



MEETING MINUTES FOR REGULAR COUNCIL MEETING

Fire Hall - 111 D Street

January 21, 2026 at 6:00 PM

WORKSHOP

Ian Cope and Schuyler Burkhart with GH PUD gave presentation.

Darrin King and Stephanie Johannesen with Cosmopolis Community Cares gave presentation.

FLAG SALUTE - PLEDGE OF ALLEGIANCE

SWEARING IN NEW COUNCIL MEMBERS – Clerk Kasey Grove swore in Sue Darcy as Councilmember #5 and Steve Davis as Councilmember #4

CALL TO ORDER - ROLL CALL

Mayor Springer calls the meeting to order; Clerk Grove takes Roll Call.

PRESENT: Councilmember Kim Skinner, Councilmember Jeremy Winn *via Zoom*, Councilmember Justin Spargo, Councilmember Steve Davis, Councilmember Sue Darcy

APPROVAL OF AGENDA

Councilmember Skinner moves to approve the agenda; Councilmember Darcy seconded.

Motion passed unanimously.

CONSENT AGENDA

Councilmember Darcy moves to approve the consent agenda; Councilmember Skinner seconded.

Motion passed unanimously.

COUNCIL COMMENTS – Councilmember Winn welcomes new councilmembers and gives apologizes of being unable to join in-person and informs he will continue joining via Zoom for the time being. He speaks on information regarding Department of Ecology and Cosmo Specialty Fibers.

COMMITTEE REPORTS

Auditing – Councilmember Darcy reports vouchers have been reviewed.

Finance – No report.

Parks – Councilmember Winn reports they have reviewed the Comprehensive Parks Plan and plans to work towards updating this, encourages public engagement for opinions or ideas for updates as well. Mayor Springer comments that everything that has been done in the Parks has been from Grant funding and Volunteer work in the past year.

Public Safety – Councilmember Skinner has no report as they have not scheduled a meeting yet.

Public Works – Councilmember Darcy reports Public Works Lead; Donnie has been working on cleaning the drains and street sweeping. Dam operations and maintenance, park clean-up and daily rounds. The Annual Dam Inspection report has been submitted to the Dept. of Ecology. He is also working with Loren from Rural Water on a storm drain project. Addresses the potholes on Corbin that have been of complaint recently.

CITY OFFICIAL REPORTS

Clerk– Kasey Grove reminds citizens to give City Hall a call if any concerns or questions on Utility Billing.

Fire Chief Report – Councilmember Skinner reads Chief Cokers report as he was unable to be in attendance tonight. CFD had 351 calls for service in the year 2025 – so far in 2026 there have been 11 calls. One member in Academy who is excited to learn and doing well. We have 3 members in Grays Harbor EMS – EMT course, learning emergency medicine and working hard. Gives thanks to the 5 members completing all this training to better serve our community. EMS Agreement for 2026-2027 has been placed on hold for the time being as the City of Aberdeen is in discussion regarding their current rates.

Police Chief Report – Commander Timmons reports since January 1 there have been 55 service calls for Cosmopolis. Two speed signs will be placed on First Street in the coming weeks. Gives information on how to apply for the vacation checks for citizens that are going out of town.

Building Inspector – Bill Sidor gives report on his end-of-year numbers regarding Permitting and Building Inspection. Cosmopolis School District is moving into their second phase of updates very soon. Notes that he spoke to Gary Swartz and he plans to fix his portion of Corbin he is responsible for this summer which should aid in the concern over potholes.

MAYOR'S REPORT – Mayor Springer introduces Roger with LeMay's of Grays Harbor to give a short update on services they offer for Citizens. He spoke about the recycling program they have and options for Senior Discounts available for interested citizens within our community.

Mayor Springer gives update on plans moving forward for the Police side of the Municipal Building as she has been researching the process of renting this space. Limitations will apply to those who will be considered when we begin this process, which will be for office/professional use only.

Update on Sewer negotiations with City of Aberdeen. Sewer team met on Thursday, January 15th – ending with the main goal being to get a new contract in place by the end of Quarter 1. She gives further background information into expired sewer contract and payments made to Aberdeen since she came into office towards sewer billing. Any questions on this, she advised to stop into the office to get answers.

