



## **WORKSHOP AND REGULAR COUNCIL AGENDA**

**Fire Hall - 111 D Street  
June 18, 2025, at 6:30 PM**

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**Workshop 6:30 PM**

**6:30 – 7:00 Grays Harbor County Comprehensive Emergency Management Plan**

**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 – May 21, 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. Ordinance 1398 Repealing Chapter 3.60 of the Cosmopolis Municipal Code Related to the Equipment Purchase Reserve Fund - Clerk Barr
- 2. Resolution 2025-12 Adopting the Grays Harbor Emergency Management Plan
- 3. Paladin Background Screening Contract renewal

## **10. PUBLIC COMMENTS – Limited to subjects on the agenda**

## **11. NEW BUSINESS – COUNCIL ACTION**

- 1. Vote to approve Ordinance 1398 Repealing Chapter 3.60 of the Cosmopolis Municipal Code Related to the Equipment Purchase Reserve Fund
- 2. Vote to adopt Resolution 2025-12 Grays Harbor Emergency Management Plan
- 3. Vote to approve Paladin Background Screening Contract renewal

## **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@cosmopoliswa.gov](mailto:mayor@cosmopoliswa.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: 882 6750 3408      Passcode: 002079

Phone: (253) 215-8782

<https://us02web.zoom.us/j/88267503408?pwd=duHKAQVNh89IZbOKFZ3e2QqdPjgVmI.1>



## **MEETING MINUTES FOR REGULAR COUNCIL MEETING**

**Fire Hall - 111 D Street**

**May 21, 2025 at 7:00 PM**

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### **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 Mark Collett, Councilmember Sue Darcy.

Motion by Councilmember Collett to excuse Councilmember Spargo's absence, seconded by Councilmember Skinner. Motion carried.

### **APPROVAL OF AGENDA**

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

Motion passed unanimously.

### **CONSENT AGENDA**

Councilmember Collett motioned to approve the consent agenda; Councilmember Darcy seconded.

Motion passed unanimously.

### **COUNCIL COMMENTS**

Councilmember Winn speaks on the potential updates to Ordinances talked about at the previous meeting. These are still being worked on, planning to take examples of what other cities are doing and draft things up. He will have more updates at the next council meeting.

### **COMMITTEE REPORTS**

**Auditing** – Councilmember Darcy and Councilmember Skinner reviewed vouchers.

**Finance** – No report.



**Parks** – Councilmember Winn states no meeting and no report.

**Public Safety** – Councilmember Collett states no meeting and no report.

**Public Works** – Councilmember Darcy states they had a meeting, and we have received applications for current open position. Senior Public Works employee Tom Distler will be retiring at the end of June. There are a few projects coming up in July, fire hydrant flushing, and replacement of diaphragm at pump house. GHC will be working on our backhoe and street sweeper as needed. Mayor Springer adds 5 applicants will be interviewed tomorrow for the open PW position. Further discussion regarding equipment helps from the college.

## **CITY OFFICIAL REPORTS**

**Clerk/Treasurer** – Clerk Barr reported we have settled into the new Municipal Building. She also reported that during the State Audit she had provided information to the State that resulted in a finding regarding internal controls over utility billing. New information has been presented to the city notifying us that there was a secondary dormant account where this customer was billed appropriately for water services and those were paid. She has notified the State auditor of this new information and according to the standard procedure of the auditors this will be reviewed in the next audit report.

**Police Chief Report** – Chief Layman begins with thanks to our Volunteer Fire Department for helping the police department get moved into the new municipal building, Phil especially. Special thanks to Clerk Grove's husband Jeremy for his construction expertise. Lastly, he thanked Home Depot for their donation of a fridge and freezer for the evidence room. Commander Timmons gives updates on calls they've responded to.

**Fire Chief Report** – Chief Falley is out on leave, Chris Coker reports we had 3 EMT's complete the GH EMT course, will soon have 3 new EMT's. All 3 new firefighters have graduated from the Grays Harbor Regional Fire Academy, and the new ambulance was put into service last week. Thank you to the citizens and council members for approving the purchase of that.

