



**CITY OF ILWACO
CITY COUNCIL MEETING
Monday, October 11, 2010**

A. Call to Order

Mayor Cassinelli called the meeting to order at 6:05 p.m.

B. Flag Salute

The Pledge of Allegiance was recited.

C. Roll Call

Present: Councilmembers Jensen, Chin, Marshall, Greene and Forner, Mayor Cassinelli.

D. Approval of Agenda

Councilmember Forner requested a business item be added to award the bid for the purchase of fire items funded with the FEMA grant. Councilmember Greene requested a discussion item be added to explore an idea for the Steed House. Councilmember Marshall suggested moving Public Comment to precede Staff and Council Reports. Moving Public Comment will be added to the next meeting agenda for discussion.

ACTION: Motion to approve the agenda with the additional business item and discussion item (Marshall/Greene) 5 Ayes 0 Nays 0 Abstain.

E. Approval of Amended Consent Agenda

Councilmember Chin requested changes to the minutes, and she prepared in writing what she wanted changed in the minutes of September 27, 2010. Councilmember Marshall made a point of order stating that the proper procedure was to take the minutes in question off of the Consent Agenda so they could be taken up as a separate item.

ACTION: Motion to remove the minutes from the consent agenda, and approve the consent agenda with the minutes removed (Greene/Forner) 5 Ayes 0 Nays 0 Abstain.

F. Approval of Minutes

Councilmember Chin offered changes to the minutes of September 27, 2010. Councilmember Greene suggested he wanted time to read the changes. Councilmember Forner asked why if the minutes had been sent out prior to the meeting, what took so long to see the omissions and errors Chin was proposing. Chin stated she had been out of town. Discussion ensued.

ACTION: Motion to approve the minutes as modified (Marshall/Chin) 2 Ayes 3 Nays 0 Abstain. Minutes not approved. Chin provided the changes to Councilmember Greene to review. Approval of the minutes with modifications was held over to the next meeting.

G. Proclamations

1. Mayor Cassinelli read a proclamation declaring October 23-31, 2010, as Red Ribbon Week 2010. Police Chief Flint Wright provided background information regarding the proclamation. He requested permission to put red ribbons on city poles. Mayor Cassinelli gave permission. Councilmember Chin asked how people would know what the ribbons are for. Chief Wright stated that there would be newspaper and radio spots.

H. Reports

1. Staff Reports

- a. Police Chief Flint Wright presented a written report for September 2010.
- b. Councilmember Forner reported on behalf of the fire chief. He stated the fire department responded and helped on a Long Beach apartment fire.
- c. Planning Commissioner Parsons reported on a Comprehensive Plan Progress Report that had been delivered to the mayor earlier in the day. He stated it was a record of things accomplished and a plan of how to try to get to the end. He stated the Planning Commission will be asking for an ordinance to extend the deadline, to which the state has agreed. Councilmember Greene asked about the ordinance for a new fee structure. Parsons said the current structure is pretty fair compared to other municipalities. He said we need to balance development growth with high fees. Greene asked about the previous city planner's recommendations versus their analysis. Parsons said they checked other areas and think the fees are like everybody else's fees in the market. Commissioner Poulshock said they felt the structure was arbitrary in terms of costs, but competitive. Parsons stated the fee structure needs to be based on costs, not on raising funds. Councilmember Marshall asked if they had anything else to report and had questions about the city planner being terminated. Poulshock stated the decision had not been discussed with the Planning Commission, but they would have been available if requested. Councilmember Chin also commented that she had not been informed.
- d. Project Manager Gary Kobes reported there are some issues that have been resolved with the fire hall, and some still unresolved.
- e. Deputy City Clerk PJ Kezele presented a written collections report dated October 11, 2010, with a balance of \$8,492.99. She stated that with the exception of payment plans, all residential bills must be paid this week or face shut off. Unpaid commercial accounts will face shut off November 1. She anticipates delinquent accounts to be less than \$3,000 by the end of the week.

2. Council Reports

- a. Councilmember Chin attended a CDBG seminar with Treasurer Elaine McMillan.
- b. **ACTION: Motion to add a discussion item regarding the city planner to the agenda (Marshall/Chin) 5 Ayes 0 Nays 0 Abstain.**
- c. Councilmember Greene spent time at the water plant with outside agencies and staff to review recent water issues. He also participated in an emergency communications exercise. The Red Cross room on the third floor of the Community Building was tested in a three county exercise. While the radio voice system worked, some parts of the system that would give the ability to email over radio via packet did not work. He

attended the new Ilwaco Cemetery Crematorium Dedication. He also related to Chief Flint that several citizens have mentioned they are very appreciative of the deputies that are doing health and welfare checks on citizens.

3. Mayor's Report

On October 7, the Water/Sewer Committee met with the Department of Health (DOH) for a thorough review of the water plant, brainstorming what has been going wrong and how it can be fixed. The DOH is looking at chemicals used in the plant. The issue has been there is a lot of iron in the water that we are treating, and it is difficult to get rid of. When treated and not treated correctly, it creates discoloration of the water. Flushing to clear the chemical build up has been scheduled between October 13-27, which has been publicized and posted. Every day the water plant takes three samples at various tanks. They test for PH, chlorine, iron and magnates. Bacteria tests are sent out twice per month, and chlorine is added to the water to kill bacteria. The health department has said there are no health problems or issues with the water, and at no time has the water been unsafe to drink.

