



**COUNCIL TRAINING,  
WORKSHOP,  
REGULAR COUNCIL AGENDA  
AND  
TRANSPORTATION IMPROVEMENT PLAN PUBLIC HEARING**  
**Fire Hall - 111 D Street**  
**July 16, 2025, at 5:00 PM**

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**Council Training CIAW 5:00 PM**

**Workshop 6:00 PM - Budget review with CPA Tara Dunford**

**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 – June 18, 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. Public Hearing and presentation for the 2026-2031 Transportation Improvement Plan - Clerk Barr
- 2. Daniels Project – Bill Sidor

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

**11. NEW BUSINESS – COUNCIL ACTION**

- 1. Vote to approve Ordinance 1399 2026-2031 TIP plan
- 2. Vote to approve the Daniels Project

**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** 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: 816 5550 7291      Passcode: 588177

Phone: (253) 215-8782

CPA

<https://us02web.zoom.us/j/81655507291?pwd=teRlATbBGaFFmDbKMC7tuniurxTzZU.1>

**General Fund**

| Description                                | 2025 Budget      | 2025 YTD thru May | 2025 Projected   | Budget vs. Projected | YTD Percent<br>Received/Spent | Notes                                 |
|--|------------------|-------------------|------------------|----------------------|-------------------------------|---------------------------------------|
| <b>Beginning Fund Balance</b>              | <b>168,289</b>   | <b>10,679</b>     | <b>10,679</b>    |                      |                               |                                       |
| <i>Revenues:</i>                           |                  |                   |                  |                      |                               |                                       |
| Taxes                                      | 965,620          | 436,587           | 948,223          | (17,397)             | 45%                           |                                       |
| Licenses & Permits                         | 52,200           | 54,550            | 82,618           | 30,418               | 105%                          | School permit \$30K                   |
| Intergovernmental Revenues - w/out ARPA    | 83,650           | 92,180            | 177,101          | 93,451               | 110%                          | RCO grant, city assistance > budget   |
| Charges For Services                       | 14,350           | 28,036            | 35,380           | 21,030               | 195%                          | School plan review \$20K              |
| Fines & Forfeitures                        | 34,800           | 12,232            | 29,356           | (5,444)              | 35%                           |                                       |
| Misc Revenues                              | 35,642           | 27,141            | 47,992           | 12,350               | 76%                           |                                       |
| <b>Total Revenues</b>                      | <b>1,186,262</b> | <b>650,726</b>    | <b>1,320,671</b> | <b>134,408</b>       | <b>55%</b>                    |                                       |
| <i>Expenditures:</i>                       |                  |                   |                  |                      |                               |                                       |
| Legislative                                | 23,800           | 7,833             | 18,800           | 5,000                | 33%                           |                                       |
| Judicial                                   | 56,066           | 25,814            | 61,954           | (5,888)              | 46%                           |                                       |
| Executive                                  | 11,222           | 3,810             | 9,144            | 2,077                | 34%                           |                                       |
| Finance                                    | 113,574          | 51,715            | 115,548          | (1,974)              | 46%                           |                                       |
| Legal                                      | 30,000           | 8,183             | 19,640           | 10,360               | 27%                           |                                       |
| Centralized Services                       | 62,849           | 23,146            | 55,551           | 7,298                | 37%                           |                                       |
| Law Enforcement                            | 546,297          | 223,201           | 535,683          | 10,614               | 41%                           |                                       |
| Fire Control & Ambulance*                  | 128,352          | 62,591            | 130,260          | (1,908)              | 49%                           |                                       |
| Detention/Corrections                      | 2,500            | 853               | 2,047            | 453                  | 34%                           |                                       |
| Building & Planning                        | 18,260           | 9,561             | 22,947           | (4,687)              | 52%                           |                                       |
| Dispatch Services                          | 22,500           | 16,218            | 32,392           | (9,892)              | 72%                           |                                       |
| Cemetery                                   | 42,664           | 19,129            | 45,910           | (3,246)              | 45%                           |                                       |
| Community Events & Parks                   | 82,737           | 75,521            | 112,508          | (29,771)             | 91%                           | RCO grant expenses not in 2025 budget |
| Debt Service                               | 48,961           | 19,092            | 48,961           | -                    | 39%                           |                                       |
| Miscellaneous                              | 2,980            | 2,597             | 26,637           | (23,657)             | 87%                           |                                       |
| <b>Total Expenditures</b>                  | <b>1,192,762</b> | <b>549,265</b>    | <b>1,237,981</b> | <b>(45,218)</b>      | <b>46%</b>                    |                                       |
| <b>Increase (Decrease) in Fund Balance</b> | <b>(6,500)</b>   | <b>101,460</b>    | <b>82,690</b>    | <b>89,190</b>        |                               |                                       |
| <b>Ending Fund Balance</b>                 | <b>161,789</b>   | <b>112,139</b>    | <b>93,369</b>    |                      |                               |                                       |