**Building Inspector** – Bill Sidor reports building permits have slowed down. Invoices have been sent to the school for their upgrades. Actively working on 12 code compliance or code enforcement issues. The annexation that was voted on last month at 921 S West Blvd is in between since information was discovered of the front property being connected to Aberdeen utilities. This situation will continue to be reviewed as Aberdeen decides what they would like to do.

**MAYOR'S REPORT** – Mayor Springer thanks all the volunteers who helped us move into the new building. Thanks to Damon at Five Star Dealerships for letting the city use the lift truck to hang our banners for Memorial Day, and for donating all the furniture for the new building. Earth day was a huge success with multiple volunteers, thanks to all who participated including the Grays Harbor Forestry Program, Grays Harbor County Noxious Weed board, and 30 community members. Informs citizens of upcoming events happening in the city including the City-Wide garage sale June 14<sup>th</sup> and 15<sup>th</sup>. LeMay of Grays Harbor donated 100 vouchers for dump runs up to 200lbs, at a value of \$14.30. They will be available starting June 2<sup>nd</sup> at City Hall, first come first serve. The city will be having a ribbon cutting ceremony at Mill Creek on June 22<sup>nd</sup> from 12:00-4:00PM to celebrate the RCO Grant upgrades. Come celebrate with us and enjoy live music. Thanks to Sherwin Williams for donating

paint for the old municipal building to get a fresh coat inside, and to Mike Hatley for donating his time and hard work to painting the entire room. The office will be closed on Monday for Memorial Day. In the first week of June, our new payment drop-box will be installed for extra convenience when paying your bills so be on the lookout for that.

## **NEW BUSINESS DISCUSSION**

1. (Fire Dept. Surplus Vehicles) Councilmember Skinner informs the 97 Ford Super Duty Ambulance is up and ready to be put on the surplus for sale. The approximate value is around \$4,000. There is also the 2005 Chevrolet Tahoe with an approximate value of \$2,000.
2. (Police Dept. Surplus Vehicles) Councilmember informs of one Ford Taurus with 118,000 miles with a value of \$6,000 and a second Ford Taurus with 126,000 miles with a value of \$6,000 as well. Then there is a Crown Vic with 79,000 miles with a value of \$5,000.
3. (Repealing Ordinances 1360,1361,1362) Councilmember Darcy speaks on requesting to repeal Ordinances 1360, 1361, and 1362. These all involve the Land Use Examiner, Planning Commission being involved in Conditional Use Permits, and the Board of Adjustments Committee. Further discussion about this among Council, Attorney Chris Coker, and Building Inspector Bill Sidor.
4. (Update CMC 13.32.050 to remove use of Lead Pipe) Building Inspector Bill Sidor speaks on Code 13.32.050 on service pipes, informing lead pipes have not been allowed to be used since 1986. This needs to be amended to strike lead piping from this ordinance.

**PUBLIC COMMENTS** – Citizen makes few comments regarding Item 3 on the repeal of Ordinances 1360, 1361, 1362.

## **NEW BUSINESS – COUNCIL ACTION**

1. Councilmember Collett motioned to approve the Surplus of the Fire Dept. Vehicles, Councilmember Skinner seconded.  
  
Discussion on whether equipment will be removed.  
Motion passed unanimously.
2. Councilmember Darcy motioned to approve Surplus of the Police Department vehicles, Councilmember Collett seconded.  
  
Motion passed unanimously.
3. Councilmember Darcy motioned to move forward on the process of repealing Ordinances 1360, 1361, and 1362, Councilmember Skinner Seconded.  
  
Motion passed unanimously.
4. Councilmember Collett motioned to approve the Updating CMC 13.32.050 to remove the use of Lead Pipe, Councilmember Darcy seconded.

Discussion on the process of this.  
Motion passed unanimously.

**PUBLIC COMMENTS – No comments.**

**COUNCIL COMMENTS** – Councilmember Darcy makes personal comment of a special thanks to Chief Layman, as a year ago today her wife passed away and Chief Layman was there with her the entire time and has continued checking on her throughout the year.

