



REGULAR COUNCIL AGENDA

Fire Hall - 111 D Street
February 21, 2024 at 6:00 PM

1. **WORKSHOP from 6 p.m. to 7 p.m.:** Town Hall Meeting: Introductions from Mayor Springer, Presentation from City Administrator Raines regarding Utility Rates and a Presentation from Michelle Focus and services provided by the Olympic Area on Aging
2. **FLAG SALUTE - PLEDGE OF ALLEGIANCE**
3. **CALL TO ORDER - ROLL CALL**
4. **APPROVAL OF AGENDA**
5. **PUBLIC COMMENTS**
6. **CONSENT AGENDA**
 - A. Claims Vouchers
 - B. Meeting Minutes - January 17, 2024 Council Workshop & Meeting, January 24, 2024 Special Meeting
7. **COMMITTEE REPORTS**
8. **CITY OFFICIAL REPORTS**
 - A. City Administrator Council Report
 - B. Finance Director Budget Update
9. **MAYOR'S REPORT**
10. **NEW BUSINESS**
 - A. Tree Removal Quote
 - B. Unemployment Insurance - Switch to Taxable Employer
11. **COUNCIL COMMENTS**
12. **PUBLIC COMMENTS**

Public comments may be made in-person during the meeting. If unable to attend, please submit comments to jpope@cosmopoliswa.gov by noon on meeting day.

If you are unable to attend the meeting in person, you may join with the following Zoom Information

Webinar ID: 811 4200 1325
Passcode: 180855
Phone Number: (253) 215-8782



SPECIAL MEETING MINUTES

Council Chambers – 1300 First Street

January 24, 2024 at 6:00 PM

FLAG SALUTE - PLEDGE OF ALLEGIANCE

CALL TO ORDER - ROLL CALL

PRESENT: Councilmember Kim Skinner, Councilmember Jeremy Winn, Councilmember Justin Spargo, Councilmember Mark Collett, and Councilmember Jim Ancich

APPROVAL OF AGENDA

Motion made by Councilmember Skinner to approve the agenda, Seconded by Councilmember Winn.

Voting Yea: Councilmember Skinner, Councilmember Winn, Councilmember Spargo, Councilmember Collett, Councilmember Ancich

PUBLIC COMMENTS

There were no public comments.

NEW BUSINESS

A. CITY OF WESTPORT INTERLOCAL AGREEMENT

Chief Layman stated Westport is no longer interested.

B. CITY OF OAKVILLE INTERLOCAL AGREEMENT

Chief Layman stated that this is still in the planning process.

Motion made by Councilmember Winn to continue looking into this, Seconded by Councilmember Skinner.

Voting Yea: Councilmember Skinner, Councilmember Winn, Councilmember Collett, Councilmember Ancich. Voting Nay: Councilmember Spargo. Motion carried.

C. 2024 COUNCIL MEETING LOCATION

Motion made by Councilmember Skinner to approve the ordinance, Seconded by Councilmember Spargo.

Voting Yea: Councilmember Skinner, Councilmember Winn, Councilmember Spargo, Councilmember Collett, Councilmember Ancich. Motion carried.

D. TERMINATE LANDSCAPING CONTRACT

Public Works Superintendent Nations explained the necessity of the agreement. No action was taken.

E. CITY ADMINISTRATOR PAY ALLOCATION

Administrator Raines explained the need to change his pay allocation allowing for up \$10,000 of his wages to be put into the Stormwater Fund due to his work on the Stormwater Management Plan.

Motion made by Councilmember Ancich to approve the allocation, Seconded by Councilmember Skinner.

Voting Yea: Councilmember Skinner, Councilmember Winn, Councilmember Spargo, Councilmember Collett, Councilmember Ancich. Motion carried.

COUNCIL COMMENTS

Councilmember Winn stated he appreciates everyone's efforts regarding the City's financial woes.

Councilmember Spargo stated he appreciates everyone's patience as they all learn their new positions.

Councilmember Collett apologized for being late.

Councilmember Ancich apologized for being late also. He stated that last week former Cosmopolis Volunteer Firefighter, Jerry Shapansky, passed away. He asked for a moment of silence in his honor.

PUBLIC COMMENTS

Vickie Raines commented on the Oakville and Westport agreements. She stated this would be logistically difficult and we have ran with 3 and 4 officers in the past. She stated in the past they had looked at contracting out police services. The City could possible save \$400-\$500 thousand by contracting services. Something beyond one position needs to be done. Mayor Springer encouraged citizens to speak with her and the council regarding these issues.

