



## **REGULAR COUNCIL AGENDA**

**Fire Hall - 111 D Street**

**September 18, 2024 at 7:00 PM**

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### **Regular Council Meeting**

- 1. FLAG SALUTE - PLEDGE OF ALLEGIANCE**
- 2. CALL TO ORDER - ROLL CALL**
- 3. APPROVAL OF AGENDA**
- 4. PUBLIC COMMENTS Limited to Agenda topics**
- 5. CONSENT AGENDA**
  - A. Claims Vouchers
  - B. Meeting Minutes – August 21, 2024
- 6. COMMITTEE REPORTS**
- 7. CITY OFFICIAL REPORTS**
  - A. Clerk/Treasurer
  - B. Police Chief Report
  - C. Fire Chief Report
  - D. Building Inspector
- 8. MAYOR'S REPORT**
- 9. NEW BUSINESS**
- 10. COUNCIL COMMENTS**
- 11. PUBLIC COMMENTS**

*Public comments may be made in-person during the meeting. If unable to attend, please submit comments to [mayor@cosmopoliswa.gov](mailto:mayor@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

Please click the link below to join the webinar:

Webinar ID: 853 3568 6307

Passcode: 538783

Phone: (253) 215-8782



## REGULAR COUNCIL MINUTES

Fire Hall - 111 D Street

August 21st, 2024 at 7:00 PM

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### FLAG SALUTE – PLEDGE OF ALLEGIANCE

### CALL TO ORDER - ROLL CALL

The regular meeting of the Cosmopolis City Council was called to order by Mayor Springer. Roll call by Clerk Barr.

PRESENT: Councilmember Kim Skinner, Councilmember Jeremy Winn, Councilmember Justin Spargo, Councilmember Mark Collett, Councilmember Sue Darcy.

### APPROVAL OF AGENDA

Motion made by Councilmember Skinner to approve the agenda, Seconded by Councilmember Collett. Question regarding building inspector report not included in the agenda raised by Councilmember Darcy on behalf of a citizen. Answer: No report was submitted by the building inspector.

Motion passed unanimously.

### PUBLIC COMMENTS

Public Comment Period Open – No comments.

### CONSENT AGENDA

Motion made by Councilmember Skinner to approve the consent agenda, Seconded by Councilmember Spargo. No discussion. Motion passed unanimously.

### COMMITTEE REPORTS

**Auditing** – Councilmember Skinner Reviewed Vouchers, appeared fine. Councilmember Darcy reviewed the electric bill and meters perhaps not used. Councilmember Skinner stated we have 13 accounts with a minimum charge. One at the Museum that appears to not be servicing anything. Have P.U.D audit or some of the council members could do. Tom Distler commented that there is an underground conduit that powers the restroom at lower Mill Creek Park. The Gazebo is powered by the tennis courts.

**Finance** – No report.

**Parks** – Councilmember Winn stated he and Councilmember Spargo were not able to get a meeting together. Discussing a meeting time.

**Public Safety** – Councilmember Collett stated the last meeting was in July and Councilmember Skinner agreed. More discussion to be brought up in Chief Layman’s report.

**Public Works** – Councilmember Spargo said no meeting and no report. Councilmember Darcy stated no report.

## **CITY OFFICIAL REPORTS**

**Police Chief** – Reimbursement grant and thanks to Kasey Grove- Police Clerk for putting together the information.

Multi-agency effort to search for a lost mushroom picker who had been lost for several hours with a successful outcome. Great to see these agencies working together.

Two burglaries in the community. Officer Bailey has spent 30 hours resolving the commercial incident. We have two people located and confessions obtained. Also, burglary at Highland Golf Course is being investigated. We will be doing our best to hold people accountable. Councilmember Skinner stated Chief is back full time and has made differences to help resolve incidences.

Ann is raising money for Reserve Association; this is not a scam so please donate if you can.

**Fire Chief** – Mentioned National Night Out and that it was a fun event. They attended as many block parties as they could.

Awarded additional grant for computers.

Working with Public Works for a fire hydrant grant.

**Building Official** – Bill Sidor, no report currently.

**Public Works** – Tom Distler, no report currently.

**MAYOR'S REPORT** – Mayor thanked citizens for patience with our staffing as we have been short staffed. We now have Kasey Grove as our Police Clerk on Mondays, and as our Utility Clerk on Wednesdays and Fridays. We now have Mackenzie Adams as our Deputy Clerk on Tuesdays and Thursdays. The reality is that we have only part-time clerks. The plan is to make deposits twice weekly.

The Board of Adjustments is now complete. Thank you, Mary Carr, Carl Sperring and Steve Davis, for volunteering. All Boards and Commissions are now full.

Library services through Timberland Library are still available. Once a month we offer library services at Lions Club Park. Dates are on the agenda, please stop by. We hope to move indoors to

the Lions Club and in the future to the Municipal Building. Story time is happening at Highland Park, a great opportunity for children on the second Wednesday of every month.

