

City of Cosmopolis
Regular Meeting Minutes
April 18, 2018

Mayor Frank Chestnut presiding.

Councilmembers present: Debbi Moran, Kyle Pauley, Dale Andrews, Carl Sperring and Jim Ancich.

Staff Present: City Administrator Darrin Raines, Attorney Steve Johnson, and Clerk-Treasurer Julie Pope. Mayor Chestnut excused Fire Chief David Dutton and Police Chief Casey Stratton.

APPROVAL OF AGENDA

Councilmember Sperring made a motion to accept the agenda. It was seconded by Councilmember Ancich. Motion carried.

APPROVAL OF CONSENT AGENDA

Approval of the consent agenda consisting of March 21, 2018 regular meeting minutes and Vouchers #23459 through 23526 in the amount of \$88,512.75, Payroll Vouchers 13866 through 13910 in the amount of \$74,512.75, and EFTs dated 3/16/2018 through 4/18/2018 in the amount of \$65,200.16. Councilmember Moran made a motion to accept. It was seconded by Councilmember Andrews. Motion carried.

COMMITTEE REPORTS

Parks: Makarenko Park Clean-up was rescheduled for the 1st week of May due to bad weather. Also, the first week of May, the Public Works crew will prep to install the new playground equipment. We have a new kiosk at Makarenko Park that will have trail maps. The Committee is working on Park signage.

E-911: Per Mayor Chestnut, they had their Telecommunicator Award of the Year.

Flood Authority: Per Mayor Chestnut, they will meet every other month now.

CITY OFFICIAL REPORTS

Clerk-Treasurer Pope: Clerk-Treasurer stated that we are still working on clean-up items from the audit. Also, the City Hall staff is working on creating Policy and Procedure manuals for each activity in City Hall. The Staff is also working on creating a Cemetery database. Councilmember Pauley stated that there is a possibility to receive a grant to help with funding for historical cemeteries.

Attorney Steve Johnson: Attorney Johnson stated that the new items are all items that are related to the last audit.

Police Department: Per City Administrator Raines, on behalf of Deputy Chief Layman, the Cosmopolis Police Department participated in an Active Shooter training at the Cosmopolis Elementary School. There were eleven agencies that participated. We would like to thank the Cosmopolis Elementary School for allowing us to have the training there. The Reserve Academy is approximately 2/3rds completed. Office Nick Byron has announced his resignation. He will be going to the Grays Harbor County Sheriff's Department. The Civil Service Commission will be establishing a list for entry and lateral level.

Fire Department: Per Mayor Chestnut, on behalf of Fire Chief Dutton, Fire Calls have been average so far this year.

City Administrator Raines: Quigg Bros, Inc will be in the first part of May, weather dependent, to complete work on the Mill Creek Dam. It should take approximately 30 days to complete. There are approximately 3 properties within the City that may be able to get grant funding. Weekly we are getting 1-2 people who are looking to build a new home in Cosmopolis. We are looking at approximately 15 new homes being permitted this year.

MAYOR'S REPORT

With the survey that went out the water bill for a new municipal building, we will have a workshop regarding this next month prior to the Council Meeting. The new Festival in the Park committee will be meeting on 4/26/18. Nancy Long from Grays Harbor Community Hospital will have a presentation at our next Council Meeting.

OLD BUSINESS

- A. WATV Use in the City:** Councilmember Moran would like the ordinance to stay as it is but allow access to cross at Maxi Mini. Councilmember Sperring like Deputy Chief Layman's suggestion for signage and language. Councilmember Pauley would like to add language to specifically limit crossing First Street to the Maxi Mini Mart. He would also like to change the language to reflect what the RCW has for a definition of a WATV and where we will allow them to cross the highway. Councilmember Pauley moved to update municipal code to reflect the RCW definition of WATV. Councilmember Moran seconded the motion. Per Mayor Chestnut, this would authorize Attorney Johnson to update the proposed ordinance. 3 – ayes, 2 – nays. Motion carried.

NEW BUSINESS

- A. Ordinance 1319 – Amending 3.80.010 and 3.48.010:** Per Clerk-Treasurer Pope, these are corrections to Fund Number as requested by the State Auditor's office. Moved by Councilmember Sperring and seconded by Councilmember Moran. Motion carried.
- B. General Code of Conduct (Personnel Policy):** Per Attorney Johnson the only change is adding social media to the text. Councilmember Moran made a motion to accept. It was seconded by Councilmember Pauley. 3-ayes, 2 – nays. Motion carried.

- C. Updated Sick Leave Policy (Personnel Policy):** Per Attorney Johnson, these are all changes that required by the Department of Labor & Industries with the new accrued sick leave law. Councilmember Moran made a motion to approve the update. It was seconded by Councilmember Sperring. Motion carried.
- D. Updated Vacation Policy (Personnel Policy):** Per Attorney Johnson, this was not required by the auditor. This is something the City Administrator and Clerk-Treasurer brought to the Council. This increases the number of hours that City employees accrue each year. This will bring the City staff in line with the current Police Union Contract that was just adopted. It was moved by Councilmember Moran and seconded by Councilmember Sperring. Motion carried.

COUNCIL COMMENTS

Councilmember Pauley: Next week is the Greater Grays Harbor meeting regarding housing. Last year, County wide, there were approximately 125 housing starts.

Meeting adjourned.

Clerk-Treasurer

Attest:

Mayor