephanie Fritts has a strategic plan with both long and short term goals. Kathy Spoor asked that it be emailed to the Admin Board.

Proposed Budget Workshop: Stephanie Fritts is willing to attend a workshop to walk through the budget, with the intent of exposing all items that were mentioned in last year's meetings as "hidden". Those present asked what format the budget is presented in and Stephanie Fritts explained it is a series of Excel worksheets comprising one spreadsheet. It was decided that there is no need for workshop.

**Budget Committee:** Three representatives from the Admin Board are needed. Kathy Spoor, Julie Spoor, and a representative from the City of Long Beach will be appointed to the Budget Committee from the Admin Board. Motion Sheriff Johnson, second Mayor Phillips. The Budget Committee present the proposed 2017 budget to Admin Board no later than August 2016. The Budget Committee will meet on June 30<sup>th</sup> in South Bend. The Admin Board will meet July 14<sup>th</sup> at 4 pm at the Naselle Fire Hall. The proposed budget will be prepared by staff and forwarded to the Budget Committee the last week of June.

**Budget Report:** Stephanie Fritts presented a budget reported with an explanation of the purchases to be made prior to the end of 2016 in support of the implementation of NG911. This will require a supplemental budget. All but \$23,500 will be funded through the state reimbursement process. Motion to approve supplemental budget with \$23,500 out of the fund Mayor Phillips, second Sheriff Johnson.

Mayor Phillips asked about radio coverage. Stephanie explained to those present that she and Joe Camenzind are working on a proposal to improve radio coverage which will likely include two additional radio sites. Mayor Phillips asked if the county had ever done a radio study. Stephanie stated that yes, a study had been done. Mayor Phillips requested a copy of the study.

**Adjourn:** Mayor Phillips/Mayor Struck. 4:30 p.m.



## INTERLOCAL AGREEMENT

### FOR BACK-UP WASTEWATER TREATMENT PLANT OPERATION SERVICES

This Agreement, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2016, between the City of Ilwaco, a municipal corporation of the State of Washington, and the City of Long Beach, a municipal corporation of the State of Washington.

#### RECITALS

WHEREAS, by authority granted in RCW 39.34.010, units of local government may enter into agreements with other units of local government for the performance of any or all functions and activities that a party to the agreement, its officers or agents have the authority to perform, and

WHEREAS, Ilwaco and Long Beach desire to have the staff from each city available to provide a back-up wastewater treatment plant operator for when the operators for the other city are on vacation or unavailable, on an as-needed basis, and each city is agreeable to providing the other that service, if there is staff available, on the terms and conditions stated below. The city requesting services will be referred to herein as the "Requesting City" and the city providing the operator as the "Providing City"

NOW, THEREFORE, IT IS AGREED BY AND BETWEEN THE PARTIES AS FOLLOWS:

#### **I. OBLIGATIONS OF PROVIDING CITY**

1. Provide a licensed wastewater treatment plant operator (Operator) for daily tasks when the other city's operator is unavailable.
2. The Providing City will provide worker's compensation and all the usual payroll taxes and deductions on behalf of its employee performing the services agreed herein.
3. Invoice the Requesting City monthly at the rate of \$35.00 per hour for any work performed by the Providing City.

#### **II. OBLIGATIONS OF REQUESTING CITY**

1. Except in emergencies, notify the Providing City at least one week in advance that a back-up operator is needed.
2. Provide all equipment and supplies needed, and provide all protocols and records necessary.
3. Pay the Providing City within 14 days of receipt of the invoice for services.

#### **III. INDEMNITY**

1. In providing the wastewater treatment plant operation services stipulated herein, the operator is acting as an agent of Requesting City and shall follow the standard treatment procedure for that city. Each Requesting City shall indemnify, protect

and hold harmless the Providing City, and the Operator, from all claims, actions or damages of every kind and description which may accrue to or be suffered by any person or persons, corporation or property by reason of the performance of any such works, character of materials used or manner of installation, maintenance and operation or by the improper occupancy of rights of way or public place or public structure. In case any such suit or action is brought against city providing the operator for damages arising out of or by reason of any of the above causes the Requesting City will, upon notice or commencement of such action, defend the same at its cost and expense and satisfy any judgment given in such action that is adverse to the Providing City and/or the Operator.

2. Long Beach will hold Ilwaco harmless for all workers compensation claims, or employment related claims, of Long Beach employees. Ilwaco will hold Long Beach harmless for all workers compensation claims, or employment related claims, of Ilwaco employees.
3. Each city is solely responsible for the financial management of its Wastewater treatment plant operation program, and will hold the other city and Operator harmless for any penalty imposed as a result of any financial or program audit.

**IV. TERMINATION**

This agreement is entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 2016. It will terminate, if not sooner terminated by 60 days written notice from one party to the other, on December 31, 2021.

City of Ilwaco

City of Long Beach

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Mayor

May 4, 2016

City of Ilwaco  
Clerk, Holly Beller  
PO Box 548  
Ilwaco, WA 98624

RE: Conditional Use permit for North Star Vacation Rental in Ilwaco, WA

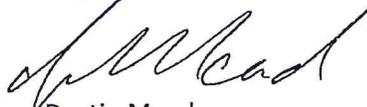
To Whom it May Concern:

As a long-time resident of Ilwaco and the owner of a property neighboring the proposed vacation rental, I write this letter in full support of the conditional use permit.

The subject property is ideally situated for a vacation rental and that use would not inhibit or be detrimental to surrounding property. In fact, the small influx of visitors to the property will be beneficial to its closest neighbors – other small businesses. Other similar properties in Ilwaco have provided vacation rental space with positive results.

It is for these reasons that I again voice my support for this project.

Regards,

A handwritten signature in black ink, appearing to read "Dustin Mead". The signature is fluid and cursive, written over the printed name.

Dustin Mead  
117 Lake St

## Holly Beller

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**From:** Cheri Diehl <cheri@discoverycoastrealestate.com>  
**Sent:** Thursday, May 05, 2016 9:10 AM  
**To:** Holly Beller  
**Subject:** For council meeting

I would like to submit my support for the conditional use permit by Bruce Peterson for a vacation rental. I think this use is totally in keeping with the uses the area needs to promote tourism and business in Ilwaco.

--

We have a Fun Beach! Check it out.

Life's just better at the beach!

Cheri Diehl

Discovery Coast Real Estate

BEST WAY TO REACH ME: Call or Text: 360-244-2660

***Voted "Best Real Estate Office"***