



**CITY OF ILWACO
CITY COUNCIL MEETING
Monday, January 11, 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 Jensen, Karnofski, Marshall, Chambreau, Forner and Mayor Cassinelli.

D. Approval of Agenda

1. **ACTION: Motion to approve the amended agenda, with the addition of discussion item "Administrative Interpretation". (Chambreau/Karnofski) 5 Ayes 0 Nays 0 Abstain.**

E. Approval of Consent Agenda

1. Including Checks 38513 to 38520 + Electronic totaling \$38,366.03, Checks: 38511, 38512 and 38546 to 38564 totaling \$133,582.32 and Checks: 38521 to 38545 totaling 27,725.69 for a grand total of \$199,674.04.

ACTION: Motion to approve the consent agenda. (Marshall/Jensen) 5 Ayes 0 Nays 0 Abstain.

F. Reports

1. Staff Reports

i. Fire Chief Report

The siren has been fixed, the department continues to improve on internal policies.

ii. Police Chief Report

Included in the packet.

iii. Parks & Recreation Commission

Regular Meeting January 12th at 6pm at the Fire Hall.

2. Council Reports

- i. Councilmember Marshall reported that the data was recovered from the fire hall computer's hard drive. Councilmember Forner wanted to congratulate the Seattle

Seahawks on a close win.

3. Mayor's Report

- i. Mayor Cassinelli wanted to inform everyone that the generator at the community building is now up and running, there will be a timer placed on it so that it runs once a month.

G. Comments of Citizens and Guests Present

1. None

H. Business

1. Public Records Act Rules and Procedure

ACTION: Motion to enact this resolution establishing rules and procedures for Public Records Requests for the City of Ilwaco with the modification to section 6A requiring that the Public Records Officer keep a log of all time spent on each request. (Jensen/Forner) 5 Ayes 0 Nays 0 Abstain

2. Contract with Mark Scott for GIS Sewer Utility Data Development

ACTION: Motion to approve the Mayor to enter into a contract with Mark Scott for 2016 GIS Sewer Utility Data Development (Chambreau/Forner) 5 Ayes 0 Nays 0 Abstain

3. EDC Contract for Technical Services

ACTION: Motion to approve the Mayor to enter into a contract with the Pacific County Economic Development Council for 2016 Technical Services (Marshall/Chambreau) 5 Ayes 0 Nays 0 Abstain

I. Discussion

1. Public Records Act Rules and Procedure

Mayor Cassinelli presented this item, then turning the discussion over to City Attorney Heather Reynolds. There were multiple questions surrounding this topic, some of which were regarding cost to recreate, produce and provide a document. There was also discussion about the time limit established in the rules and procedures, Heather cited two court cases that pertained to this topic. Discussion ensued.

ACTION: Move to business at this meeting (Marshall/Jensen) 5 Ayes 0 Nays 0 Abstain

2. Shoreline Master Program Update

Mark Daniel from the Watershed Company presented this item as he has been working on the project for almost three years now. He explained the history of this document and went through the current project timeline. There were some questions posed to Mark, but ultimately it was decided that a workshop would be most appropriate. **ACTION: None at this time.**

3. Contract with Mark Scott for GIS Sewer Utility Data Development

Councilmember Jensen presented this item and described the amount of detail that is included. He mentioned that this mapping system would be helpful with new development within the City. Some discussion followed, with emphasis on how

beneficial this would be to the City. **ACTION: Move to business at this meeting (Marshall/Chambreau) 5 Ayes 0 Nays 0 Abstain**

4. EDC Contract for Technical Services

Mayor Cassinelli presented this item, stating how important the EDC is to our community. He also mentioned the meetings that he attends to represent the City in a County-wide atmosphere. **ACTION: Move to business at this meeting (Marshall/Karnofski) 5 Ayes 0 Nays 0 Abstain**

5. Administrative Interpretation

Councilmember Chambreau presented this item, beginning with a timeline of events and an explanation of the situation. Portions of the administrative interpretation were cited and the Council discussed the next possible action of the City.

ACTION: None taken

J. Future Discussion/Agendas

1. Sewer Conservation Loan Program – *Karnofski*
2. Personnel Policy – Termination Process – *Jensen/Karnofski*
3. Neighborhood Preservation Ordinance – *Cassinelli*
4. Ordinance Amending Title 8 – Health and Safety – *Cassinelli*
5. Ordinance Amending Critical Areas – *Cassinelli*
6. Fence Height – *Jensen*
7. Ordinance Establishing Conditional Use Permit Extensions – *Cassinelli*

K. Motion to adjourn the meeting (Forner) Mayor Cassinelli adjourned the meeting at 7:26 p.m.

Mike Cassinelli, Mayor

Ariel Smith, Treasurer