I. Comments of Citizens and Guests present

1. Nellie Beasley of Spruce Street spoke on an article that appeared in the Chinook Observer.

J. Business

1. Award contract to the lowest bidder for the purchase of items funded with the FEMA grant.

Councilmember Marshall asked about two separate bids from LN Curtis. Councilmember Greene asked if Santiam had met all qualifications of the bid. Councilmember Forner stated he and Fire Chief Williams inspected the materials and found them to be higher quality than the other bidders. He also stated that because the bids came in so low, 50% of the remaining grant monies can be used for wellness, such as shots, and other items. Councilmember Greene commented on the good work Forner did on getting the grant and getting it awarded.

ACTION: Motion to award the contract for the purchase of the fire hoses, hydrant adapters and appliances to Santiam, which was the lowest bidder (Forner/Greene) 5 Ayes 0 Nays 0 Abstain.

2. Provide crews from Naselle Youth Camp to perform labor-intensive work brushing access sites and trails at Black Lake, Discovery Trail and other city property sites.

Greene restated the modifications brought up in discussion as correcting the typo in 2.01, ending the contract December 31, 2011, changing the liability insurer in 17.01, changing the signature to the mayor, and adding spreading gravel on Black Lake trails to the statement of work.

ACTION: Motion to approve as modified the Interagency Agreement with Department of Natural Resources to provide labor crews to perform labor-intensive work brushing access sites and trails at Black Lake, Discovery Trail and other city property sites (Greene/Jensen) 5 Ayes 0 Nays 0 Abstain.

K. Discussion

1. **Provide crews from Naselle Youth Camp to perform labor-intensive work brushing access sites and trails at Black Lake, Discovery Trail and other city property sites.**

Councilmember Greene stated that 17.01 needed to be changed to current insurance information. Councilmember Chin asked about which budget would fund the work. Councilmember Greene stated it would be the parks budget. Councilmember Jensen felt the trail did not need brushing and that what it needs is gravel to take surface water off the trail. Councilmember Forner said public works supervisor needed to be changed to the mayor to sign the contract. Councilmember Marshall asked about the December 2010 deadline.

ACTION: Motion to move the item to business (Greene/Jensen) 5 Ayes 0 Nays 0 Abstain.

2. **Create a storm water utility to provide a method to collect service charges and connection fees that would provide for the maintenance, operation and capital improvements of the city's storm water system.**

Mayor Cassinelli suggested the item be sent to the Streets Committee to bring forward as an ordinance. There was general discussion about the specifics of the proposal, viability of the projects and whether the study could be refreshed or whether a new study needed to be done. Councilmember Greene stated that the state legislature will require it within the next few years, which was disputed by Councilmember Marshall. Greene asked if the Streets Committee of Councilmembers Jensen and Chin would accept the challenge.

ACTION: The Streets Committee agreed to review the proposal and work on bringing it forward as an ordinance.

3. **Sale of Steed house and property.**

Councilmember Greene stated the council should look at whether some 501C3, such as the food bank, might be willing to put money into the house to make it habitable/useable in return for deferred rent. There was a general discussion of the two bids that had been received for approximately \$3,200 and \$3,500. Gary Kobes noted that the previous survey still holds true and includes all parcels that comprise the block, all utility locations and all structures, except the current fire hall. He stated that if you want to reconfigure or recombine the city's parcels, they do not need a survey, but rather another type of document. Councilmember Jensen stated the city needs a boundary line adjustment. Kobes stated it should be sent out again and re-scoped to describe more specifically what the city wants to do. Councilmember Greene asked if the other members had read Kobe's Statement of Opinion about the house. He summarized that basically the report states that it is not a viable plan the city is chasing, the house is in the setback, it is a substandard lot and not truly buildable under the city's current standards. He said it is not a very saleable, marketable piece of property that would bear much fruit. Kobes stated they could not get to the 6,000 minimum lot size without giving up part of the fire parking lot and then giving it back through an easement. He also stated the front of the house sits within the right-of-way of the street. Councilmember Marshall stated these were issues that could be addressed through variances, and Councilmember Jensen agreed.

ACTION: Councilmember Jensen will look at the bids to see if they meet the city's expectations for what it needs to accomplish.

4. City Planner

Councilmember Marshall noted the brief comments earlier that the planner had been given notice. He noted that this was within the mayor's powers to do so. The mayor stated he is going to bring forth a contract with CREST, a much less expensive local agency that the city already has a relationship with. Discussion ensued about how the issue came about, how they all should have been notified, etc. Councilmember Marshall suggested the city bid out the contracts for the attorney, planner and engineer every year. Councilmember Greene stated that the mayor appoints these positions, and the council approves the appointment based on qualifications. Councilmember Jensen reiterated that the city already has a relationship with CREST and already pays a membership fee. He stated we would just be adding additional service to someone who already has a relationship with the city.

L. Future Discussion: Pending

1. Steed House and adjacent properties
2. Storm Water Utility District
3. Council committee membership
4. Parks Commission ordinance—*Will Greene*
5. Amended Procedures ordinance

M. Executive Session

None.

N. Adjournment

ACTION: Motion to adjourn the meeting (Greene/Jensen). Mayor Cassinelli adjourned the meeting at 7:30 p.m.

Mike Cassinelli, Mayor

PJ Kezele, Deputy City Clerk