
CITY OF COSMOPOLIS

**REGULAR COUNCIL AGENDA
COUNCIL CHAMBERS
1300 FIRST STREET
November 3, 2021
7:00 P.M.**

- 1. FLAG SALUTE – PLEDGE OF ALLEGIANCE**
- 2. CALL TO ORDER – ROLL CALL**
- 3. APPROVAL OF AGENDA**
- 4. PUBLIC COMMENTS (Agenda Items Only)**
- 5. CONSENT AGENDA**
 - a. Claims Vouchers**
 - b. Meeting Minutes – October 20, 2021 Council Meeting and Budget Workshop**
- 6. COMMITTEE REPORTS**
- 7. CITY OFFICIAL REPORTS**
- 8. MAYOR’S REPORT**
- 9. OLD BUSINESS**
- 10. NEW BUSINESS**
 - a. Transmission and Computer for 2016 Tahoe**
- 11. EXECUTIVE SESSION – To discuss current or potential litigation per RCW 42.30.110(1)(i)**
- 12. COUNCIL COMMENTS**
- 13. PUBLIC COMMENTS (Comments are limited to three minutes)**

*To meet Social Distancing Standards, the City Council will be holding its meeting via Zoom.
Please see the information below to connect.*

Zoom Information

**Webinar ID: 828 9254 4629
Passcode: 508914
(253) 215-8782**

Zoom Webinar ID and Passcode are for the workshops and regular meeting

CITY OF COSMOPOLIS
Regular City Council Meeting
October 20, 2021

Mayor Kyle Pauley presiding.

COUNCILMEMBERS PRESENT

Candice Makos, Stana Cummings, Debbi Moran, and Miles Wenzel. Councilmember Moran made a motion to excuse Councilmember Ancich. Councilmember Wenzel seconded. Motion carried.

STAFF PRESENT

Attorney Steve Johnson, Police Chief Casey Stratton, Asst. Fire Chief John Bramstedt, and Finance Director Julie Pope

APPROVAL OF AGENDA

Councilmember Wenzel made a motion to amend the agenda by adding under Item A New Business for the purchase of a 2016 Tahoe from the Hoquiam Police Department. Councilmember Moran seconded. Motion carried. Councilmember Moran made a motion to approve the agenda with the addition of Item A under New Business. Councilmember Cummings seconded. Motion carried.

CONSENT AGENDA

Councilmember Moran made a motion to approve. Councilmember Wenzel seconded. Motion approved.

COMMITTEE REPORTS

Finance Sub Committee – Councilmember Wenzel stated they met last night to discuss the draft of the City Budget. We are waiting on final revenue numbers and ironing out the remaining items along with the Fire Department budget.

Public Safety – Councilmember Wenzel stated that they met on Monday with Chief Stratton. They discussed the purchase of the Tahoe from the Hoquiam Police Department.

CITY OFFICIALS

City Administrator – Mayor Pauley went over Administrator Raines’ written report. Public Works will be restarting the installation of the new water meters in the next couple of weeks. It should be completed by March, 2020. We are working on solutions for animal control and the feral cat situation. We are looking at options for Code Enforcement as well. The Stormwater Utility stated we won’t start charging for this until January. We are looking at issues with the billing system and what is best for citizens going forward. There will be changes coming to the Council by the end of the year.

Finance Director – Director Pope stated with the end of the utility moratorium we gave all past due customers until October 31st to make payment arrangements or seek funding. Our past due balances have dropped over \$8700. Shut offs will resume in November. At the next meeting, we will have a workshop to discuss remaining funds. At the second meeting in November, we will have a public hearing for the budget and property tax levy.

Police Chief – Chief Stratton stated the 2016 Tahoe from HPD price has gone to \$2700. This is to recover the exact amount they spent on repairs. The radar unit that is in the vehicle will now come with the vehicle. This should wash with the previous cost of \$2,000 for the vehicle. The cost of a transmission for the vehicle is \$6,610. He feels that this is an amazing deal. We can surplus and sell the Crown Victoria that we purchased from Westport. We will be able to get what paid or more for the vehicle. He stated that Councilmember Ancich recommended that they retain the older Tahoe in case we have a vehicle that breaks down. We have a new provisional officer. Joshua Lefor has been working on his own for a couple of weeks now. For Code Enforcement, we had a couple of issues. One is a tree that had fallen. The homeowner will take care of it as soon as he can. He has also been asked about the Feral Cat situation. We need to find a solution for animal control.

