



REGULAR COUNCIL AGENDA

Council Chambers – 1300 First Street

March 15, 2023 at 7:00 PM

1. FLAG SALUTE - PLEDGE OF ALLEGIANCE

2. CALL TO ORDER - ROLL CALL

3. APPROVAL OF AGENDA

4. Swear in New Officer and Police Clerk

5. Budget History Presentation

6. PUBLIC COMMENTS

7. CONSENT AGENDA

A. Claims Vouchers

B. Meeting Minutes

8. COMMITTEE REPORTS

9. CITY OFFICIAL REPORTS

A. City Administrator Council Report

B. Fire Chief Report

10. MAYOR'S REPORT

11. OLD BUSINESS

A. Mental Health Navigator Position

12. NEW BUSINESS

A. HDR Amendment #1 - Mill Creek MOIP

B. RV Dwelling Permit - 1200 2nd St

C. Water Meter Quote

13. COUNCIL COMMENTS

14. 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: 862 5480 3583
Passcode: 436750
Phone Number: (253) 215-8782



WORKSHOP & REGULAR COUNCIL MEETING MINUTES

**Fire Hall - 111 D Street
February 15, 2023 at 6:30 PM**

1. 6:30 P.M. WORKSHOP TO DISCUSS BUILDING PERMITS

Building Inspector, Bill Sidor, gave a report on building permits and why they are needed. He stated most of our fees are based on the 1997 UBC schedule. Also, our mechanical, plumbing and fence permit fees do not cover the City's costs.

2. FLAG SALUTE - PLEDGE OF ALLEGIANCE

3. CALL TO ORDER - ROLL CALL

PRESENT: Councilmember Candice Makos, Councilmember Stana Carlisle, Councilmember Jim Ancich, Councilmember Ray Robinson, Councilmember Miles Wenzel

4. APPROVAL OF AGENDA

Mayor Pauley asked to have Items 5 & 6 under new business to be swapped. Motion made by Councilmember Carlisle approve the agenda with the swapping of items 5 & 6, Seconded by Councilmember Wenzel. Voting Yea: Councilmember Makos, Councilmember Carlisle, Councilmember Ancich, Councilmember Robinson, Councilmember Wenzel

5. PRESENTATION - Central Grays Harbor Regional Fire Authority

Hoquiam Fire Chief Matt Miller and Hoquiam Finance Director Corri Schmid gave a presentation regarding the Central Grays Harbor Regional Fire Authority Plan as approved by the RFA Planning Committee.

A. Hoquiam Fire Chief Matt Miller and Hoquiam Finance Director Corri Schmid gave a presentation regarding the Central Grays Harbor Regional Fire Authority Plan as approved by the RFA Planning Committee.

6. SWEAR IN OFFICER BAILEY

Chief Layman swore in our new officer Nicholas Bailey.

7. PUBLIC COMMENTS

Steve Davis - He asked how we know if the \$1.50 per assessed value and \$50 per month on utility accounts will be enough for the projected expenditures for the RFA. Director Schmid stated the budget will be created when the Commissioners are elected. There will also be rate study for the Ambulance Availability fees. The numbers presented are estimates based off the budgets of all three cities. Mr. Davis also asked if the commissioners are a paid position. Director Schmid stated yes. Mayor Pauley stated it is set by RCW.

8. CONSENT AGENDA

Motion made by Councilmember Makos to approve the consent agenda, Seconded by Councilmember Ancich.
Voting Yea: Councilmember Makos, Councilmember Carlisle, Councilmember Ancich, Councilmember Robinson, Councilmember Wenzel

9. COMMITTEE REPORTS

Public Works - Councilmember Ancich stated they discussed the changes to the credit card policy and a quote for cemetery landscaping.

Public Safety - Councilmember Wenzel stated that Chief Layman and Chief Falley will talk about a lot of the items under new business. They discussed the credit card policy updates.

Parks, Rec, & Cemetery - Most of their items are under new business.

Finance - Councilmember Wenzel stated they talked about the credit card policy and an update on the city budget.

10. CITY OFFICIAL REPORTS

Police Chief - Chief Layman stated Officer Bailey will be going to the academy on March 21st. We are hoping for a March 1st start date for our lateral hire. We are accepting applications for our police clerk position.

Fire Chief - Chief Falley stated they were able to complete the SCBA fit tests last week. He thanked Fire District #2, Aberdeen, and Hoquiam for their assistance with this.