Reminds citizens of the upcoming Department of Ecology public comment period for Cosmo Specialty Fibers that will be open until February 19th, 2026. There will be a Public Meeting and Hearing on February 11th at 6PM via Zoom, registration is required. She adds that she has encouraged a public meeting much like the one that was held last year at Grays Harbor College.

Timberland Library Services are at the Community Center the last Tuesday of every month during the Senior Luncheon from 12-1, encourages all citizens to take advantage of this opportunity.

Our application for the Washington State Historical Cemetery Grant has been completed, we will find out in February if we are awarded. Plans for upgrades if this grant is awarded are a new roof, windows and paint for the storage building on site and adding a kiosk plus new signage for visitors.

Another Grant in the works with the Bishop Foundation for new climbing equipment at Lions Club Park as well.

NEW BUSINESS DISCUSSION

- 1. 2026 Contract for CPA, Tara Dunford** – Mayor Springer gives information on updates made in this contract for this year.
- 2. Ordinance 1403 – Business & Occupation Tax** – City Attorney Chris Coker gives information on mandatory Model Ordinance Update for the Business & Occupation Tax threshold. Short discussion with Councilmember Darcy and Attorney Chris Coker on this not really having a huge impact as it is a small threshold update.
- 3. Extension of EMS Contract – Aberdeen** – Councilmember Skinner gives update on current situation in Aberdeen with their EMS rates, putting forth this 6-month extension of our current contract as Aberdeen gets their side settled.

PUBLIC COMMENTS – One citizen comments regarding the B&O Tax Ordinance and ideas for updating the due date in our code.

NEW BUSINESS – Council Action

- 1. Vote to approve 2026 Contract for Tara Dunford, CPA** – Councilmember Davis moves to approve the 2026 Contract for Tara Dunford, CPA; Councilmember Skinner seconded.
No discussion: **Motion passed unanimously**
- 2. Vote to adopt Ordinance 1403 – Business & Occupation Tax** – Councilmember Skinner moves to Adopt Ordinance 1403 – Business & Occupation Tax Threshold Update; Councilmember Darcy seconded.
Discussion: Councilmember Davis suggested to table this until further clarity is provided based on citizen comment. Attorney Chris Coker reminds this is a mandatory update for Washington cities but that is up to council how they will move forward. Councilmember Darcy believes they can move forward and approve tonight, then gather further information and do other updates if needed in the future.
Motion passed unanimously

- 3. Vote to approve the Extension of EMS Contract w/ Aberdeen** – Councilmember Darcy moves to Approve the extension of EMS Contract w/ Aberdeen; Councilmember Skinner seconded. Discussion: Councilmember Davis has question regarding additional compensation that Aberdeen can collect in current contract, curious what we have been charged within this category. Mayor Springer encouraged Councilmember Davis to come into office to request that information.
- Voting Aye; 3
 - Voting Nay; 2
- Motion passed**

PUBLIC COMMENTS – No comments.

COUNCIL COMMENTS – Councilmember Skinner welcomes Councilmember Davis and Councilmember Darcy. Thanks all volunteers within the city and all involved citizens. Looks forward to the Cosmopolis Community Cares group and what they have planned for Cosmopolis. Makes note on the ongoing collaboration between Aberdeen and Cosmopolis on this sewer contract and hopes to get this wrapped up soon.

Councilmember Darcy suggests any questions regarding the EMS contract with Aberdeen to be brought to the Public Safety committee meetings as this is the perfect place to bring these concerns and have those conversations moving forward. She also gives update on the success of the Food Pantry that is continuing every Wednesday at the Community Center.

Councilmember Winn gives appreciation for all the people involved in working for the city.

Councilmember Davis gives thanks for all the support and is looking forward to representing the City of Cosmopolis again. Gives appreciation to Mayor Springer and Councilmembers for all their work and the progress that has been made in the past few years. He suggested having an additional Council meeting each month in hopes of speeding up the process of government.

Councilmember Darcy moved to Adjourn the meeting; Councilmember Skinner seconded. Meeting adjourned at 8:07PM.