\*EMS moved to fund 104 starting in 2025

## Fund 002 - Fire Equipment

| <u>Description</u>                         | <u>2025 Budget</u> | <u>2025 YTD thru May</u> | <u>Percent<br/>Received/Spent</u> | <u>Notes</u> |
|--|--------------------|--------------------------|-----------------------------------|--------------|
| <b>Beginning Fund Balance</b>              | <b>12,256</b>      | <b>28,429</b>            |                                   |              |
| Revenues:                                  |                    |                          |                                   |              |
| Taxes                                      | 38,500             | 14,006                   | 36%                               |              |
| Misc Revenues                              | 300                | 151                      | 50%                               |              |
| <b>Total Revenues</b>                      | <b>38,800</b>      | <b>14,156</b>            | <b>36%</b>                        |              |
| Expenditures:                              |                    |                          |                                   |              |
| Debt Service                               | 32,882             | 19,182                   | 58%                               |              |
| Capital outlay                             | 18,000             | 5,000                    | 28%                               |              |
| <b>Total Expenditures</b>                  | <b>50,882</b>      | <b>24,182</b>            | <b>48%</b>                        |              |
| <b>Increase (Decrease) in Fund Balance</b> | <b>(12,082)</b>    | <b>(10,025)</b>          |                                   |              |
| <b>Ending Fund Balance</b>                 | <b>174</b>         | <b>18,404</b>            |                                   |              |

Funded by a portion of the 5% utility tax for equipment replacement. Funds 75% of 2019 fire truck loan (General Fund pays for remaining 25%).

## Fund 007 - Equipment Reserve

| Description                                | 2025 Budget   | 2025 YTD thru May | Percent Received/Spent | Notes |
|--|---------------|-------------------|------------------------|-------|
| <b>Beginning Fund Balance</b>              | <b>870</b>    | <b>10,549</b>     |                        |       |
| <i>Revenues:</i>                           |               |                   |                        |       |
| Taxes                                      | 26,850        | 14,006            | 52%                    |       |
| Miscellaneous                              | -             | -                 | --                     |       |
| <b>Total Revenues</b>                      | <b>26,850</b> | <b>14,006</b>     | <b>52%</b>             |       |
| <i>Expenditures:</i>                       |               |                   |                        |       |
| Debt Service                               | 6,649         | 4,432             | 67%                    |       |
| Springbrook Software                       | 21,000        | 21,917            | 104%                   |       |
| <b>Total Expenditures</b>                  | <b>27,649</b> | <b>26,350</b>     | <b>95%</b>             |       |
| <b>Increase (Decrease) in Fund Balance</b> | <b>(799)</b>  | <b>(12,344)</b>   |                        |       |
| <b>Ending Fund Balance</b>                 | <b>71</b>     | <b>(1,795)</b>    |                        |       |

*Funded by a portion of 5% utility tax for equipment replacement. Pays for Springbrook software and debt service on 2019 police vehicle loan.*