Michelle Fogus stated we need more revenue, but she supports the police. She has issues with contracting with Aberdeen for police services due to the other contracts we have with them.

Candice Makos stated that through her 50 years in the City, we have gone from 3 to 5 officers many times and we have survived. We need to do something other than trying to rob Peter to pay Paul. Mayor Springer stated that things are different now and that we don't have the same issues as Aberdeen because of our department. We are trying to do our best and tough decisions are coming.

Cheryl Turner stated the B&O in 2022 was \$357,458 in 2023 it was \$87,525. The loss was huge because of the mill. If Pape comes in, it will not come close to what the mill provides.



REGULAR COUNCIL MINUTES

**Fire Hall - 111 D Street
January 17, 2024 at 5:00 PM**

WORKSHOP - PUBLIC OFFICIALS LIABILITY TRAINING FROM 5 P.M. TO 6:30 P.M.

Wes Crago from Cities Insurance Association of Washington gave a workshop on Public Officials Liability for the new Council and Mayor

OATH OF OFFICE FOR NEWLY ELECTED OFFICIALS

Finance Director Pope gave the oath of office for Mayor Springer and Councilmembers Skinner, Winn, and Spargo.

CALL TO ORDER - ROLL CALL

PRESENT: Councilmember Kim Skinner, Councilmember Jeremy Winn, Councilmember Justin Spargo, Councilmember Mark Collett, Councilmember Jim Ancich

APPROVAL OF AGENDA

Motion made by Councilmember Ancich to approve the agenda, Seconded by Councilmember Collett. Voting Yea: Councilmember Kim Skinner, Councilmember Jeremy Winn, Councilmember Justin Spargo, Councilmember Mark Collett, Councilmember Jim Ancich. Motion carried.

PUBLIC COMMENTS

There were no comments.

CONSENT AGENDA

Motion made by Councilmember Ancich to approve the consent agenda, Seconded by Councilmember Skinner. Voting Yea: Councilmember Kim Skinner, Councilmember Jeremy Winn, Councilmember Justin Spargo, Councilmember Mark Collett, Councilmember Jim Ancich. Motion carried.

COMMITTEE REPORTS

No reports.

CITY OFFICIAL REPORTS

Police Chief - Chief Layman stated he has not received an answer on the grants he has applied for. We picked up the Crown Victoria from the Long Beach Police Department and is being outfitted through donations and volunteer time. He gave commendations to Officers Bailey and Tevis for their life saving efforts in a recent call. Deputy Chief Miskell is back to work. Chief Layman has been appointed the small agency representation for the E911 Operations Board.

Fire Chief - Chief Falley invited the Council to come tour the station to meet the volunteers. He has 6 recruits in the Fire Academy and 2 in the EMT course. He stated he will know the status of the FEMA grant in mid February.

Public Works Superintendent - Superintendent Nations stated they received 15 calls for broken water lines over the weekend due to the freeze. They had a total of 30 calls during the event. He thanked the Police Department for their help with the calls. Due to the new water meters, we were able to detect leaks much faster.

City Administrator - Administrator Raines welcomed the new Mayor and Council. He stated the contractor for the new building have one more day of work before shutting down until April or

May. Aberdeen is considering pulling out of the Stormwater Management Plan Grant and deciding soon.

Finance Director - Director Pope discussed the year end financial report that was given to the Council and the first quarter cash flow.

MAYOR'S REPORT

Mayor Springer appointed Mike Brown, Darrin King, and Janell Martin to the Planning Commission. Councilmember Mark Collett made a motion to confirm. It was seconded by Councilmember Spargo. Voting Yea: Councilmember Skinner, Councilmember Winn, Councilmember Spargo, Councilmember Collett, Councilmember Ancich. Motion carried.

She called for a Special Meeting on January 24th at 6 p.m. to discuss an Interlocal Agreement with Westport and not laying off a Police Officer. Officer Darrell Tevis spoke about his hiring and possible layoff with the City.

NEW BUSINESS

A. Council Committee Assignments

Mayor Springer gave out the Council Committee assignments:

- Public Works:** Councilmembers Ancich and Spargo
- Parks:** Councilmember Winn and Spargo
- Finance Subcommittee:** Councilmembers Ancich and Skinner
- Public Safety:** Councilmembers Collett and Skinner
- Auditing:** Councilmembers Skinner, Winn, and Collett

B. Vote for Council President/Mayor Pro Tempore

Councilmembers Winn, Spargo, and Ancich nominated themselves for Council President/Mayor Pro Tempore. Voting for Councilmember Ancich: Councilmember Ancich, Councilmember Collett, Councilmember Skinner.