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Staff Report – Finance & Administration

Thursday, February 12, 2026

Good evening, Mayor, Council and Citizens of Cosmopolis,

As your new interim Clerk/Treasurer I am delighted to have met those of you that I've had the pleasure of meeting in the short time I have spent in city hall this far, and I look forward to meeting every one of you as I am provided with the opportunity. I have several years of municipal and government experience, in addition to 15+ years of payroll and accounting experience. My passion for public service and ethical responsibility is deeply rooted, and I am excited to learn the history of Cosmopolis and offer my support, energy and expertise to help move the city forward.

I have begun to review the interlocal agreement for law enforcement with the City of Aberdeen. Within that agreement it was approved and negotiated between City of Cosmopolis, Mayor Springer and City of Aberdeen, Police Chief Green for the transfer in ownership of remaining police vehicles in exchange for compensation to be applied as equivalent payment exchange for upcoming monthly police services due payable by Cosmopolis, attached document contains further details. Additionally, attached is a proposed transfer of training equipment for additional compensation.

This week, we gained annual savings of over 2k by the cancellation of monthly communication charges associated with the police department and will remain vigilant in every saving and recovery opportunity to best support the city.

I have quickly been able to identify many areas that allow room for improvement in internal practices and will assist staff in being proactive against compliance and audit findings. I look forward to being a part of this team, and we are eager and dedicated to reorganization, improving and streamlining processes to be more efficient and productive for the citizens of Cosmopolis.

I strive to keep an open-door policy, and I welcome your comments and communications. If you have questions I can assist with or would like to introduce yourself, I would love to hear from you.

Jamie Vinyard
Interim Clerk/Treasurer



ABERDEEN POLICE DEPARTMENT

Dale Green, Chief of Police

TO: City of Cosmopolis Mayor Springer
FROM: Chief Dale Green
DATE: January 21, 2026
SUBJECT: Compensation for Vehicle Transfer of Ownership

Per the Amended and Restated Interlocal Agreement for Law Enforcement Services Between The City of Aberdeen and The City of Cosmopolis, Section 4, Compensation and Basis For Determining And Assigning Costs, I am requesting transfer of ownership of Cosmopolis Police Vehicles #2, # 4 & #5.

On December 4, 2025, APD Deputy Chief Snodgrass took all three vehicles to Earley Tire for evaluation of their condition. Deputy Chief Snodgrass utilized Kelly Blue Book (KBB) to and GOVdeals to get an overall estimation of the value vehicles. There are relatively few used police vehicles for purchase, as by their nature, they are typically sold for surplus at the end of their useful life. It will cost approximately \$3,500-\$5,000 for APD to de-stripe, clean and re-stripe all the cars for APD usage.

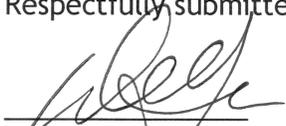
Vehicle #2 is a 2017 Ford Explorer with approximately 64,000 miles. Estimated cost for repairs is \$827.68. The vehicle is nine years old and has an approximate trade in value of \$10,743 per 2023 (most current data we can get). We value this vehicle at \$8,000.

Vehicle #4 is a 2016 Chevrolet Tahoe with approximately 97,000 miles. This vehicle requires \$1,322.81 in repairs and we value this vehicle at \$7,500 as it will not be assigned to patrol use as it is ten years old and has high mileage.

Vehicle #5 is a 2016 Chevrolet Tahoe that Cosmopolis acquired from the Hoquiam Police Department. The transmission has been rebuilt, and the vehicle has 111,285 miles on it. This vehicle needs \$610.79 in repairs and would be utilized as an additional Volunteers in Police vehicle to augment our other VIPs vehicle. We will have to purchase a new light bar for this vehicle in addition to removing and restriping the markings and we value this vehicle at \$5,000.

Per section 4.3, I am offering to transfer these three vehicles to the City of Aberdeen Police Department in lieu of an equivalent payment of \$20,500 for an upcoming month of police services. The total amount owed for that month would be \$6,219.92.