City Administrator - He stated HDR is looking at surveying from Mill Creek Park all the way down to the levy for any projects down the road. The first preliminary report will be in around May.

Public Works - Superintendent Nations stated they have installed approximately 158 meters since January. They have approximately 200 more to go.

Finance Director - Director Pope stated that spring clean up will be April 17th - April 22nd. Vouchers will be available for pick up on March 1st in City Hall.

Attorney - Attorney Johnson stated that court will be held on Thursday, February 23rd this month.

11. MAYOR'S REPORT

Mayor Pauley stated Grays Harbor College will be holding public meetings for a potential new president. He announced the council committees. Mayor Pauley asked for a nomination for Mayor Pro Tempore. Councilmember Makos nominated Councilmember Ancich, Seconded by Councilmember Carlisle. Voting Yea: Councilmember Makos, Councilmember Carlisle, Councilmember Wenzel Voting Nay: Councilmember Ancich

12. NEW BUSINESS

A. Joint Resolution - Central Grays Harbor Fire Authority

Motion made by Councilmember Makos to approve the Joint Resolution, Seconded by Councilmember Carlisle. Voting Yea: Councilmember Makos, Councilmember Carlisle, Councilmember Robinson, Councilmember Wenzel Voting Nay: Councilmember Ancich

B. Police Surplus Items

Chief Layman asked to surplus the list provided.

Motion made by Councilmember Wenzel to surplus the items listed, Seconded by Councilmember Robinson. Voting Yea: Councilmember Makos, Councilmember Carlisle, Councilmember Ancich, Councilmember Robinson, Councilmember Wenzel

C. Petition for Street Vacation

Administrator Raines stated we would be releasing interest in the Aberdeen Railed Road addition on Ocean Avenue adjacent to Los Angeles Street.

Motion made by Councilmember Ancich to approve the release of interest, Seconded by Councilmember Carlisle. Voting Yea: Councilmember Makos, Councilmember Carlisle,

D. Parks Grants - First Street Flower Pots, Makarenko Garden Plots

Councilmember Carlisle stated the Friends of Highland Park want to get a grant purchase 14 concrete planters. The first go around would include 7 of them. Administrator Raines stated the funding would go through their non-profit.

Motion made by Councilmember Carlisle to allow the Friends of Highland Park to get the grant, Seconded by Councilmember Makos. Voting Yea: Councilmember Makos, Councilmember Carlisle, Councilmember Ancich, Councilmember Robinson, Councilmember Wenzel

Administrator Raines stated they are looking for grants to refurbish the garden plots at Makarenko Park.

E. VFW Banner Donation

Administrator Raines stated these would be hung on the light poles. They are in memory of fallen service members from Cosmopolis and the surrounding area. They would be hung from Memorial Day through Labor Day. This is all donation from the Aberdeen VFW.

Motion made by Councilmember Robinson to accept the donation from the Aberdeen VFW, Seconded by Councilmember Wenzel. Voting Yea: Councilmember Makos, Councilmember Carlisle, Councilmember Ancich, Councilmember Robinson, Councilmember Wenzel

F. Interlocal Agreement for Emergency Vehicle Operation Course Training

Chief Layman stated this is something we have participated in for many years. The cost is \$25 per officer.

Motion made by Councilmember Wenzel to approve the interlocal agreement, Seconded by Councilmember Robinson. Voting Yea: Councilmember Makos, Councilmember Carlisle, Councilmember Ancich, Councilmember Robinson, Councilmember Wenzel

G. DNR Interagency Agreement

Chief Falley stated the agreement that was previously approved was not filed at the DNR level. They asked that we bring it back to the Council for another approval.

Motion made by Councilmember Carlisle, Seconded by Councilmember Ancich. Voting Yea: Councilmember Makos, Councilmember Carlisle, Councilmember Ancich, Councilmember Robinson, Councilmember Wenzel

H. Navigator Position

Chief Layman stated the grant funding for the position expires at the end of June 2023. Our portion of the funding is \$8,000 for the remainder of the year.

Motion made by Councilmember Wenzel to table, Seconded by Councilmember Robinson. Voting Yea: Councilmember Makos, Councilmember Carlisle, Councilmember Ancich, Councilmember Robinson, Councilmember Wenzel

I. Cemetery Mowing Agreement

Superintendent Nations stated the agreement would cover the cemetery mowing

Motion made by Councilmember Ancich to approve the agreement, Seconded by Councilmember Robinson. Voting Yea: Councilmember Makos, Councilmember Carlisle, Councilmember Ancich, Councilmember Robinson, Councilmember Wenzel

13. COUNCIL COMMENTS

Councilmember Ancich-He stated he found out from Facebook that we were hiring a police clerk. He stated that Public Works has been in need of help for a long time. He would like us to talk to the Council before filling another position.

