



REGULAR COUNCIL AGENDA

Council Chambers – 1300 First Street

December 07, 2022 at 7:00 PM

1. Council Workshops

A. Budget Workshop 6:00-6:30

B. RV Ordinance Workshop 6:30 - 7:00

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. 11.16.2022 Meeting Minutes

7. COMMITTEE REPORTS

8. CITY OFFICIAL REPORTS

A. City Administrator Council Report

9. MAYOR'S REPORT

10. OLD BUSINESS

A. Ordinance 1378 (RV Parking)

11. NEW BUSINESS

A. Ordinance 1380 (2023 Budget)

12. COUNCIL COMMENTS

13. PUBLIC COMMENTS

Public comments may be made in-person during the meeting. If unable to attend, please submit comments to jpope@cosmopolisva.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: 881 3959 2636
Passcode: 388025
Phone Number: (253) 215-8782



WORKSHOP & COUNCIL MEETING MINUTES

Council Chambers – 1300 First Street

November 16, 2022 at 6:15 PM

1. Budget Workshop 6:15-6:30 & RV Ordinance Workshop 6:30 - 7:00

Budget Workshop - Director Pope went over the projected revenues for all funds. For Utilities, we are projecting a 10% increase due to increased costs from Aberdeen. The Stormwater Utility rate increases are based on the CPI Index June to June. B&O and Sales Tax are projected to increase due to the increased pricing on goods and services. Aberdeen is estimating the EMS fees to go up to \$32.83 per utility account. We will have to adjust our EMS rates due to this. City insurance rates are going up 21.77%. Mayor Pauley went over the state of the economy and the City's resources. Councilmember Wenzel stated the EMS fees were having a big impact on the City. Last year, we chose to absorb the fees, but this year, we will have to pass them on. Mayor Pauley stated we need to catch up to inflation and the costs.

RV Ordinance Workshop - Chief Stratton stated the old ordinance lacked any penalty. He also said one of the issues at the last meeting was that the ordinance didn't cover oversized vehicles. Attorney Johnson stated the Council doesn't have the existing ordinance. He thought this would be going to the public safety committee before coming back to the council. Councilmember Wenzel said public safety had decided this is what they wanted. They did not have a discussion to amend the existing code, but to repeal and replace. Councilmember Ancich asked if the 72 hours is fair for the citizens.

2. FLAG SALUTE - PLEDGE OF ALLEGIANCE

3. CALL TO ORDER - ROLL CALL

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

4. APPROVAL OF AGENDA

Motion made by Councilmember Carlisle to approve the agenda, Seconded by Councilmember Robinson. Motion carried.

Voting Yea: Councilmember Makos, Councilmember Carlisle, Councilmember Ancich, Councilmember Robinson, Councilmember Wenzel

5. PRESENTATION - LYNETTE BUFFINGTON, GREATER GRAYS HARBOR

Lynette gave a presentation of the benefits they provided to local business this past year. Cosmopolis has 9 member businesses and 11 businesses receiving online benefits. They provide business assistance and relief, promote local business, and invest in the workforce. They also produce original content to encourage tourism in Grays Harbor.

6. PUBLIC HEARING - PROPERTY TAXES AND BUDGET

Councilmember Robinson made a motion to open the public hearing. Seconded by Councilmember Wenzel. Motion carried.

Voting Yea: Councilmember Makos, Councilmember Carlisle, Councilmember Ancich, Councilmember Robinson, Councilmember Wenzel

There were no public comments.

Councilmember Robinson made a motion to close the public hearing. Seconded by Councilmember Makos.

Voting Yea: Councilmember Makos, Councilmember Carlisle, Councilmember Ancich, Councilmember Robinson, Councilmember Wenzel

7. PUBLIC COMMENTS

Ashley Arcangel - She emailed her public comment to Director Pope. Director Pope read her statement. She stated she was no opposed to the vacation, but they would need a fire apparatus turn around.

8. CONSENT AGENDA

Motion made by Councilmember Makos to approve the consent agenda, Seconded by Councilmember Carlisle.