**Councilmember Collett motioned to Adjourn the meeting; Councilmember Skinner seconded. Meeting adjourned at 8:00PM.**

DRAFT



**ORDINANCE NO. 1398**

**AN ORDINANCE OF THE CITY COUNCIL OF THE  
CITY OF COSMOPOLIS REPEALING CHAPTER 3.60  
OF THE COSMOPOLIS MUNICIPAL CODE RELATED  
TO THE EQUIPMENT PURCHASE RESERVE FUND.**

**R E C I T A L S:**

**WHEREAS**, Chapter 3.60 of the Cosmopolis Municipal Code establishes an Equipment Purchase Reserve Fund, including provisions for the allocation of one-half of the City's sales and use tax revenues to said fund; and

**WHEREAS**, the City has not been able to consistently allocate one-half of sales and use tax revenues to the Equipment Purchase Reserve Fund as required, due to general fund constraints and operational budgetary needs; and

**WHEREAS**, continued compliance with Chapter 3.60 would result in significant financial hardship for the City's general fund and adversely impact essential services; and

**WHEREAS**, the City Council finds it to be in the best interests of the City and its residents to repeal Chapter 3.60 in its entirety;

**NOW, THEREFORE**, the City Council of the City of Cosmopolis, Washington do ordain as follows:

**Section 1.** Cosmopolis Municipal Code, Chapter 3.60 entitled, "EQUIPMENT PURCHASE RESERVE FUND," is hereby repealed in its entirety.

**Section 2. SEVERABILITY.** If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional, such decision shall not



affect the validity of the remaining portions of this Ordinance. The Council hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause, and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases had been declared invalid or unconstitutional, and if for any reason this Ordinance should be declared invalid or unconstitutional, then the original ordinance or ordinances shall be in full force and effect.

**Section 3. CORRECTIONS.** Upon approval of the Mayor and City Attorney, the City Clerk and the Code Reviser are authorized to make necessary corrections to this ordinance, including the correction of clerical errors, references to other local, state, or federal laws, codes, rules, or regulations, or ordinance number and section/subsection numbering.

**PASSED BY THE CITY COUNCIL OF THE CITY OF COSMOPOLIS,  
WASHINGTON, AT A REGULAR MEETING THEREOF, THIS \_\_\_\_\_ DAY OF  
\_\_\_\_\_, 2025.**

**CITY OF COSMOPOLIS:**

\_\_\_\_\_  
Linda Springer, Mayor

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Christopher John Coker, City Attorney

**ATTEST/AUTHENTICATED:**

\_\_\_\_\_  
City Clerk, City of Cosmopolis

**PUBLISHED:** \_\_\_\_\_

2 | Ordinance No. 1398  
6/10/2025

**CITY OF COSMOPOLIS  
1300 1<sup>st</sup> STREET  
COSMOPOLIS, WA 98537**





## **Chapter 3.60 EQUIPMENT PURCHASE RESERVE FUND**

### **3.60.010 Established.**

There is established an equipment purchase reserve fund for the purpose of accumulating funds with which to make certain capital expenditures for the purchase of equipment.

(Ord. 782 § 1, 1982).

### **3.60.020 Nontransference.**

This fund shall be used solely for the purpose stated herein and shall not be transferred to any other fund.

(Ord. 782 § 2, 1982).

### **3.60.030 Appropriation.**

There is appropriated to the fund one-half all revenues received from the State Department of Revenue pursuant to Chapter 3.36. (Sales and Use Tax)

(Ord. 846 § 1, 1985; Ord. 782 § 3, 1982)

### **3.60.040 Implementation.**

The city clerk-treasurer is directed to implement this chapter by such financial and accounting records as she may deem appropriate.

(Ord. 782 § 4, 1982).

City of Cosmopolis Resolution No. 2025-12

A resolution of the City of Cosmopolis City Council adopting the December 2022 Grays Harbor County Comprehensive Emergency Management Plan.

