



WORKSHOP AND REGULAR COUNCIL AGENDA

Fire Hall - 111 D Street

February 19, 2025 at 6:00 PM

Workshop 6:00 PM

Bill Sidor to present a proposal for increasing miscellaneous city fees related to building

Councilmember Winn to present ideas around Cosmopolis Revitalization

Regular Council Meeting 7:00 PM

1. FLAG SALUTE - PLEDGE OF ALLEGIANCE

2. CALL TO ORDER - ROLL CALL

3. APPROVAL OF AGENDA

4. CONSENT AGENDA

A. Claims Vouchers

B. Meeting Minutes – January 15th, 2025

5. COUNCIL COMMENTS

6. COMMITTEE REPORTS

A. Auditing

B. Finance

C. Parks

D. Public Safety

E. Public Works

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 DISCUSSION

- 1. Engine Co #1 museum Councilmember Skinner to introduce
- 2. Contract for Tara Dunford CPA for 2025 – Mayor Springer
- 3. Resolution 2025-01 Water rate change – Mayor Springer

10. PUBLIC COMMENTS – Limited to subjects on the agenda

11. NEW BUSINESS – COUNCIL ACTION

- 1. Approve creating a new contract with Engine Co #1
- 2. Approve the Contract for Tara Dunford CPA
- 3. Approval of Resolution 2025-01

12. PUBLIC COMMENTS

13. COUNCIL COMMENTS

Public comments may be made in-person during the meeting. If unable to attend, please submit comments [to mayor@cosmopolisva.gov](mailto:mayor@cosmopolisva.gov) by noon on the meeting day.

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

Webinar ID: 814 8123 2142

Passcode: 222470

Phone: (253) 215-8782



WORKSHOP
February 19, 2025
6:00 PM

Misc Fee Sch – Bill Sidor

**Cosmopolis Revitalization –
Councilmember Winn (info to be
presented)**

City of Cosmopolis
Miscellaneous Fee Schedule Building and Planning

	Initial Fee	Resolution	Date	Proposed - 2021	Proposed - 2025	Comment
Fence	\$ 15.00	Res. 1995-04	8/15/1995	\$ 25.00	\$ 60.00	\$50 + \$10 - Tech Fee
Manufactured Homes	\$ 100-200				\$ 2,000.00	
Installation in Mobile Home Park				\$ 250.00	\$ 250.00	
Double Wide Installation	\$ 150.00			\$ 500.00		
Installation in Mobile Home Park				\$ 450.00	\$ 500.00	
Triple wide Installation	\$ 200.00			\$ 700.00		
Installation in Mobile Home Park				\$ 450.00	\$ 750.00	
Each additional independently transportable unit				\$ 300.00	\$ 300.00	
Temporary Trailer Permit				\$ 500.00	\$ 500.00	
Trailer Court Annual License Fee				\$ 100.00	\$ 100.00	
Title Elimination					\$ 75.00	
Demolitions						
Demolition (residential) - <2500 sq ft	\$ 50.00			\$ 47.00	\$ 75.00	
Demolition (residential) - >2500 sq ft	\$ 75.00				\$ 150.00	
Demolition (commercial) - <2500 sq ft	\$ 75.00			\$ 47.00	\$ 150.00	
Demolition (commercial) - >2500 - 5000	\$ 100.00				\$ 200.00	
Demolition (commercial) - >5000	\$ 300.00				\$ 500.00	
Residential Bond - (4)	\$ 500.00				\$ 500.00	
Utility Inspection - demolitions						
Industrial Demolition - (3)	\$ 50.00					
Special Inspection (per hour)				\$ 47.00	\$ 85.00	
Industrial Bond					\$ 5,000.00	
Grading						