Voting Yea: Councilmember Makos, Councilmember Carlisle, Councilmember Ancich, Councilmember Robinson, Councilmember Wenzel

9. COMMITTEE REPORTS

Public Works - Councilmember Ancich they discussed preliminary budget numbers.

Finance Sub Committee - Councilmember Wenzel stated they discussed EMS fees.

10. CITY OFFICIAL REPORTS

City Administrator - He explained the street vacation on I street. He showed a map which highlights the property and I street. He said we have an 80 foot right of way, but standard is 60 feet.

Police Chief - He announced he will be retiring effective December 31, 2022. He gave the mayor his selection for the next chief. He said Detective Miskell has stepped up with leadership for the reserves.

Fire Chief - Interim Chief Raines said the volunteers have been working hard in the department. There has been a lot of clean up and getting things back into compliance. Nick stated that medical training is happening. They are getting the fire hall ready for the police to move into in preparation for construction of the new municipal facility.

Public Works Superintendent - Superintendent Nations stated they had a sewer main that had started failing. They have been working to repair it. They are hoping to start putting in new meters the first of December.

11. MAYOR'S REPORT

Mayor Pauley said the RFA Committee stated Chief Matt Miller discussed how the volunteer program would work if the RFA is approved by voters. RTPO meeting discussed priority projects to include the US 12 Rail Separation Project which is still ranked high. He wished everyone a Happy Thanksgiving.

12. OLD BUSINESS

A. Ordinance 1378 (RV Parking)

Councilmember Carlisle made a motion to move the RV Parking ordinance back to Public Safety. Councilmember. Councilmember Makos seconded.

Voting Yea: Councilmember Makos, Councilmember Carlisle, Councilmember Ancich, Councilmember Robinson, Councilmember Wenzel

13. NEW BUSINESS

A. Ordinance 1379 (2023 Property Tax Levy)

Councilmember Ancich made a motion to read by title only. Councilmember Makos seconded. Motion carried. Attorney Johnson read the title of the ordinance.

Motion made by Councilmember Ancich to approve the ordinance, Seconded by Councilmember Robinson.

Voting Yea: Councilmember Makos, Councilmember Carlisle, Councilmember Ancich, Councilmember Robinson, Councilmember Wenzel

B. Refund Levy Approval

Motion made by Councilmember Carlisle approve both refund levies, Seconded by Councilmember Wenzel.

Voting Yea: Councilmember Makos, Councilmember Carlisle, Councilmember Ancich, Councilmember Robinson, Councilmember Wenzel

C. Street Vacation Discussion

Administrator Raines stated he and Attorney Johnson will verify that it is allowed by law and then a public hearing would be held. We are not looking for action, but would like to know if the Council would like to move forward. Councilmember Wenzel made a motion to continue the discussions on the street vacation. Seconded by Councilmember Ancich.

Voting Yea: Councilmember Makos, Councilmember Carlisle, Councilmember Ancich, Councilmember Robinson, Councilmember Wenzel

14. COUNCIL COMMENTS

Councilmember Ancich asked if we would be having an RFA meeting for Cosmopolis residents in January. Mayor Pauley stated that we should be at a point to start informational meetings in January for the citizens.

Councilmember Wenzel said that our fire department is responding to calls now and having meetings. He implored local citizens to volunteer with our department. It's a good way to give back to your community.

15. PUBLIC COMMENTS

Joe Gebauer stated that he and his wife got full custody of their baby.

CITY OF COSMOPOLIS

DARRIN C. RAINES

CITY ADMINISTRATOR

Section 8, ItemA.



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December 5, 2022

RE: December 7, 2022, City Administrator Council Report

Item 1) *Fire Department Updates*- The Fire Department continues to make progress with rebuilding the Department, working on training, cleaning, organizing, and with vehicle maintenance.

We are still at 4 fully onboarded members with 3 of them EMT certified. We have a couple of other volunteers that have been helping with cleanup of the building, as well as inventorying equipment and PPE. We currently have 3 others who have inquired about joining the Fire Department as well. The members continue to respond to calls when available.

The new meeting nights are now on Mondays. We welcome and encourage anyone interested in becoming a volunteer to attend one of the training nights.