## Fund 010 - Drug Seizure

| <u>Description</u>                         | <u>2025 Budget</u> | <u>2025 YTD thru May</u> | <u>Percent<br/>Received/Spent</u> |
|--|--------------------|--------------------------|-----------------------------------|
| <b>Beginning Fund Balance</b>              | 705                | 705                      |                                   |
| <i>Total Revenues</i>                      | -                  | -                        | --                                |
| <i>Total Expenditures</i>                  | -                  | -                        | --                                |
| <b>Increase (Decrease) in Fund Balance</b> | -                  | -                        |                                   |
| <b>Ending Fund Balance</b>                 | 705                | 705                      |                                   |

*Drug seizure funds would be placed into this fund. Funds are restricted for drug enforcement.*

## Fund 011 - Advance Payment Cemetery

| <u>Description</u>                         | <u>2025 Budget</u> | <u>2025 YTD thru May</u> | <u>Percent<br/>Received/Spent</u> |
|--|--------------------|--------------------------|-----------------------------------|
| <b>Beginning Fund Balance</b>              | 8,988              | 8,247                    |                                   |
| <i>Total Revenues</i>                      | -                  | -                        | --                                |
| <i>Total Expenditures</i>                  | -                  | -                        | --                                |
| <b>Increase (Decrease) in Fund Balance</b> | -                  | -                        |                                   |
| <b>Ending Fund Balance</b>                 | 8,988              | 8,247                    |                                   |

*Prepayments on cemetery services. As per Chapter 2.84 of the Municipal Code the Clerk is authorized to accept monthly payments on lots and to accept advance payments for services, except for liners.*

## Fund 012 - Makarenko Park

| Description                                | 2025 Budget   | 2025 YTD thru May | Percent Received/Spent |
|--|---------------|-------------------|------------------------|
| <b>Beginning Fund Balance</b>              | <b>24,943</b> | <b>22,759</b>     |                        |
| <i>Revenues:</i>                           |               |                   |                        |
| Transfer from fund 702 - interest          | 11,925        | 7,984             | 67%                    |
| <i>Total Revenues</i>                      | <u>11,925</u> | <u>7,984</u>      | <u>67%</u>             |
| <i>Expenditures:</i>                       |               |                   |                        |
| Culture & Recreation                       | 6,914         | 8,993             | 130%                   |
| <i>Total Expenditures</i>                  | <u>6,914</u>  | <u>8,993</u>      | <u>130%</u>            |
| <b>Increase (Decrease) in Fund Balance</b> | <b>5,011</b>  | <b>(1,009)</b>    |                        |
| <b>Ending Fund Balance</b>                 | <b>29,954</b> | <b>21,750</b>     |                        |

*This fund accounts for use of Makarenko Park reserve fund interest income.*

## Fund 101 - Street Fund

| <u>Description</u>                         | <u>2025 Budget</u> | <u>2025 YTD thru May</u> | <u>Percent<br/>Received/Spent</u> | <u>Notes</u> |
|--|--------------------|--------------------------|-----------------------------------|--------------|
| <b>Beginning Fund Balance</b>              | <b>27,756</b>      | <b>3,242</b>             |                                   |              |
| <i>Revenues:</i>                           |                    |                          |                                   |              |
| Taxes                                      | 84,375             | 18,959                   | 22%                               |              |
| Intergovernmental                          | 32,700             | 9,156                    | 28%                               |              |
| <i>Total Revenues</i>                      | <i>117,075</i>     | <i>28,116</i>            | <i>50%</i>                        |              |
| <i>Expenditures:</i>                       |                    |                          |                                   |              |
| Salaries & Benefits                        | 40,031             | 24,092                   | 60%                               |              |
| Other Street Operating                     | 70,436             | 35,017                   | 50%                               |              |
| Interfund loan repayment                   | 6,607              | 2,559                    | 39%                               |              |
| <i>Total Expenditures</i>                  | <i>117,075</i>     | <i>61,669</i>            | <i>53%</i>                        |              |
| <b>Increase (Decrease) in Fund Balance</b> | <b>-</b>           | <b>(33,553)</b>          |                                   |              |
| <b>Ending Fund Balance</b>                 | <b>27,756</b>      | <b>(30,311)</b>          |                                   |              |