Councilmember Wenzel- He congratulated Officer Nick Bailey.

14. PUBLIC COMMENTS

Cathy Shapansky - She commented on the importance of the Mental Health Navigator position and what it has meant to her family.

CITY OF COSMOPOLIS

DARRIN C. RAINES
CITY ADMINISTRATOR

Section 9, ItemA.



PHONE (360) 532-9230
FAX (360) 532-9215
WWW.COSMOPOLISWA.GOV
EMAIL: DRAINES@COSMOPOLISWA.GOV

March 10, 2023

RE: March 15, 2023, City Administrator Council Report

Item 1) *Shoreline Master Program (SMP) Periodic Update*- We have a draft of the Shoreline Master Program Periodic Update on our city website at [2023 Shoreline Master Program \(SMP\) Periodic Review - City of Cosmopolis \(cosmopoliswa.gov\)](https://www.cosmopoliswa.gov/2023-Shoreline-Master-Program-(SMP)-Periodic-Review-City-of-Cosmopolis). We will be holding a Joint Public Hearing with the Washington State Department of Ecology and our Planning Commission on Monday April 10th at 6:30 PM here at City Hall.

This project is fully funded by grant funds and is required by the Washington State Department of Ecology.

Item 2) *Public Works*- Public Works Superintendent Jeff Nations will not be available for this meeting so I will give a few highlights of what they have been doing this past month on Jeff's behalf.

- **Water Meters**- The crew has installed nearly 400 new water meters since the first of January. This leaves us with only 140 left to complete the full system changeout. We have already seen an increase in revenue from the new meters that read much more accurately than the prior version we had.
- **Snow and Ice Control**- There were several snow and ice control events that occurred over the last month that have kept the crew very busy. Overall, we have used less salt and brine than we did in 2022 saving us a lot of money.
- **Plugged Sewers and Water Leaks**- The crew has repaired several water leaks and cleared several plugged sewers in the last month. This seems to be a normal activity during the winter months that is very time consuming for Public Works.
- **Jeff attended his first Utility Locate Coordinating Council meeting** with all of our adjacent utility operators in Grays Harbor this past month. This was a great networking opportunity for Jeff as he now has finally had a chance to meet in person, some of the other utility operators in Grays Harbor after the Covid shutdown.

Item 3) *New Water Meters*- We need to purchase 50 new Water Meters. Since we purchased the new meters 4 years ago, we have used all our spare meters as well as over 30 others for new connections. This is leaving us 45 meters shy of being able to complete the full system changeout to remote radio read.

We are requesting \$19,965.18 to purchase 50 additional water meters from Correct Equipment Company.

Item 4) *No Dumping at Makarenko Park*- We have had a real problem with people dumping brush and other waste at Makarenko Park. We are doing our best to stop this from happening, and we need help from citizens to get this stopped. The area we are talking about is where we used to stock pile the compost from our Compost Program next to the parking lot.

We currently have no other area to take our compost material at this time, so this may cause us to have to shut that program down until we find another place to take it, but the dumping has to stop to create a bigger parking lot.

Sincerely,

Darrin C. Raines

Darrin C. Raines
City Administrator



COSMOPOLIS FIRE DEPARTMENT

PO Box 2007 / 111 D Street Cosmopolis, WA. 98537

Nick Falley, Fire Chief

City Council Report March 15, 2023

New EMT

I was notified earlier this month by Washington State Department of Health that Phil Simms has successfully met all requirements for his Emergency Medical Technician (EMT) and is now able to practice as an EMT. We have been working on his reciprocity since he joined the Department in October of last year. This now gives us three practicing EMTs.

RFA Update

Our first Regional Fire Authority Public Information session is scheduled for March 14th at Hoquiam Fire. Next Monday, March 20th will be at 6:00 PM at Aberdeen Fire Department followed by Cosmopolis Fire Department on Tuesday, March 28th. Ballots should be mailed out the first week of April and due back April 25th.

Response Planning

I am in the process of working with the Aberdeen and Hoquiam Fire Departments to phase our response plan back to a state of normalcy and reducing our reliance on the City of Aberdeen to cover routine calls. This is going to be a lengthy process while we continue to recruit and train personnel.

