



**CITY OF ILWACO
CITY COUNCIL MEETING
Monday August 24, 2015**

A. Call to Order

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

B. Flag Salute

1. The Pledge of Allegiance was recited.

C. Roll Call

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

D. Approval of Agenda

1. **ACTION: Motion to approve agenda with the addition of two discussion items, Duties of Mayor and Budget Shortfalls for Staff. (Karnofski/Jensen) 5 Ayes 0 Nays 0 Abstain.**

E. Approval of Consent Agenda

1. Including Checks 38122 to 38124 + Electronic totaling \$18,614.31 and Checks: 38125 to 38163 totaling \$56,109.70 for a grand total of \$74,724.01.
ACTION: Motion to approve the consent agenda. (Marshall/Forner). 5 Ayes 0 Nays 0 Abstain.

F. Reports

1. Staff Reports

i. Police Chief Report

Kite Festival was great!

ii. Fire Chief Report

The Ilwaco fire warning siren is not working properly and the cause is still being determined.

iii. Treasurer's Report

Included in agenda packet, no questions from council.

2. Commission Reports

i. Parks and Recreation Commission

Jarrod Karnofski gave an update on the fundraising efforts by the commission for the RCO grant match for City Park. The commission held a workshop on Sunday which had good attendance and raised \$5000 in commitments just during the

meeting. Work is being done on a donation letter highlighting sponsor levels and recognitions. Business inside and out of Ilwaco have stepped forward with donations. Focus is being given towards large donors like the Templin and Cheney Foundations. The commission appreciates all the support from the Mayor and Council.

3. Council Reports

- i.** Councilmember Karnofski attended the Parks and Rec workshop. Capital is needed by the deadline of October 9, 2015 however a letter of commitment will suffice for that deadline with actual funding of the commitments in April of 2016. The commission is also looking at having commemorative park benches, picnic tables, and trees for donors. Also attended the Congressional Port Tour at the Port of Ilwaco. Information on a Sewer Conservation Program was included in the packet correspondence for the council to review. A discussion will be added to the next meeting agenda.
- ii.** Councilmember Chambreau attended the Special Meeting for the TIB applications.
- iii.** Councilmember Forner attended the Special Meeting for the TIB applications. The Ilwaco Hook and Ladder Company hosted a “Fill the Boot” during Saturday Market at the Port of Ilwaco which raised about \$600 for the city park grant match. Attended a meeting with staff from Congresswoman Herrera-Beutler’s office and the Congressional Port Tour, both of which he spoke about the federal preparedness for a Cascadia subduction event.

4. Mayor’s Report

- i.** Mayor Cassinelli attended the Special Meeting for the TIB applications.

G. Comments of Citizens and Guests Present

- 1.** Rocky from the Col-Pacific Motel thanked the city for taking care of the potholes on Main Street and cleaning up the road in general. He asked to be added to the public meeting notices but did not leave contact information for the clerk.
- 2.** Gail Moore presented a letter to council regarding the bill which was received for uncollected sewer charges and asked to be granted a stay from payment until council has had an opportunity to discuss and take action upon the proposed ordinance for billing errors.

H. Oath of Office

- 1.** Mayor Cassinelli swore in K Harrison to seat number 5 of the Planning Commission.

I. Business

1. Burglar & Fire Alarm Systems Ordinance

The clerk reviewed the last edit to the ordinance.

ACTION: Motion to adopt the ordinance establishing a false alarm fee structure and establishing an effective date as part of the Ilwaco Municipal Code for Burglar and Fire Alarm Systems. (Marshall/Forner) 5 Ayes 0 Nays 0 Abstain

2. **Department of Health Contract Amendment – Watershed Grant**
ACTION: Motion to authorize Mayor to approve contract amendment N20735-3 for the Department of Health Watershed Grant. (Chambreau/Jensen) 5 Ayes 0 Nays 0 Abstain

J. Discussion

1. **Ordinance Defining the Duties of the City Clerk and City Treasurer**
The clerk reviewed the last edit to the ordinance.
ACTION: Move to business at the next meeting.
2. **Contract with Office 365 for Email Services**
Council requested the recommendation from iFocus be included in the briefing items and a new briefing written for the next council meeting.
ACTION: None taken at this meeting.
3. **Ordinance Establishing Procedures for Billing Errors**
Council discussed the length of time that should be legislated for this policy and provisions for amortization of the bill. Discussion over the definitions of “fraud” and “under-billing”. The clerk is waiting on review from MRSC legal counsel and will include that in next meetings briefing material.
ACTION: None taken at this meeting.
4. **Abeco Contract Cancellation/Letter of Agreement to Solutions Yes**
Councilmember Marshall asked if there is a requirement to solicit other companies, the small works roster, or sole source the contract. Clerk will determine if the machine is being leased through Abeco.
ACTION: None taken at this meeting.
5. **Weyerhaeuser Right of Way Timber Purchase**
Mayor to contact Weyerhaeuser rep regarding the method of determining the timber valuation.
ACTION: None taken at this meeting.
6. **Duties of Mayor**
Councilmember Karnofski would like to have a workshop with MRSC. Discussion over the IMC requiring updates to the duties of both mayor and council within a code city, as opposed to the current code establishing mayoral duties under provisions for a town. Council would like to have authority over contract terminations. It was pointed out that this would probably apply to employment type contracts, rather than construction projects and the authority could have a monetary threshold.
ACTION: None taken at this meeting.
7. **Budget Shortfalls for Staff**
Councilmember Karnofski stated that there had been an unemployment claim filed by staff and requested to know if there was either a lack of funds, or a lack of work which led to the claim. The council will hold an executive meeting with legal counsel to discuss the performance of an employee.
ACTION: None taken at this meeting.

K. Future Discussion/Agendas

1. Sewer Conservation Loan Program - *Karnofski*
2. Amendment to Duties of Council – *Karnofski*
3. Ordinance Establishing Conditional Use Permit Extensions – *Cassinelli*
4. Ordinance Amending Home Occupation Criteria – *Cassinelli*
5. Comp Plan Update – *City Clerk*
6. Neighborhood Preservation Ordinance - *Cassinelli*
7. Ordinance Amending Title 8 – Health and Safety – *Cassinelli*
8. Amendment of the Critical Areas Ordinance No. 614 – *Cassinelli*
9. Fence Height - *Jensen*

L. Motion to adjourn the meeting (Chambreau) Mayor Cassinelli adjourned the meeting at 7:31 p.m.

Mike Cassinelli, Mayor

Holly Beller, City Clerk