*A portion of property tax and utility tax revenue is allocated to the Street Fund. The allocation amounts are set during budget process and can be changed. Increases to the Street Fund allocation are offset by decreases to tax revenue in the General Fund and vice versa.*

## Fund 110 - EMS

| <u>Description</u>                         | <u>2025 Budget</u> | <u>2025 YTD thru May</u> | <u>Percent<br/>Received/Spent</u> | <u>Notes</u> |
|--|--------------------|--------------------------|-----------------------------------|--------------|
| <b>Beginning Fund Balance</b>              | -                  | -                        |                                   |              |
| <i>Revenues:</i>                           |                    |                          |                                   |              |
| Charges for Services                       | 254,660            | 105,195                  | 41%                               |              |
| <i>Total Revenues</i>                      | 254,660            | 105,195                  | 41%                               |              |
| <i>Expenditures:</i>                       |                    |                          |                                   |              |
| EMS Services                               | 246,660            | 103,906                  | 42%                               |              |
| Other operating expenses                   | 8,000              | -                        | 0%                                |              |
| <i>Total Expenditures</i>                  | 254,660            | 103,906                  | 41%                               |              |
| <b>Increase (Decrease) in Fund Balance</b> | (0)                | 1,288                    |                                   |              |
| <b>Ending Fund Balance</b>                 | (0)                | 1,288                    |                                   |              |

## Fund 105 - Cemetery Perpetual Care

| <u>Description</u>                         | <u>2025 Budget</u> | <u>2025 YTD thru May</u> | <u>Percent<br/>Received/Spent</u> |
|--|--------------------|--------------------------|-----------------------------------|
| <b>Beginning Fund Balance</b>              | <b>66,601</b>      | <b>66,601</b>            |                                   |
| <i>Revenues:</i>                           |                    |                          |                                   |
| Charges for Services                       | -                  | 5,250                    | --                                |
| <i>Total Expenditures</i>                  | -                  | -                        | -                                 |
| <b>Increase (Decrease) in Fund Balance</b> | <b>-</b>           | <b>5,250</b>             |                                   |
| <b>Ending Fund Balance</b>                 | <b>66,601</b>      | <b>71,851</b>            |                                   |

*Proceeds from sale of cemetery lots to provide for maintenance of cemetery in perpetuity after sale of all lots. Per Chapter 3.48 of the Municipal Code, half of lot sale fees shall go into the cemetery perpetual care fund and the rest into the general fund for cemetery maintenance.*

## Fund 204 - 1997 UGTO

| <u>Description</u>                         | <u>2025 Budget</u> | <u>2025 YTD thru May</u> | <u>Percent<br/>Received/Spent</u> |
|--|--------------------|--------------------------|-----------------------------------|
| <b>Beginning Fund Balance</b>              | 50,334             | 50,334                   |                                   |
| <i>Total Revenues</i>                      | -                  | -                        | -                                 |
| <i>Total Expenditures</i>                  | -                  | -                        | -                                 |
| <b>Increase (Decrease) in Fund Balance</b> | -                  | -                        | -                                 |
| <b>Ending Fund Balance</b>                 | 50,334             | 50,334                   |                                   |

*This is an inactive bond fund. City should ask bond counsel to review original bond covenants and advise as to allowable uses of remaining funds.*