Councilmember Ancich is the new Council President/Mayor Pro Tempore.

C. Connections Agreement

Motion made by Councilmember Skinner to approve the agreement, Seconded by Councilmember Collett. Voting Yea: Councilmember Skinner, Councilmember Winn, Councilmember Spargo, Councilmember Collett, Councilmember Ancich. Motion carried.

12. COUNCIL COMMENTS

Councilmember Winn stated in the months leading up to taking the position he has met with City leadership, the Mayor, and some of the Councilmembers. He is excited to be working with people who have the City's best interest at heart and the townspeople.

Councilmember Skinner thanked everyone for giving them the opportunity to help the City. He believes the staff is excellent and looks forward to working with the citizens.

Councilmember Collett stated the training this evening was excellent.

Councilmember Ancich asked if water meters can detect slow leaks. PW Super stated that they do not detect slow leaks, but they do detect large ones. The clerks in City Hall look at it every day. Director Pope stated the software flags larger leaks. The City then contacts the property owner is a leak is detected.

13. PUBLIC COMMENTS

There were no comments.

CITY OF COSMOPOLIS

DARRIN C. RAINES
CITY ADMINISTRATOR

Section 8, ItemA.



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EMAIL: DRAINES@COSMOPOLISWA.GOV

February 15, 2024

RE: February 21, 2024, City Administrator Council Report

Informational Items Only

Item 1) *Municipal Building Update*- There is one small concrete pour that will be occurring as soon as weather allows, then the project will shut down until the projected date of April 22nd. During the shutdown period, Roglin's will continue to procure materials to start the framing of the new building.

Item 2) *2024 Budget*- We continue to monitor the 2024 Budget, and except for the General Fund everything is projecting as we planned, and these budgets are doing fine. The General Fund, however, will need additional cuts to keep up with the loss of revenue from Cosmo Specialty Fibers. Finance Director Julie Pope will be reporting on this at this meeting. During the Workshop prior to the Council Meeting, I will be doing a presentation on the comparison of our Utility Rates to our neighboring cities from 2019 to present.

Item 3) *HDR Agreement for Cultural Resources Review*- In March, we will have before you an agreement with HDR Engineering to perform a Cultural Resources Review that is a state requirement for our RCO Parks Maintenance Grant for Mill Creek Park. This agreement is fully funded by the grant, and there will be no cost to the city.

Item 4) *Building Code Updates* – In March there will be an Ordinance coming before you with the new required Building Codes from IRC, IBC, IMC, IFGC. We will have a Workshop before the regular Council Meeting in March to help explain the required changes.

Action Items

None at this time.

Sincerely,

Darrin C. Raines

Darrin C. Raines
City Administrator

Bonnell Tree Technicians LLC

P.O. Box 1111
Cosmopolis, WA 98537
360.532.8027

02/12/2024

Tax Rate 8.9

Description	Price
Alder Drive Remove large Alder snag. Leave debris on hillside	\$1,000.00

Will accept deferred payment. Payment due in full by April 20, 2024

Subtotal \$1,000.00
Tax (if applicable) \$89.00
Total Price \$1,089.00

Bonnell Tree Technicians
PO. Box 1111
Cosmopolis, WA 98537



Choice of Tax Payment Method for Unemployment Insurance

Name: _____ ESD number: _____
 Mailing address: _____ UBI number: _____
 _____ Business phone: _____

Please note that corporate officers are reportable, regardless of the payment method you choose.

Nonprofit organizations

Please attach a copy of the Certificate of Exemption under Internal Revenue Code Section 501(c)(3).

How would you like to pay for unemployment insurance?

- Taxable method: Employer files quarterly wage reports and makes quarterly tax payments.
- Reimbursable method: Employer files quarterly wage reports and is billed for the benefits that former employees received during the preceding quarter. Reimbursable method may require a surety bond (see next pages for more detail about reimbursable accounts)

Political subdivisions

Is the political subdivision or instrumentality a city, county, or town?

- Yes. Complete section A.
- No. Complete section B.

A. Cities, counties, and towns

How would you like to pay for unemployment insurance?

- Local government tax: Employer files quarterly wage reports and makes quarterly tax payments.
- Reimbursable method: Employer files quarterly wage reports and is billed for the benefits that former employees received during the preceding quarter.

B. All other political subdivisions or instrumentalities of the state. How would you like to pay for unemployment insurance?

