



**CITY OF ILWACO  
CITY COUNCIL MEETING  
Monday September 28, 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, Marshall, Chambreau, and Forner. Councilmember Karnofski was absent.

**D. Approval of Agenda**

1. **ACTION: Motion to approve agenda. (Chambreau/Forner) 4 Ayes 0 Nays 0 Abstain.**

**E. Approval of Consent Agenda**

1. Including Checks 38231 to 382324 + Electronic totaling \$19,462.17 and Checks: 38233 to 38259 totaling \$136,464.82 for a grand total of \$155,926.99.  
**ACTION: Motion to approve the consent agenda. (Chambreau/Forner). 4 Ayes 0 Nays 0 Abstain.**

**F. Reports**

**1. Staff Reports**

**i. Fire Chief Report**

On Wednesday, Sept 30 the fire department will assist with the county wide emergency drill at 6pm at the Port of Ilwaco. The Ilwaco fire warning siren is still not working properly but the cause should be known this week.

**ii. Clerk's Report**

SMP has been submitted to DOE, Water Source Plan has received comments from DOH which are being incorporated, Comp Plan has submitted for the 14 day SEPA review period.

**iii. Treasurer's Report**

Included in agenda packet, no questions from council.

**2. Commission Reports**

**i. Parks and Recreation Commission**

Nick Haldeman reported that fundraising is continuing to go well for the new park (thank you to Don Nisbett for hosting the FUNdraiser!), and an update will be given during the discussion later in the meeting. The new and improved trails at Black Lake are getting a lot of use, trails are ready for high school track events.

### **3. Council Reports**

- i.** Councilmember Jensen attended a meeting with Councilmember Karnofski, Fire Chief Williams, and Port Manager Guy Glenn Jr to discuss the interlocal agreement. Edits are being brought in front of council as a discussion this evening. Also attended the FUNdraiser!, and Parks & Rec meeting on 9/23.
- ii.** Councilmember Marshall also attended the FUNdraiser!, along with several other committee and budget meetings. Prepared a briefing for staff regarding briefing materials, is working on drafting the water/waste water plant job descriptions, and has concerns with lack of involvement over the Comprehensive Plan.
- iii.** Councilmember Chambreau attended the Port/City meeting, as well as several budget and personnel committee workshops.
- iv.** Councilmember Forner attended the Port/City meeting. Mentioned a lack of donations from other councilmember for the city park grant, and commented on the full eclipse of the harvest moon on the 27<sup>th</sup>. The Fire Department will be accepting donations of canned food in exchange for candy for trick or treaters on Halloween.

### **4. Mayor's Report**

- i.** Mayor Cassinelli attended several special meetings and workshops for personnel, budget, and Parks & Rec. Also attended TAX, PCOG and the Port/City meetings. The Planning committee has selected a new planner through Cowlitz-Wahkiakum Council of Governments (CWCOG). Power was out at City Hall all day today, but up and running with generators. Thanks to PUD for getting out to make the fix.

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

- 1.** Taylor Hallowell is new to the area through an AmeriCorps team targeting local youth through the Big Brothers and Big Sisters program. Children ages 6-18 are eligible, and adults are needed as mentors as well as the children to mentor.

## **H. Business**

### **I. Discussion**

#### **1. Ordinance Establishing Conditional Use Permit Extensions**

Councilmember Marshall asked how many Conditional Use Permits the City currently has issued. Would like to see an administrative procedure that would not entail a letter direct to the Council; Council approval is OK though. Would also like to see a longer period of time which an owner can lapse in use before requesting an extension. Five years extension was recommended. Jensen didn't like an extension as long as 5 years. Marshall suggested an alternate extension period of 3 years and pointed out that the

expiration period for non-use of a Conditional Use Permit in Tacoma is two years compared to Ilwaco's 1 year expiration.

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

**2. Ordinance Amending Home Occupation Criteria**

Councilmember Marshall asked why we are reviewing this and had overlooked the issue of the IMC having criteria for this allowed use under conditional uses. Councilmember Jensen stated that the intention of the ordinance may not be clear, and by removing this criterion would allow for unsuspected loop holes.

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

**3. Contract with Office 365 for Email Services**

Cost has not been incorporated into the 2016 budget proposal. Councilmember Marshall would like additional quotes from other email service companies. Discussion to be continued with incorporation into the 2016 budget.

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

**4. Interlocal Agreement with Port of Ilwaco for Fire Protection Services**

Councilmember Jensen briefed the council on the edits from the meeting with Councilmember Karnofski, Chief Williams, and Guy Glenn. Edits include an indefinite expiration and begin date of January 2015 so that the city will receive funds for the current year. \$1500 of the yearly payment shall be reserved for purchasing equipment utilized by the port, and the amount can be rolled over into future budget years.

**ACTION: Move to business at next meeting.**

**5. Ordinance Establishing Procedures for Billing Errors**

Language from the City Attorney was presented to council and found acceptable.

**ACTION: Move to business at next meeting.**

**6. Shoreline Master Program Update Grant Amendment No. 1**

**ACTION: Move to business at next meeting.**

**7. Certify Funding for Ilwaco Park RCO Grant**

Parks and Recreation Commission requests a certification by the city in order to move forward on the October 9<sup>th</sup> deadline for commitment of the amount we will be requesting for match through the RCO grant. Councilmember Marshall requested a copy of the letter which the council will be acknowledging. Parks and Rec will draft the letter. Council will either hold a special meeting to review and approve, or the letter will be emailed to the council for individual input prior to staff sending to RCO. This is not a requirement of the grant application, but a request from Parks and Rec. The RCO grant contract will be drawn from our requested amount and placed before council for approval.

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

**J. Future Discussion/Agendas**

1. Sewer Conservation Loan Program - *Karnofski*
2. Personnel Policy – Termination Process – *Jensen/Karnofski*
3. Comprehensive Plan Update – *Cassinelli*
4. Neighborhood Preservation Ordinance - *Cassinelli*

5. Ordinance Amending Title 8 – Health and Safety – *Cassinelli*
6. Ordinance Amending Critical Areas – *Cassinelli*
7. Fence Height - *Jensen*

**K. Motion to adjourn the meeting (Jensen)** Mayor Cassinelli adjourned the meeting at 7:01 p.m.

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Mike Cassinelli, Mayor

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Holly Beller, City Clerk