Item 2) *Mill Creek Multi-Objective Plan*- On November 17th, Jeff and I met with Engineers from HDR Engineering and toured Mill Creek from the Dam all the way downstream to the tide gates along the Chehalis River. We were looking at things like stream width, culverts, catch basins, and any other potential obstructions that are causing us problem with flooding. Our tour helped the Engineers understand better the conditions we face during flooding events.

In early 2023, we will get together again to revue their findings and evaluate some options for improvements. We will then schedule a Public Hearing to show the public some of the options we have to reduce flooding in Cosmopolis, as well as take input on any proposed projects.

Sincerely,

Darrin C. Raines

Darrin C. Raines
City Administrator

CITY OF COSMOPOLIS

ORDINANCE NO. 1378

AN ORDINANCE PERTAINING TO THE PARKING OF RECREATIONAL VEHICLES, OVERSIZED VEHICLES OR TRAILERS ON CITY STREETS; ADDING A NEW SECTION 10.12.020 TO THE COSMOPOLIS MUNICIPAL CODE.

BE IT ORDAINED by the City Council of Cosmopolis as follows:

SECTION 1 A NEW SECTION 10.12.020 is added to the Cosmopolis Municipal Code, to read as follows:

10.12.020 – Parking of Recreational Vehicles, Oversized Vehicles, or Trailers on City Streets.

A. Parking of Recreational Vehicle, Oversized Vehicle, or Trailer on City Street for more than seventy-two (72) consecutive hours prohibited. Notwithstanding any other provision of the Cosmopolis Municipal Code (CMC), no Recreational Vehicle, Oversized vehicle or Trailer may be parked on any City street longer than seventy-two (72) consecutive hours, including holidays and weekends, without a City of Cosmopolis parking permit affixed to the front window of the vehicle or trailer in a place clearly visible from the outside of the vehicle. Parking the vehicle or trailer in another location within the City after the allowable period on a City street is a violation of this section.

B. Definitions.

1. **Recreational Vehicle:** For purposes of this chapter, “Recreational Vehicle” (RV) means a vehicular-type unit primarily designed for recreational camping or travel use that has its own motive power or is mounted on or towed by another vehicle. The units include travel trailers, fifth-wheel trailers, folding camping trailers, truck campers, motor homes, and conversion vans.
2. **Trailer:** For purposes of this chapter, “Trailer” means any conveyance, commonly referred to as a “Utility Trailer,” or wheeled conveyance capable of hauling or transporting items, animals, automobiles, or boats, typically hauled by attachment to a vehicle or other machinery.
3. **Oversized Vehicle:** For the purposes of this chapter, “Oversized vehicle” means a vehicle larger than a passenger car, van or truck typically used as every-day conveyance. Examples of restricted vehicle are panel trucks, “food trucks and trailers”, tractors used to haul cargo and trailers and utility vehicles such as bucket trucks.
4. **Adjacent:** For purposes of this chapter, “Adjacent” means in the right-of-way typically used for vehicular parking, on the same side of the street as the residence for which the permit has been issued, in front of or to the side of that residence but within the lot lines of the residence as if the lot lines of the residence extended into the right-of-way.

C. Permit Application and Criteria. To obtain a temporary parking permit allowing an RV or Trailer to park in a designated location for up to seven (7) business days within a quarter, the

registered owner or operator of the RV, Oversized vehicle or Trailer must apply to City Hall of the City of Cosmopolis and meet one of the following criteria for approval:

1. The registered owner or operator of the RV, Oversized vehicle or Trailer must be a resident with a current physical address within the City of Cosmopolis and the RV, Oversized vehicle or Trailer must park adjacent to that residence; or
2. The registered owner or operator of the RV, Oversized vehicle or Trailer must be the visitor of a resident with a current physical address within the City of Cosmopolis and RV, Oversized vehicle or Trailer must park adjacent to that residence; or
3. The registered owner or operator of the RV, Oversized vehicle or Trailer is participating as a vendor or sponsor of a Special Event for which a special event permit has been obtained from the City.

