

City of Cosmopolis
Regular Meeting Minutes
June 21, 2017

Mayor Frank Chestnut presiding

Councilmembers present: Jonathan Fischer, Debbi Moran, Kyle Pauley, Jim Ancich, and Carl Sperring.

Staff Present: City Administrator Darrin Raines, Attorney Steve Johnson, Police Chief Casey Stratton and Clerk-Treasurer Julie Pope

PUBLIC HEARING FOR SIX YEAR ARTERIAL STREET PLAN

City Administrator Darrin Raines listed the roadway projects the City would like to do provided the City gets the funding. None of our projects are funded by State or Federal funds. If local funding becomes available, these projects would be eligible for funding. There were no comments from the Public. Mayor Chestnut closed the meeting.

APPROVAL OF AGENDA

Mayor Chestnut added Item #D to New Business. This is Resolution 2017-2 regarding the Six Year Arterial Street Plan. It was moved by Councilmember Moran and seconded by Councilmember Sperring to approve the agenda. Motion carried.

CONSENT AGENDA

It was moved by Councilmember Moran and seconded by Councilmember Sperring to approve the consent agenda consisting of the regular meeting and workshop minutes for May 17, 2017 and vouchers #22601 through #22673 in the amount of \$312,336.14. Motion approved.

COMMITTEE REPORTS

Parks – City Administrator Raines stated the meeting covered the following topics: Mill Creek Dam Project, Grant Opportunities, Recreational Agreement Updates, the Festival in the Park, and conducting a Park Clean-Up Day.

Council of Governments – Per Councilmember Sperring, the State is looking at Elma, Aberdeen, and the Quinault Beach Resort. The Quinault Beach Resort backed out so we are not going to be receiving any funding. Also, we ranked 4th, and the funding is going to the top 3, which are I-90, I-5, and I-82. Regarding the Brownfield Grant funding will have an agreement in place September 30, 2017. There will be meetings in each of the affected places. There was \$300,000 awarded to the East Aberdeen mobility project. This funding is for pre-engineering studies. Mike Olden is now the Montesano Public Works Director. Mayor Samuels thanked each City for assistance they have given the City of Montesano. The Port of Grays Harbor has a lot of exciting things occurring. Overstock.com hired 150 people and out of that 143 are Grays Harbor residents.

Legislative – Governor called for a third Legislative session. The State government will shut down if there is no budget in place by June 30, 2017. A State shut down would affect our Mill Creek Dam project.

CITY OFFICIAL REPORTS

Clerk-Treasurer - Clerk-Treasurer Pope thanked the City Council for their approval to purchase a new server. The changes that the Mayor, the Council and Staff have made are making a positive impact on the City's financials.

Attorney – As previously mentioned in a prior meeting, we have two properties that are delinquent on their LID payments. One of them, is now making payments on the balance. We may not have to file a suit on this one. The other has had no contact with the City.

Police - Regarding the Chargers, Chief Stratton was contacted by Lance Cox who provides the maintenance on our fleet, there is a known defect in the cars that allows water to seep down the hood and down on to the transmission. He is going to flush the transmissions in the cars and is fabricating a part to fix the defect. A Forensics grant for software is available. This software is for cell phones and computers that are seized. The grant is a 50/50 grant. The cost of the software is \$5,000. Chief Stratton is not bringing this to the Council at this time, but may in the future.

City Administrator – Administrator Raines stated that the Mill Creek Dam Construction Project is well underway. We have a link to a webcam that can be accessed on the City's website. City Hall staff and the City Administrator have talked about changing City Hall hours. We are the only City Hall in the area that opens at 9:00 a.m. We received an engineer's report on the water damage in the Fire Hall. We should have final bid tomorrow morning. Administrator Raines asked the Council to approve a bid of no more than \$7850.00 plus tax. Councilmember Sperring moved to accept a bid of no more than \$7850.00 plus. It was seconded by Councilmember Pauley. Motion carried.

MAYOR'S REPORT

Mayor Chestnut sat through a meeting facilitated by Nicholas Karr from Rep. Derek Kilmer's office. Mayor Chestnut, representatives from Aberdeen, Hoquiam, the Quinault Indian Nation, and Brian Kohl who is a strategic planner. The meeting was regarding a Comprehensive Community Development plan. Because of the differences between the three segments of the County, it would be best to approach this in three different ways. There will be more information to come later. Mayor Chestnut stated that he is adjusting wages for the non-union staff with a 3.5% increase. They haven't had an increase in wages in two years. Grays Harbor Transit is now back to full weekend service. They also have a phone app where you can track your bus. Mayor Chestnut would like to have a town hall type meeting to discuss the changes that have happened the past couple of years. The Council agreed to hold the meeting on October 4, 2017 in conjunction with the normal City Council meeting. National Night Out is the first Tuesday in August. Mayor Chestnut would like the City to hold one in front of the Fire Hall.

UNFINISHED BUSINESS

- A. Fee Based Reservation System for Parks** - Administrator Raines stated that the Parks Committee discussed charging for reserving on the City's parks. He gave the Council a reservation form that states policies and fees. Attorney Steve Johnson reviewed the form. Councilmember Moran made a motion to adopt the Park Reservation Application/Agreement. Councilmember Pauley seconded it. Motion carried.

NEW BUSINESS

- A. Grays Harbor Showcase Sponsorship** – Mayor Chestnut stated that Greater Grays Harbor is wanting our yearly donation to the showcase. Councilmember Moran made a motion to donate \$500 to the Grays Harbor Showcase. It was seconded by Councilmember Pauley. Motion carried.
- B. Children's Advocacy Center Contract** – Mayor Chestnut stated that the City has signed this agreement in many years past. Councilmember Sperring made a motion to accept the contract. It was seconded by Councilmember Moran. Motion carried.
- C. Purchasing Policy** – Administrator Raines that we have had some issues with getting invoices from the departments. This has held up payment of invoices. Clerk-Treasurer Pope and Administrator Raines would like to utilize centralized purchasing to streamline processes and possibly save money. Councilmember Sperring stated that this makes good fiscal sense. Clerk-Treasurer Pope stated she would like to see a Purchase Order system put in place. She feels this is something the State Auditor's Office would like. Administrator Raines and Clerk-Treasurer Pope will create a policy and bring to the Council at a later date.
- D. Resolution 2017-2 Six Year Arterial Street Plan** – Attorney Johnson read Resolution 2017-2 in its entirety. Councilmember Moran moved to accept with corrections. It was seconded by Councilmember Sperring. Motion carried.

COUNCIL COMMENTS

Councilmember Pauley stated that he bought 10 Microsoft Surface tablets that were surplus from the Aberdeen School District for \$10 each. These tablets are going to be issued to the Mayor, Council, and Department Supervisors so that we can transition to a paperless system. The Council will also be able to conduct City business on them as well as access their City email. Councilmember Sperring thinks it's a great idea. He moved to authorize reimbursement to Councilmember Pauley. It was seconded by Councilmember Moran. Motion carried.

Councilmember Sperring stated that he heard there is a Public Hearing next week. City Administrator Raines stated that on June 26, 2017 there will be a Public Hearing to discuss the School's request to rezone property at the end of Dewitt Drive. They would like it rezoned from Public Reserve to R-100. There is also a Conditional Use Permit Application from citizen who would like to have chickens.

Councilmember Moran thanked Councilmember Pauley for taking the initiative to get the Microsoft Surface tablets.

PUBLIC COMMENTS

Ben King, Stanford Drive, stated that where the trees were cut down on First Street needs to be filled.
Meeting Adjourned.

Clerk-Treasurer

Attest:

Mayor