Asst. Fire Chief – With the vaccine mandate, we have 8 that have submitted their cards. They are waiting on an answer on their proposal of Chief.

Attorney – Municipal Court will be on zoom tomorrow. If anyone would like to observe, the information is on the City’s website. He welcomed the Councilmembers to observe if they would like. Regarding the Tahoe, it won’t be on Hoquiam’s agenda until the second Monday in November.

MAYOR’S REPORT

Mayor Pauley stated we had 8 firefighters submit their vaccine verification and one exemption was submitted. He approved the exemption and an accommodation was made. City Hall will get the

information from the Assistant Fire Chief to keep on file. The three that had not provided information would be allowed to take leave until they provided the information. The Council received a letter from the Finance Director regarding there is an Elected Officials training coming up. This is required within 90 days of office and done every four years. Halloween is coming up. We should see an increase in trick or treaters. The Great Washington Shake Out is occurring tomorrow at 10:21 a.m. This will be the full alert. It is just a drill. The Grays Harbor Transit Board is moving forward with the purchase of 18 acres of land by the Lemay's transfer facility.

OLD BUSINESS

- A. Resolution 2021-07 (Volunteer FF Pay)** – Attorney Johnson read the changes in the resolution. The meal stipend for Sunday duty will be increased from \$25 to \$50 per Firefighter for no more than 2 Firefighters per Sunday. Councilmember Wenzel made a motion to approve the resolution. Councilmember Cummings seconded. Councilmember Wenzel stated that Asst Chief Bramstedt would like the resolution to reflect the actual name of the association within the Resolution. The name registered by the Secretary of State is Cosmopolis Association of Firefighters, not the Cosmopolis Firefighters Association. Attorney Johnson stated that the wording was taken directly from the City's Code. He said that if we change it here, we should change it within the City's Code. Asst. Chief Bramstedt would like it to be consistent with how they are listed with the Secretary of State. Attorney Johnson stated that the council would need to make a motion to change the name in Section 1 to the Cosmopolis Association of Firefighters. It was seconded by Councilmember Cummings. Motion carried on the amendment. Motion carried on the original motion as amended.

NEW BUSINESS

- A. Purchase of 2016 Tahoe from Hoquiam Police Department** – Councilmember Moran made a motion to approve the purchase of a 2016 Tahoe from the Hoquiam Police Department for \$2,700. Seconded by Councilmember Wenzel. Councilmember Wenzel stated that the prices of surplus vehicles has gone up. He believes this is an opportunity to take. This would be taken out of the Equipment Reserve Fund. Director Pope stated that the Equipment Reserve has the funds available for this purchase. Motion carried.

COUNCIL COMMENTS

Councilmember Moran – She thanked everyone for excusing her at the last meeting.

Councilmember Makos – She thanked Councilmember Wenzel for doing the background work of researching used vehicles.

PUBLIC COMMENTS

Steve Davis – He asked why we can't see the other participants in the meeting with the new format. Mayor Pauley stated that the webinar format is what many organizations are using. It is a cleaner format.

Mayor Pauley adjourned the meeting.

Finance Director

Attest:

Mayor

CITY OF COSMOPOLIS
Workshop Minutes
October 20, 2021

Mayor Kyle Pauley presiding.

COUNCILMEMBERS PRESENT

Candice Makos, Stana Cummings, Debbi Moran, and Miles Wenzel

STAFF PRESENT

Attorney Steve Johnson, Police Chief Casey Stratton, and Finance Director Julie Pope

Mayor Pauley called the meeting to order. He stated that Councilmember Ancich stated that he would not be able to attend tonight due to work.

Finance Director Pope stated that the purpose of the workshop is to go over the draft expenditure budget for the general fund. She went through the numbers for each department showing what the 2021 actuals were through September 30, 2021. She stated that Positions 4 and 5 of the Council will be going up in pay as of January 1, 2022 and that codification costs will be rising due to the City cleaning up some of the issues within the Municipal Code.

For Court, she is waiting for the Judge and Court Clerk to verify the numbers.