Respectfully submitted,


Dale Green
Chief of Police

PRIDE IN COMMUNITY— EXCELLENCE IN SERVICE



ABERDEEN POLICE DEPARTMENT

Dale Green, Chief of Police

TO: City of Cosmopolis Mayor Springer
FROM: Chief Dale Green
DATE: January 22, 2026
SUBJECT: Purchase of Training Equipment

The City of Cosmopolis has several training aids the City of Aberdeen would be interested in purchasing for our Force Training Unit realistic training scenarios. Deputy Chief Snodgrass, our Force Training Unit Commander, was able to examine and evaluate these items.

There are five Ultimate Training Munitions (UTM) practice conversion kits for Glock 17 handguns. These kits are attached to Nomad Defense frames and along with five Holosun red dot optic sights. Based on previous agency purchases, we value these items at \$3,875.

There are five barrel conversion kits for patrol rifles to utilize UTM munitions. We estimate the value of these kits at a total of \$1,000.

There are approximately 1,900 rounds of marking munitions that can be used with UTM and similar rifle and handgun platforms. We recently made a purchase in December of 2025 of similar munitions and believe this lot to be worth \$1,000.

Lastly, there are 25 boxes of CTS 12 gauges bean bag stabilizing rounds we can utilize for training. They cost \$7.50 each for a total of \$187.50.

The total of all items is \$6,062.50. With sales tax (8.9%), the cost would be \$6,602.06.

I believe this is a fair price for the items and considerably better than the city would likely receive at a firearms dealer.

Respectfully Submitted,

Dale Green
Chief of Police

ACCOUNTABLE • PROFESSIONAL • DEDICATED

Agenda Item: Clerk/Treasurer Step Placement

Recommendation: Step D – 32 Hours per Week (Hourly, PERS Eligible)

Recommendation:

Move Clerk/Treasurer Jamie Vinyard to **Step D** on the City of Cosmopolis adopted wage scale at **32 hours per week (hourly position, PERS eligible)**.

Compensation Details:

- **Hourly Rate (Step D):** \$39.93
 - **Annual at 32 hrs/week (0.80 FTE):** \$66,443.52
 - **Full-Time Equivalent (FTE) Comparison Value:** \$83,054 annually
-

Rationale for Step D Placement

1. Market Alignment – Small Washington Cities

Publicly posted salary ranges for comparable Washington cities show:

- Small coastal and rural cities commonly range between **\$70,000–\$90,000 annually (full-time equivalent)** for Clerk/Treasurer positions.
- McCleary (very comparable in size and structure to Cosmopolis) posts a range that begins above \$85,000 annually for full-time service.
- Other small cities statewide reflect similar compensation bands for experienced municipal finance officers.

At an **FTE equivalent of \$83,054**, Step D places Cosmopolis within the **lower-to-middle range of statewide market compensation**, not at the top.

2. Experience & Qualifications

Jamie Vinyard brings:

- Prior service as **Clerk/Treasurer for the City of McCleary**
- Five years of direct municipal finance experience
- Fifteen years of professional accounting experience
- Audit familiarity and municipal compliance knowledge

- Experience with municipal financial systems and reporting requirements

She is not an entry-level candidate. Her background reflects a **fully competent, independently functioning municipal finance officer**, which aligns with a mid-scale placement rather than Step A.

3. Fiscal Responsibility

- This position remains **32 hours per week (0.80 FTE)**.
- Compensation is **hourly**, not salaried.
- The adjustment is within the adopted salary framework.
- The City remains aligned with market standards while avoiding turnover costs, training expenses, and compliance risk associated with under-compensation of key financial staff.

Investing in a highly qualified Clerk/Treasurer protects the City's:

- Audit stability
 - Budget accuracy
 - BARS compliance
 - Cash management
 - Public trust
-

Conclusion

Placement at **Step D** is:

- ✓ Market-consistent
- ✓ Experience-appropriate
- ✓ Fiscally responsible
- ✓ Within the City's adopted pay structure
- ✓ Protective of the City's financial integrity

This recommendation recognizes both the professional responsibility of the role and the value of retaining qualified municipal leadership.