Member Recruitment

We are continuing member recruitment for both firefighters and individuals volunteering to support the department with administrative and organizational functions. We have two firefighters in applications right now and just onboarded another support personnel to assist with data collection and management, Sandy Laird.

Respectfully Submitted,

Nick Falley

AMENDMENT 1
TO AGREEMENT BETWEEN OWNER AND
HDR ENGINEERING, INC. FOR ENGINEERING SERVICES

WHEREAS:

HDR ENGINEERING, INC. ("HDR") entered into an Agreement on July 21st, 2022 to perform engineering services for CITY OF COSMOPOLIS ("OWNER") in connection with the project known as Mill Creek Multi-Objective Improvements Plan;

Both parties desire to amend this Agreement in order to provide additional services beyond those previously contemplated;

NOW, THEREFORE, HDR and OWNER do hereby agree:

The Agreement and the terms and conditions therein shall remain unchanged other than those sections and exhibits listed below;

Section IV. shall be amended with the following:

Additional fee of \$10,878.00 for a new not-to-exceed amount of \$152,887.00

Exhibit A: shall be amended as follows:

Attachment B-1 replaces FEE ESTIMATE, HDR ENGINEERING STAFF in Exhibit A.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the day and year written below:

HDR ENGINEERING, INC. ("HDR")

CITY OF COSMOPOLIS ("OWNER")

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Attachment B-1

The estimated total contract amount to complete the professional services identified in this Scope of Services if offered on a time-and-materials basis not-to-exceed \$152,887 with 3 additional tasks totaling \$17,824. Expenses and Subconsultants will be billed at a 5% Markup. Following are estimated professional costs for the tasks provided.

LABOR ESTIMATE, HDR ENGINEERING STAFF

City of Cosmopolis: Mill Creek Multi-objective Improvements Plan

	Total Labor Dollars	2023 Escalation	HDR Expenses*	Subconsultants*	Total
100 Project Management and Administration	\$ 20,608	\$ 165	\$ -	\$ -	\$ 20,773
100.1 Project Work Plan	\$ 1,050				
100.2 Project Management and Coordination	\$ 7,445				
100.3 Project Administration and Quality Control Review	\$ 12,113				
200 Data Collection and Site Reconnaissance	\$ 13,856	\$ 111	\$ 485	\$ 26,628	\$ 41,080
200.1 Project Kickoff Meeting and Goals/Objectives	\$ 1,047				
200.2 Project Database Review, Data Gaps ID, Survey Reqmts	\$ 6,504				
200.3 Site Reconnaissance Review	\$ 6,305				
300 Community Outreach and City/Agency Communications	\$ 13,497	\$ 108	\$ 74	\$ -	\$ 13,679
300.1 Community Outreach Meetings	\$ 6,340				
300.2 City Coordination Milestone Meetings	\$ 2,395				
300.3 Agency Coordination Communications (Optional Task)	\$ 4,762				
400 Alternative Solutions Development and Evaluation	\$ 46,242	\$ 370	\$ -	\$ -	\$ 46,612
400.1 Identify and Document Improvement Alternatives	\$ 14,704				
400.2 Flood Reduction Hydraulic Capacity Assessment of Improvement Alternatives	\$ 15,099				
400.3 Fish Passage/Habitat Enhance Assessment (Optional Task)	\$ 10,664				
400.4 Siting Assessment of Improvement Alts (Optional Task)	\$ 2,398				
400.5 Cost Opinions for Improvement Alternatives	\$ 3,377				
500 Improvements Implementation Plan	\$ 48,057	\$ 384	\$ 126	\$ -	\$ 48,567
500.1 Feasibility Evaluation of Improvement Alternatives	\$ 12,225				
500.2 Recommended Improvements for Phased Implementation Plan	\$ 16,234				
500.3 MOIP Report and Target Implementation Schedule	\$ 19,598				
Task Total Fee	\$ 142,260	\$ 1,138	\$ 685	\$ 26,628	\$ 170,711
*Billing Rates are Subject to Actual Escalation. Expenses & Subconsultants will be Billed at a 5% Markup					

Re: Temp RV Dwelling App



William Sidor <bsidor@aberdeenwa.gov>
To Julie Pope



Tue 4:15 PM

They are following the rules as outlined for the utilities. I don't have an issue due to the circumstances. I think that the complaints that have been coming in are kind of making a mtn out of a mole hill. Their sewage is being picked up and not running onto the ground. There was no evidence of raw sewage on the ground.