**City of Cosmopolis
Miscellaneous Fee Schedule Building and Planning**

	Initial Fee	Resolution	Date	Proposed - 2021	Proposed - 2025	Comment
Grading - 0-10 cu yds	\$ 23.50			\$ 23.50	\$ -	
Grading - 11-50 cu yds	\$ 23.50			\$ 37.00	\$ 40.00	
Grading - 51-100 cu yds - (1)	\$ 37.00			\$ 37.00 plus \$14.50 per 100 cubic yards over 100	\$ 50.00	
Grading (101 - 500 cubic yards) - (1)	\$37 - 89.50			\$194.50 plus \$14.50 per 1,000 cubic yards over 1000	\$ 100.00	
Grading (501 - 1000 Cu yds) - (2)	\$107 - 177			\$194.50 plus \$14.50 per 1,000 cubic yards over 1000	\$ 200.00	
Grading (1,001 - 10,000 cubic yards) - (2)	\$194-310			\$325.00 plus \$66.00 per 10,000 cubic yards over	\$ 500.00	
Grading (10,001 to 100,000 cubic yards) - (2)				\$919.00 plus \$36.50 per 10,000 cubic yards over	\$ 1,000.00	
Grading (100,001 cubic yards or more) - (2)				\$1,500.00	\$ 1,500.00	

City of Cosmopolis
Miscellaneous Fee Schedule Building and Planning

	Initial Fee	Resolution	Date	Proposed - 2021	Proposed - 2025	Comment
Grading Plan Review Fees				65% of Grading Permit Fees or acutal amount for outside consultant review	65% of Grading Permit Fees or acutal amount for outside consultant review	
Tank Installation						
Underground Storage Tank				\$ 500.00	\$ 500.00	
Above Ground Storage Tank				\$ 500.00	\$ 500.00	
LPG Tank-each (without active building permit)				\$ 150.00	\$ 150.00	
Underground Storage Tank Removal				\$ 250.00	\$ 250.00	
Base Permit (Culvert, driveway, Sidewalk, etc)				\$ 150.00	\$150	
Permissive Use (Revocable long term use - ie fence				\$ -	\$ 75.00	
Sidewalk/Driveway Permit in Right of Way				\$ 25.00	See base fee	
Street Vacation - petition - (5)				\$ 500.00	\$ 500.00	
Utilities in ROW						
Basic Permit Fee				\$ 50.00	\$ 50.00	

**City of Cosmopolis
Miscellaneous Fee Schedule Building and Planning**

	Initial Fee	Resolution	Date	Proposed - 2021	Proposed - 2025	Comment
Street Excavation				\$ 100.00	N/A - See below	
Rezoning						
Commercial Land Use Permit				\$ 750.00	\$ 750.00	
Residential, Non-Commercial				\$ 750.00	\$ 750.00	
Commercial, Industrial				\$ 750.00	\$ 300.00	
Variance	\$ 175.00			\$ 100.00	\$ 150.00	
Flood Development Permit (FDP)				\$ 750.00	\$ 500.00	
FDP with Variance				\$ 500.00	\$ 500.00	
All Appeals				At Cost		
Pre-Application Conference				\$ 150.00	\$ 500.00	
Conditional Use				\$ 200.00	\$ 500.00	
SEPA				\$ 800.00	\$ 1,000.00	
Subdivision - basic fee				\$ 100.00	\$ 100.00	
Each additional lot				Cost	Cost	
Final						
Short Plat				\$ 500.00	\$ 500.00	
All Appeals				\$ 75.00	\$ 100.00	
				\$ 800.00	\$ 800.00	
Forest Practices Moratorium Rescission				\$ 400.00	\$ 500.00	
Conversion Option Harvest Plan				\$ 750.00	\$ 750.00	
Text Amendment				\$ 94.00	\$ 100.00	
Pre-Application Conference				\$ 94.00	\$ 100.00	
Special Site Evaluation				\$ 400.00	\$ 400.00	
Project Value \$5,000-\$100,000						