For the Clerks and other City employees, we are asking for a 3% wage increase. This year, the only employees to receive a wage increase were from the Police Department due to their Union contract. Last year, the remaining City employees were asked to take furlough days and other employees donated money and supplies to help the City. Inflation is running at approximately 5.8% so this won't cover it but would help. If we cannot do 3%, we will lower it.

We were supposed to be audited this year for the 2019-2020 calendar years. We haven't heard from the auditors yet so we are passing the costs onto the 2022 budget.

For the amount we pay to the City of Hoquiam for our attorney, we are waiting to hear from Hoquiam to find out if they are raising the cost.

For insurance costs, we are estimating approximately a 10% increase but we won't know the actual until the end of October or the first part of November.

Law Enforcement will see a 3.5 percent wage increase per their contract. Chief Stratton stated that their budget is \$100,000 more than last year. The majority is the wage increase, benefit increases, insurance increases, plus the State mandated training and provided less than lethal options for the officers.

For Fire control, we added back in the \$3,000 for their meals that was not paid this year. The Fire Department is still working on their remaining budget. E-911 is going up \$22 per month.

Public Works Superintendent Jeff Nations is asking for a new roof and a new shelter for cemetery services. We increased the costs for the Spring Clean Up. We had a good year this year and hope it continues into next year.

For composting, our costs will depend on what services we provide. At this time, we are only providing services for grass clippings.

For animal control, we have minimal costs in the budget. This is a topic that needs to be discussed as additional services are needed.

For the Dike and Flood Control costs, this will move to the stormwater utility once it is set up.

Cultural and Community Events is regarding the Festival in the Park. We are hoping to bring this back in 2022. We have estimated revenues to cover the costs for the festival.

In Parks, we increased the repair and maintenance costs to include new sinks and toilets in Mill Creek Park. They are falling apart. Parts are hard to find due to their age. There are also costs for the Mill Creek Park Multi Objective funding. We were awarded a grant to cover the costs.

This year we have a reserve allocation of fifteen percent of revenues per the resolution that was passed in August of this year.

At this time, we are at a deficit of \$12,649. This is without the Fire Department budget items. Once those numbers come in, we will have a Department Head meeting to discuss reduce the budget.

Mayor Pauley stated that it is nice to see that we are able to do something with the budget this year. It is not back to normal, but is closer. Director Pope stated that his budget is more in line with 2019.

Director Pope stated that she and the City Administrator went over the line items in the budget with the Finance Sub Committee.

Mayor Pauley adjourned the meeting.

Finance Director

Attest:

Mayor

CITY OF COSMOPOLIS

DARRIN C. RAINES

CITY ADMINISTRATOR



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November 1, 2021

RE: November 3, 2021, Council Report

Item 1) *School Zone Flashing Lights-* Our new modems for the C Street Flashing Lights have arrived. They were installed last week, however one of the lights is still not working correctly from a failed controller. The manufacturer of the light system has sent us a new controller that we hope to have by the end of the week.

Item 2) *Code Enforcement-Animal Control-* We are still looking at options to fill both needs as well as others within the city. I will be requesting a meeting with the Public Safety and Public Works Committee to discuss options and to get their input, and then report back either at the next meeting or the December 1st meeting.

Item 3) *Cemetery and Street Planter Maintenance-* You will be seeing an advertisement in the newspaper within a week seeking proposals from contractors for the mowing of the cemetery, as well as for maintenance of the planters on First and Second Streets. This is something we are looking into for contracting the maintenance of both areas as we think it could potentially save us money. Any proposal we select would first have to be approved by the city council for us to be able to enter into a contract.

My goal is to have a proposal to present to council for approval by the December 1st meeting.

Item 4) *TIB Street Light Grant-* I am submitting another Washington State Transportation Improvement Board Grant for retrofitting our remaining Street Lights to LID. The area we have remaining is in the Paisley Creek Addition as well as three on First Street. These remaining lights were not eligible for the previous grants as they are city owned and maintained lights and the previous lights were city owned and maintained by Grays Harbor PUD.

When approved, work on this will not start until after the first of the year as there is a 12 week wait on the arrival of materials for the light changeouts. This will include twenty-seven total lights with the work being complete within 2-3 days.

Sincerely,

Darrin C. Raines

Darrin C. Raines
City Administrator