I can see their dilemma which is common around here right now. No rental vacancies. Not enough housing and the housing that is available costs an arm and leg if not two.

Per City code, the council can decide.

Bill Sidor
Asst. Comm. Dev. Dir.
ICC Combo Inspector - IRC/IBC
WACE - 3rd VP
City of Aberdeen WA 98520
(360) 537-3250

CITY OF COSMOPOLIS

RECREATIONAL VEHICLE DWELLING PERMIT

TO THE CITY COUNCIL, CITY OF COSMOPOLIS, WASHINGTON:

I, Nathan D Klisiewicz, whose address is 1200 2nd St. Cosmopolis, WA. 98537

do hereby make applications for permit to park a recreational vehicle on the following described land, owned by Shaya Eppler ^{Primary Owner} + Nathan Klisiewicz ^{CO-OWNER}

Lot No. _____ Block No. _____ in _____ Addition,

City of Cosmopolis, situated in Grays Harbor County, State of Washington.

The Lessee is Nathan Klisiewicz.

The following service arrangements have been made:

Electric 30 Amp RV Plug in to 30 AMP exterior house outlet

Water exterior garden hose connection of the house

Sewerage drained + flushed every two weeks by House Brothers Construction Company

Garbage Le Mays residential trash service at house

Necessary Permits or Inspections _____

The following period of time is requested:

From: March 15th 2023 To April 30th 2023

(Limited to 60 days after which another request must be made.)

Recreational vehicle shall:

remain on the property during that period described at all times.

occasionally be removed during that period.

I, Nathan Klisiewicz + Shaya Eppler, state that I am Owner/Lessee above described land and that I hereby give my consent to parking the recreational vehicle thereon according to arrangements as stated in the above application.

Nathan Klisiewicz Shaya Eppler
Lessee Land Owner

Nathan Klisiewicz Shaya Eppler
Land Owner

2/20/2023 2/20/23
Dated

2/20/2023 2/20/23
Dated

_____ Approved at City Council meeting dated _____

_____ Disapproved

Attach location drawing if applicable.
Any changes or variations from the above must be approved by the City Council.

To the City Council, City of Cosmopolis

My name is Nathan Klisiewicz. My partner Shaya Eppler and I own the home located at 1200 2nd St. Cosmopolis, WA.

On Thursday February 9th 2023 a Mr. Bill Sidor had stopped by our home and briefly informed Shaya that my Mother could no longer reside in the RV we have parked on our property. At that neither of us were aware that we were going against any City codes by having my Mother staying in the RV. I am writing this letter to give more context to the situation in hopes to legally obtain more time to remedy the situation in regards to my enclosed RV Dwelling Permit.

Roughly around June of 2022, Shaya's father became critically ill while residing at his residence in Arizona. With no family present in Arizona and no promising options for a living situation in Arizona, upon his release from the hospital we were left with the only option of moving him in with us as to not end up on the street. At that time my Mother was occupying the only downstairs room in our house that is feasible for a disabled elderly person to reside in. Being that my Mothers health condition is better than Shaya's fathers we moved her into our RV that is parked on our property. This move occurred around the end of June 2022 and from the beginning was intended to only be temporary while we found a permanent residence for my Mother.

My mother and I have tirelessly been searching for another living situation since setting her up in the RV and have yet to have any luck. She is living off of a limited disability income and with today's costs of living it is near impossible to even find an apartment to rent. She is on numerous waiting lists to get into a retirement home and our efforts continue each day.

In an effort to ~~avoid~~ avoid my mother ending up homeless and on the street, I ask that you please consider the above information during your review of my dwelling permit and ideally grant us a bit more time to find a solution.

Thank you very much for your time and consideration.

Respectfully,

Nathan Klisiewicz



14576 NE 95th St
 Redmond, WA 98052
 877-371-4555

Section 12, Item C.

Quote

Date	Quote #
3/8/2023	5882

Name / Address
Cosmopolis Water Department Attn: Jeff Nations P.O. Box 2007 Cosmopolis, WA 98537

Job Name		Terms	Rep	Project
		NET 30 Days	MH	
Item	Description	Qty	Cost	Total
02A-01-D18B-8UP	02A-01-D18B-8UP flowIQ 2250 25 GPM 5/8" x 3/4" x 7 1/2" Config Code: 801-16-002-0000-4-3-3-3-01-110-1-3-01-002 Cosmopolis	50	366.67	18,333.50T
			8.90%	1,631.68
		Total		\$19,965.18