**City of Cosmopolis
Miscellaneous Fee Schedule Building and Planning**

	Initial Fee	Resolution	Date	Proposed - 2021	Proposed - 2025	Comment
Project Value \$100,001 - \$200,000				\$ 1,000.00	\$ 1,000.00	
Substantial Development				\$ 200.00	\$ 500.00	
Shoreline Variance				\$ 200.00	\$ 1,000.00	
Shoreline Conditional Use				\$ 200.00	\$ 1,000.00	
Shoreline Permit				\$ 200.00	\$ 500.00	
Shoreline Appeal				\$ 150.00	\$ 500.00	
<p>May require plan review fee and/or SEPA review</p> <p>Plan review fee + SEPA review</p> <p>Industrial Demolition - Base fee is cost of actual demolition based on Bldg permit fee SEPA + Shoreline (if applicable)</p> <p>Bond for all residential demolitions - \$500 (refundable)</p> <p>Plus cost of purchasing property - assessed valuation</p> <p>Will be required to obtain an appraisal</p>						
					\$1,000	



REGULAR COUNCIL AGENDA

**Fire Hall - 111 D Street
January 15, 2025 at 7:00 PM**

FLAG SALUTE - PLEDGE OF ALLEGIANCE

CALL TO ORDER - ROLL CALL

Mayor Springer calls the meeting to order, Clerk Barr takes Roll Call.

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

APPROVAL OF AGENDA

Councilmember Skinner motioned to approve the agenda, and Councilmember Spargo seconded.

Motion passed unanimously.

CONSENT AGENDA

Councilmember Collett motioned to approve the consent agenda, and Councilmember Darcy seconded.

Motion passed unanimously.

COUNCIL COMMENTS

Councilmember Skinner wishes everyone Happy New Year.

Councilmember Winn also wishes everyone Happy New Year and is excited for all the work coming up this year. He is excited to pursue a more positive vision for the future of the city moving forward.

COMMITTEE REPORTS

Auditing – Councilmember Darcy states there was no meeting but went over Vouchers and signed off on them.

Finance – No report.

Parks – Councilmember Winn states there is no report as there was no meeting. The meeting is scheduled for final Wednesday in January if citizens would like to attend. Councilmember Spargo states it will be January 29th at 5:30PM and the location is to be determined but will be posted when determined.

Public Safety – Councilmember Skinner states there has been no meeting so no report. They will work on scheduling a meeting this month.

Public Works – Councilmember Spargo states they are still working on cleaning drains and clearing log jams. Long time Public Works Employee Tom is all we have working for PW at this time, hoping to get some new employees hired ASAP. Councilmember Darcy adds the first round of interviews have been done and hope to make decision to get employees started soon. At the next meeting they plan to talk about prepping for the upcoming Spring Season and work that needs to be done.

CITY OFFICIAL REPORTS

Clerk/Treasurer – Clerk Barr states she is working on Year-End accounting and preparing for the New Year.

Police Chief Report – Chief Layman informs they had several major incidents that occurred since December 1st including a complex sexual offense case. He would like to publicly thank the Aberdeen Police Department with all their help with this sensitive case which resulted in an arrest being made.

Fire Chief Report – Lieutenant Coker is filling in for Chief Falley, states 3 people are in EMT class and soon we will be getting more people who are trained to help the city out. Chief Falley and his Wife had their baby boy so Congratulations to them.

Building Inspector – Bill Sidor states he has nothing to report this month.

MAYOR'S REPORT- Mayor Springer informs of the walk-through that happened at the new municipal building on January 9th. There are a few things that Roglins is addressing, and the city has a few things we are responsible for that will be taken care of very soon.

Negotiations are still happening between the city and Aberdeen over the sewer contract, rates have not been decided but are expected to go up unfortunately. Believes Aberdeen will work with us the best they can.

The city did get some grants and donations recently. Received a small grant of \$5,000 for new basketball hoops at our Parks. We also received a generous donation from the Druzanich Family Charitable Foundation for the Fire Department, for new bunker gear washers. Also received \$10K for tree removal at Mill Creek Park and other park projects. Continuing to look at other grants for the city.