- Taxable method: Employer files quarterly wage reports and makes quarterly tax payments.
- Reimbursable method: Employer files quarterly wage reports and is billed for the benefits that former employees received during the preceding quarter.

I certify that the statements above are correct to the best of my knowledge.

 Signature Title Date

Email

In accordance with State Law [RCW 50.44.060](#):

Hours and wages must be reported and contributions paid to ESD; if choosing the reimbursable method this form must be received within 30 days of account setup; to make changes to your current payment method this form must be received not later than 30 days prior to the beginning of the coming year.



Here are the options:

Political subdivisions and most nonprofit organizations that are exempt from federal unemployment taxes under Section 501(c)(3) of the Internal Revenue Code have more than one option for unemployment insurance payments. You can make a choice by completing this form. Here are three options:

Taxable method: File quarterly wage reports and make quarterly tax payments

All private sector employers use this method. This option is also available to nonprofit employers and political subdivisions *except* cities, counties and towns. Taxes are paid quarterly, based on the tax rate and tax ceiling in effect for a particular year.

Washington's tax rate is a variable rate determined by the cost of unemployment claims that were paid to an employer's former employees. An employer that has only operated in Washington for a short time is assigned the previous owner's tax rate or the average industry tax rate until enough time has passed to qualify for a rate based on experience. Employers also pay amounts for social tax and the Employment Administration Fund (EAF).

Reimbursable method: Pay for actual benefits of former employees

This option is available to political subdivisions and most nonprofit organizations. A reimbursable employer is billed every three months for its share of unemployment insurance benefits received by former employees during the preceding calendar quarter. The bill must be paid within 30 days.

Local Government Tax

This method is available only to cities, counties, and towns. Employers who elect this option are assigned a tax rate of 1.25% of total gross wages for the first eight quarters. After that, the tax rate is computed using an experience rating system based on benefits paid to former employees. These rates vary from 0.2% to 3.0%. An employer's local government tax rate can never increase by more than 1% a year.

If you have questions, please contact the Registration Unit at status@esd.wa.gov or 360-902-9360.

Please sign this form and fax to 800-794-7657 or mail to:

Employment Security Department, Registration Unit, P.O. Box 9046, Olympia WA 98507-9046



Reimbursable employers at a glance

Who are reimbursable employers?

Only employers who are exempt from Federal Unemployment Tax Act (FUTA) may choose the reimbursable method of paying for unemployment insurance. This includes governmental entities (federal, state, and local), their political subdivisions, and 501(c)(3) nonprofit agencies (religious, educational, charitable, and scientific organizations).

State, federal, and military employers must be reimbursable; while local governmental accounts, subdivisions, and 501(c)(3) nonprofit agencies may choose to be either taxable or reimbursable.

How do reimbursable employers differ from taxable employers?

Taxable employers pay a percentage of their taxable wages each quarter to the Employment Security Department as insurance for unemployment benefits. Reimbursable employers are billed for their share of benefits that were paid to former employees.

How else are reimbursable employers different?

They submit quarterly reports the same as taxable employers. However, they make no payments with their reports. Employment Security bills them quarterly if there are any benefit charges to their accounts. Payment is due 30 days after the billing date.

How does an employer switch payment methods?

An account remains reimbursable until an employer asks to change to the taxable method, or the department converts the account due to delinquent payments. Any request to switch payment methods must be received by November 30 for the following year.

An employer that chooses reimbursable status must remain with that payment method for two calendar years. If the reimbursable method is chosen, ESD may require a surety bond before the request is processed. A nonprofit organization that becomes taxable must remain taxable for one year, while local government agencies and political subdivisions must remain taxable for two years.

What happens if an employer switches from reimbursable to taxable?

Upon switching from the reimbursable to taxable method, an employer gets a new account number and is treated like a new business. Wages reported are subject to Unemployment Insurance tax. No longer billed for benefits paid to former employees, the employer pays a tax rate that is based on benefits paid in previous years. These benefits determine an experience rate. *If you switch from reimbursable to taxable payment method, you still have to pay for outstanding reimbursable benefit charges.* In other words, you cannot avoid paying for benefits paid to your former employees while you were under the reimbursable method.

What else should I know about being a reimbursable employer?

A reimbursable employer is charged when benefits are paid to former employees, even if the last employer was different. Furthermore, a reimbursable employer is not eligible for relief of benefit charges. If Employment Security determines that it overpaid a former employee, the reimbursable employer is issued a credit when the money is recovered.