**WHEREAS**, each political subdivision, as defined in RCW 38.52.010, of the State of Washington is required by law to establish an emergency management organization for disaster mitigation, preparedness, response and recovery; and

**WHEREAS**, in 2024, the City of Cosmopolis and Grays Harbor County entered into an interlocal agreement for Emergency Management Services; and,

**WHEREAS**, the Comprehensive Emergency Management Plan (“Plan”) (1) provides a framework for command, mitigation, preparedness, response, and recovery activities, (2) details authorities, functions, and responsibilities, and (3) established a cooperative plan of action; and,

**WHEREAS**, in 2023, the Board of Grays Harbor County Commissioners adopted resolution No. 2023-030 – A resolution of the Grays Harbor County Board of Commissioners adopting the December 2022 Comprehensive Emergency Management Plan; and,

**WHEREAS**, it is in the City’s best interest to adopt the December 2022 Plan.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL AND THE MAYOR OF THE CITY OF COSMOPOLIS:** that the Grays Harbor County Comprehensive Emergency Management Plan is hereby adopted in its entirety, including the City of Cosmopolis Jurisdictional Annex, which represents the interests of the City of Cosmopolis.

**ADOPTED** on this 18 day of June, 2025. by the City Council of the City of Cosmopolis, and signed in authentication thereof this \_\_\_\_\_ day of June, 2025.

**CITY OF COSMOPOLIS:**

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Linda Springer, Mayor

**ATTEST:**

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Kerry Barr, City Clerk-Treasurer

**APPROVED AS TO FORM:**

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Christopher John Coker, City Attorney



Paladin Background Screening  
PO Box 2894  
Chelan, WA 98816  
360-861-6318 Fax 866-249-4944

## Service & Terms Agreement

This is an agreement entered into by:

**Paladin Background Screening – PO Box 2894 Chelan, WA 98816** (hereinafter referred to as "the Provider") and **Cosmopolis Fire Department – 111 D St. Cosmopolis, WA 98537** (hereinafter referred to as "the Client") to be continuous for 3 years starting on the date of signing this agreement. The Provider will send the client a 3-year service agreement renewal, prior to the signed agreement expiring. At the time of renewal, the Client has the right to choose to renew with the Provider or not to renew. If the Client chooses not to renew with the Provider, a written notice (email) terminating services would be greatly appreciated.

### Scope and Manner of Services

Services To Be Rendered By Provider: Client will request their own searches by signing into **<https://wescreenusa.instascreen.net>** with a username issued from Providers affiliate "Background Screeners of America: (website company) and Provider will bill for any and all searches or reports pulled by the client in a calendar month starting the first day of each month and ending the last day of each month. The provider will assist in any possible way to help the client with services.

### Payment for Services Rendered

- 1) The Client shall pay the Provider for services rendered according to the Payment Schedule within 45 calendar days of the due date on the invoice.
- 2) Should the Client fail to pay the Provider the full amount specified on an invoice within the 45 calendar days term agreed by both parties, a late fee equal to **\$20.00 and 1.5% interest per month or \$2.00 minimum on the unpaid balance** shall be added to the total invoice amount due. The new invoice total due with the late fee and the interest are due not later than 10 business days of the original due date or an additional \$20.00 late fee shall be added to the total invoice due.



### Applicable Law

If a dispute arises, the parties shall promptly attempt in good faith to resolve the dispute by negotiation. All disputes not resolved by negotiation shall be resolved by litigation and/or settlement. If a lawsuit arises out of this agreement, the right of the parties hereto shall be governed by and construed in accordance with the laws of the State of Washington and the parties agree that in any such action venue shall lie exclusively in Chelan County, Washington.

### Signatures

In witness of their agreement to the terms above, the parties or their authorized agents hereby affix their signatures:

\_\_\_\_\_  
(Printed Name of Client or agent)

\_\_\_\_\_  
(Signature of Client or agent)

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
(Date)

\_\_\_\_\_  
BARI ROWE  
(Printed Name of Provider)

Bari Rowe      05 / 27 / 2025  
(Signature of Provider)      (Date)