Sunday January 12th, we had a major water leak found by Officer Bailey and reported to Tom of Public Works. Tom reached out to Aberdeen, and they came to help within an hour to assist with the repair.

Notices were posted online and at the Post Office throughout the repair and aftermath. Thank you to our citizens who were patient and gracious.

Chris Orkney of Community Water Systems gives some more information on this leak situation. This impacted around 300 citizens.

Mayor Springer touches on how many citizens called 911 during this situation, Chief Layman explains how this was not necessarily an emergent situation where calls needed to go into 911 but understands citizens need information on what is happening. The city has added a new email address to give citizens an avenue to send information out to people who are subscribed, as to situations we are dealing with and handling. The email address is publicworks@cosmopoliswa.gov Chief Layman also encourages citizens to reach out to the Grays Harbor County non-emergency number (360) 533-8765 in this type of happening rather than 911.

Mayor Springer states that we are now working together with Emergency Management of Grays Harbor County to be better prepared in case of different kinds of emergencies in our area. Councilmember Spargo will be part of this Committee and there will be a meeting January 23rd in connection with this.

More discussion over the leak and how timely it was handled.

NEW BUSINESS DISCUSSION

1. Clerk Barr gave her presentation on the most recent audit. This was for the years 2022-2023 not the current year. The audit cost \$32,900, it was over our projected budget of \$25,000 because they did a deeper dive than expected. Clerk Barr explains detailed information on this audit that is also available online. After explaining she assures citizens new processes and procedures are in the works to prevent these kinds of findings from happening again. There were a few questions within the Council that were answered or discussed.

PUBLIC COMMENTS – Citizen wanted to give thanks for the quick response with the water situation. Says personally she would prefer a text notification on the leak/boil advisory rather than Facebook and the Post Office.

NEW BUSINESS – **No new business.**

PUBLIC COMMENTS – **No comments.**

COUNCIL COMMENTS – Councilmember Skinner comments on using the Grant money to take the trees down around Mill Creek. Think this is a good idea that can prevent damage or accidents. Councilmember Spargo states we are working on replacing stop signs throughout town, hoping within the next 3 months. Councilmember Darcy comments we could utilize the PUD for surveying trees near power lines to prevent further damage. Mayor Springer thanks Councilmember Skinner for all his work while she was out, and Clerk Barr for all her hard work.

Councilmember Spargo motioned to Adjourn; Councilmember Collett seconded the motion. Meeting adjourned at 8:06 PM.

Tara Dunford, CPA
Certified Public Accountant

taradunfordcpa@yahoo.com

(253) 273-4379

February 11, 2025

Linda Springer
City of Cosmopolis
1300 1st Street
Cosmopolis, WA 98537

Dear Mayor Springer,

Thank you for requesting my assistance with your accounting needs. The purpose of this letter is to outline the services to be provided and give you an estimate of the time it will take.

You have requested that I assist the City by providing technical accounting assistance on an as-needed basis. This may include, but is not limited to:

- Preparation of budget documents and analysis
- Preparation of financial reports, as requested
- Other technical accounting and financial tasks, as assigned

My Responsibilities

The objective of the engagement is to apply accounting and financial reporting expertise to assist you with assigned projects and tasks.

I will conduct the engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's *Code of Professional Conduct*, including the ethical principles of integrity, objectivity, professional competence and due care.

The engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the city or noncompliance with laws or regulations. However, I will inform you of any material errors or evidence of fraud that come to my attention during the engagement. In addition, I will inform you of any evidence or information that comes to my attention during the preparation process regarding any wrongdoing within the city or noncompliance with laws and regulations that may have occurred, unless they are clearly inconsequential. I have no responsibility to identify and communicate deficiencies or material weakness in your internal control as part of this engagement.

Your Responsibilities

The engagement to be performed is conducted on the basis that you acknowledge and understand that my responsibility is to assist you with accounting and financial reporting. You have the following overall responsibilities that are fundamental to my undertaking the engagement in accordance with Statements on Standards for Accounting and Review Services:

1. The prevention and detection of fraud.
2. To ensure that the city complies with the laws and regulations applicable to its activities.

3. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgements, that you provide to me for the engagement.

Other Relevant Information

I am solely responsible for performing the engagement. Work will be performed from my home office. Fees for these services will be based on the actual time spent at an hourly rate of \$195/hour. Actual hours worked and billed shall not exceed 100 hours or \$19,500 for calendar year 2025. I will not bill you for any travel, out-of-pocket or other costs. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the work performed. If significant additional time is necessary, I will discuss it with you and arrive at a new fee estimate before additional costs are incurred. Invoices for these fees will be rendered each month as work progresses and are payable within 30 days.

This agreement shall expire December 31, 2025.

I appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of the engagement. If you have any questions, please let me know. If you acknowledge and agree with the terms of the engagement as described in this letter, please sign it and return a copy.

Sincerely,

Tara Dunford

Tara Dunford, CPA

Acknowledged:

City of Cosmopolis

Linda Springer, Mayor

Date



RESOLUTION NO. 2025-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COSMOPOLIS, WASHINGTON, ESTABLISHING THE RATES AND CHARGES RELATING TO THE WATER UTILITY OF THE CITY; REPEALING RESOLUTION 2023-13; AND PROVIDING AN EFFECTIVE DATE.

RECITALS:

WHEREAS, pursuant to the Cosmopolis Municipal Code (CMC) 13.44.010, the Council may establish, by way of resolution, the billing schedule, rates, payment schedule and late fees of any city utility, including water; and

WHEREAS, the City last updated the rates and charges of water utility rates in 2024 through Resolution 2023-13; and

WHEREAS, in setting water utility rates and charges, the Council and Mayor took into consideration the factors of the rate increase from Aberdeen as well as such other general information and facts observed and learn since adoption of Resolution 2023-13; and

WHEREAS, the City and Council have deemed increases in water utility rates and charges necessary to continue general operation of the utility; and

NOW, THEREFORE, be it resolved as follows by the City Council of the City of Cosmopolis, the Mayor signing in authentication thereof:

SECTION I: Authorization. Pursuant to CMC3.26, establishing the water utility, and CMC 13.44.010 Section 1 of this Resolution hereby creates and imposes a system of rates and



charges on each parcel of real property to which the City serves or is capable of receiving the benefit and service of the water utility.

SECTION III: Rates and Charges. The following water utility rates and charges are hereby established for all parcels of real property situated within and/or serviced by the City:

a. **Water Usage Charge:** Water Usage Charge is the amount charged for each cubic foot of water that is calculated as usage from the water meter associated with the billing address and water hookup thereof

1. **Monthly Charges:** The monthly charges for each cubic of water used will be .07691 which represents an increase of one half cent, (.005) per cubic foot of water used. This will apply to residential and commercial customers. This will be billed monthly and shall be billed to and be the responsibility of the Owner of the parcel.

b. **Late Fee Charges:** Pursuant to CMC 13.48.010 Late fees are accessed if there is a remaining unpaid at the close of business on the last day of the month when due. The fee for this lateness shall be \$10.00 Per month.

SECTION IV: Annual Adjustment. Recognizing the necessity of assuring rates established for water utilities remain consistent with annual cost increases, the rates set forth in Section III of this Resolution may be subject to an annual adjustment.

SECTION V: Effective Date. This Resolution shall take effect at 12:01 AM on the First of March 2025 for the water usage of February 2025 and will be reflected on the billing that will take place on or about March 10, 2025. Late Fee charge changes thereof will be in effect for any delinquencies that exist at the close of business of March 30, 2025.



PASSED this 19th day of February, 2025, by the City Council of the City of Cosmopolis,
and signed in authentication thereof this _____ day of February, 2025.

CITY OF COSMOPOLIS:

Linda Springer, Mayor

ATTEST:

Kerry Barr, City Clerk-Treasurer

APPROVED AS TO FORM:

Christopher John Coker, City Attorney