Festival in the Park is coming up. We have 18 vendors so far, with 43 on the list total. Our first Volunteer Firefighters Pancake breakfast fundraiser will take place, please come out. This year the festival will be at Lions Park because Mill Creek is under renovation. Lots of food, music and vendors.

Mill Creek Renovation Grant: The cinderblock wall is down, thanks to Public Works. The tennis courts were cleaned up and will be painted in the next few weeks.

Local citizens donated to have 1<sup>st</sup> and 2<sup>nd</sup> streets landscaping cleaned up. We will now work to keep it up, we appreciate those who took care of that.

August 3<sup>rd</sup> was National Night out. Five Neighborhoods participated.

## **NEW BUSINESS**

- A. Councilmember Darcy** - Dangerous tree in Makarenko Park to be removed. Presented 3 bids, recommended Bonnell because they are local and lowest bid. Councilmember Winn motioned to approve Bonnell to remove the tree. Councilmember Collett Seconded. Councilmember Skinner asked if PW could fall the tree. Tom Distler stated PW does not have the manpower or the expertise to do the work. Motion passed unanimously.
- B. Chief Falley** – Amendment to EMS agreement with Aberdeen initially we were to pay the same rate as the citizens of Aberdeen. The public safety committee agreed that they would not pay more for this service. After negotiating with Aberdeen, the proposal is to have Cosmopolis citizens pay 80% of the rate Aberdeen is charging their citizens which makes our rate go down. At the next meeting we will discuss how Cosmopolis can use that differential to defer EMS costs that we incur. It takes effect August 1<sup>st</sup>. The entire agreement expires in January 2025, with this agreement we will not be reducing fees for the citizens. Councilmember Spargo questioned what would happen if we let this agreement expire. Chief Falley stated the City of Cosmopolis would be liable for every medical emergency that happens because we have an established EMS system. Motion approved by Councilmember Winn to approve Amendment to the 2023-2024 EMS agreement with The City of Aberdeen. Seconded by Councilmember Skinner.

## **COUNCIL COMMENTS**

**Councilmember Spargo** – No Comments

**Councilmember Winn** – No Comments

**Councilmember Skinner** – No Comments

**Councilmember Collett** – No Comments

**Councilmember Darcy** – No Comments

## **PUBLIC COMMENTS**

Public Comment Period Open – No public comments.

Councilmember Spargo motioned to Adjourn, Seconded by Councilmember Darcy. Meeting Adjourned at 7:58 PM.

DRAFT



# Office of the Washington State Auditor

## City of Cosmopolis Pre-Audit Meeting

### Audit Start Date, Scope, Staffing and Timing

#### Audit Scope

- Accountability audit– 2022 to 2023
- Financial statement audit– 2022 to 2023

#### Key dates and deadlines

Please let us know if you have any specific deadlines for your audits (for example, if you need a financial statement audit by a certain date due to bonds or other debt). Our understanding is that your audit reports must issue by the following deadlines:

- Accountability audit – before 12/31/24
- Financial statement audit – before 12/31/24

#### Estimated audit start date – 9/23/2024

- Audit start date is approximate and might be slightly earlier or delayed due to unanticipated reasons.

#### Audit staffing

Staffing an audit involves a balance between adding enough staff to quickly complete the body of work, while not assigning too many staff, which could result in a burdensome number of requests on your staff. Our proposed staffing plan is:

- Expected staffing includes:
  - Colleen Williams, Audit Lead
  - Kiersten Mercado, Assisting Auditor
  - Paul Griswold, Assistant Audit Manager
- Estimated time for fieldwork is 3-4 weeks.
- Post fieldwork through exit conference normally takes four weeks but may take longer if the audit results in reportable issues.



# COSMOPOLIS POLICE DEPARTMENT

PO Box 478 / 1312 First Street Cosmopolis, WA. 98537  
Heath Layman, *Chief of Police*

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## Council Report 09/18/2024

### *Search Warrants*

Officer Bailey has been very busy working on multiple search warrants pertaining to two different felony investigations. Several of the warrants have been served already with more being done regarding this case. With the finishing of these search warrants we have successfully closed out the two burglaries that happened in our community and 4 different suspects have been identified. 1 Adult Male, 1 Adult Female, and 2 Juvenile Males. Charges have been submitted via the Grays Harbor County Prosecutor's Office.

### *Staffing Changes*

Reserve Officer Adam Johnson accepted a new position with the city of Ocean Shores as a reserve police officer. I want to publicly thank Adam for his 10 plus years of volunteer service to our community and wish him the best of luck in his new endeavors. Thank you Adam.

### *Fraud Alert*

No real business or government agency **will ever** tell you to buy a gift card to pay them. Always keep a copy of your gift card and store receipt. Gift card scams start with a call, text, email or social media message.

### *PD VOICEMAIL*

Please DO NOT report incidents to the police department voicemail! We do **not** have a full-time police clerk and officers may be on days off or vacation etc. Please call the non-emergency dispatch phone number, 360.533.8765 to report non-emergency police matters and an officer will be dispatched. Call 911 if it is an emergency.

Respectfully submitted,

*"A Community Partnership"*