D. Validity of Permits. Parking permits are valid for up to seven (7) business days per vehicle per quarter. Parking permits are valid only for the dates authorized on the permit and only for the location indicated on the permit. Those who meet the qualifying criteria under (C)(1) or (C)(2) are required to park adjacent to the lot of the sponsoring City of Cosmopolis resident or the permit is invalid.

E. Penalty for Violation. A violation of this section is a civil infraction, and upon a finding that the civil infraction has been committed, shall be subject to a fine of Seventy-Five Dollars (\$75.00). After three citations for violation of this section have been issued for the same vehicle or trailer, the vehicle may be impounded as provided for in CMC 10.12.040

PASSED AND APPROVED this 2nd day of November 2022.

Mayor

Attest:

Finance Director

I, Julie Pope, Finance Director for the City of Cosmopolis, Washington do hereby certify that the foregoing is a true and correct copy of Ordinance No.1378 of the ordinances of the City of Cosmopolis, Washington, and that the same was passed regularly and according to law on the 2nd day of November 2022.

Finance Director

CITY OF COSMOPOLIS
ORDINANCE NO. 1380

AN ORDINANCE ADOPTING THE BUDGET FOR THE CITY OF COSMOPOLIS, WASHINGTON FOR THE FISCAL YEAR ENDING DECEMBER 31, 2023.

WHEREAS, the Mayor of the City of Cosmopolis, Washington completed and placed on file with the Clerk/Treasurer a proposed budget and estimate of the amount of money required to meet the public expense, bond retirement and interest, reserve funds and expenses of government of the City of Cosmopolis of the fiscal year ending December 31, 2023, and a notice was published in the official newspaper of the City that the City Council would meet on December 7, 2022, at the hour of 7:00 p.m., at the Council chambers in Cosmopolis City Hall, for the purpose of making and adopting a budget for said fiscal year and giving taxpayers within the limits of the City an opportunity to be heard upon said budget; and

WHEREAS, the proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City of Cosmopolis for the purposes set forth in said budget and estimated expenditures set forth in said budget being all necessary to carry on the government of the City for said year and being sufficient to meet the various needs of the City during said period.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF COSMOPOLIS DO ORDAIN AS FOLLOWS:

Section 1. The budget for the City of Cosmopolis, Washington, for the year 2023 is hereby adopted at the fund level in its final form and content as set forth in the document entitled City of Cosmopolis 2023 Budget, three copies of which are on file in the Office of the Clerk/Treasurer.

Section 2. Estimated resources, including fund balances or working capital for each separate fund of the City of Cosmopolis, and aggregate totals for all such funds appropriated for expenditure at the fund level during the year 2023 are set forth below:

FUND	AMOUNT
Current (General) Fund	\$2,601,559.00
Fire Equipment Fund	\$34,000.00
Equipment Reserve Fund	\$137,000.00
Advanced Cemetery Fund	\$10,138.00
Makarenko Park Fund	\$2,000.00
Street Fund	\$171,366.00
Cemetery Perpetual Care Fund	\$63,600.00
Real Estate Excise Tax	\$234,000.00
UTGO Bond Fund	\$50,335.00
UTGO Bond – 2020	\$2,983,000.00
Water Fund	\$763,000.00

Sewer Fund	\$654,000.00
Special LID Fund	\$42,870.00
Stormwater Utility Fund	\$131,700.00
Makarenko Park Reserve Fund	\$273,000.00
TOTAL 2023 BUDGET	\$8,150,273.00

Section 3. The Finance Director is directed to transmit a copy of the 2023 Budget hereby adopted to the Division of Municipal Corporations in the Office of the State Auditor and to the Association of Washington Cities.

Section 4. This ordinance shall be in force and take effect five (5) days after its publication according to law.

PASSED AND APPROVED this 7th Day of December, 2022.

Mayor

Attest:

Finance Director

I, Julie Pope, Clerk-Treasurer for the City of Cosmopolis, Washington do hereby certify that the foregoing is a true and correct copy of Ordinance No. 1380 of the ordinances of the City of Cosmopolis, Washington, and that the same was passed regularly and according to law on the 7th day of December, 2022.

Finance Director