## Fund 205 - 2020 UTGO

| <u>Description</u>                         | <u>2025 Budget</u> | <u>2025 YTD thru May</u> | <u>2025 Projected</u> | <u>Percent Received/Spent</u> | <u>Notes</u> |
|--|--------------------|--------------------------|-----------------------|-------------------------------|--------------|
| <b>Beginning Fund Balance</b>              | <b>346,049</b>     | <b>(112,962)</b>         | <b>(112,962)</b>      |                               |              |
| <i>Revenues:</i>                           |                    |                          |                       |                               |              |
| Taxes                                      | 186,000            | 84,930                   | 188,682               | 46%                           |              |
| Interest                                   | -                  | 256                      | 614                   | --                            |              |
| <i>Total Revenues</i>                      | <i>186,000</i>     | <i>85,186</i>            | <i>189,296</i>        | <i>46%</i>                    |              |
| <i>Expenditures:</i>                       |                    |                          |                       |                               |              |
| Debt Service                               | 185,695            | 31,405                   | 185,695               | 17%                           |              |
| Capital Outlay                             | 200,000            | 270,399                  | 320,399               | 135%                          |              |
| <i>Total Expenditures</i>                  | <i>385,695</i>     | <i>301,803</i>           | <i>506,094</i>        | <i>78%</i>                    |              |
| <b>Increase (Decrease) in Fund Balance</b> | <b>(199,695)</b>   | <b>(216,618)</b>         | <b>(316,798)</b>      |                               |              |
| <b>Ending Fund Balance</b>                 | <b>146,354</b>     | <b>(329,580)</b>         | <b>(429,760)</b>      |                               |              |

*This fund accounts for use of \$3M bond proceeds for new building, and for property tax levy for related debt service.*

## Fund 305 - Real Estate Excise Tax

| <u>Description</u>                         | <u>2025 Budget</u> | <u>2025 YTD thru May</u> | <u>Percent<br/>Received/Spent</u> |
|--|--------------------|--------------------------|-----------------------------------|
| <b>Beginning Fund Balance</b>              | <b>266,985</b>     | <b>266,745</b>           |                                   |
| <i>Revenues:</i>                           |                    |                          |                                   |
| Taxes                                      | 20,000             | 10,391                   | 52%                               |
| <i>Total Revenues</i>                      | <u>20,000</u>      | <u>10,391</u>            | <u>52%</u>                        |
| <i>Expenditures:</i>                       |                    |                          |                                   |
| Capital Outlay                             | -                  | -                        | 0%                                |
| <i>Total Expenditures</i>                  | <u>-</u>           | <u>-</u>                 | <u>0%</u>                         |
| <b>Increase (Decrease) in Fund Balance</b> | <b>20,000</b>      | <b>10,391</b>            |                                   |
| <b>Ending Fund Balance</b>                 | <b>286,985</b>     | <b>277,136</b>           |                                   |

*Funding source is real estate excise tax, which is restricted by State law for certain capital improvements.*

## Fund 401 - Water

| Description                                | 2025 Budget    | 2025 YTD thru May | Percent Received/Spent |
|--|----------------|-------------------|------------------------|
| <b>Beginning Fund Balance</b>              | <b>82,622</b>  | <b>46,442</b>     |                        |
| <i>Revenues:</i>                           |                |                   |                        |
| Charges for Services                       | 647,000        | 261,950           | 40%                    |
| <i>Total Revenues</i>                      | <u>647,000</u> | <u>261,950</u>    | <u>40%</u>             |
| <i>Expenditures:</i>                       |                |                   |                        |
| Salaries & Benefits                        | 113,169        | 33,204            | 29%                    |
| Purchased Water - Aberdeen                 | 385,000        | 141,493           | 37%                    |
| Other Operating                            | 110,095        | 48,612            | 44%                    |
| Debt Service                               | 31,266         | 15,633            | 50%                    |
| <i>Total Expenditures</i>                  | <u>639,530</u> | <u>238,942</u>    | <u>37%</u>             |
| <b>Increase (Decrease) in Fund Balance</b> | <b>7,470</b>   | <b>23,008</b>     |                        |
| <b>Ending Fund Balance</b>                 | <b>90,093</b>  | <b>69,450</b>     |                        |

*Funded by charges for services. Aberdeen contract is based on actual water usage and is paid monthly.*

## Fund 402 - Sewer

| <u>Description</u>                         | <u>2025 Budget</u> | <u>2025 YTD thru May</u> | <u>Percent<br/>Received/Spent</u> |
|--|--------------------|--------------------------|-----------------------------------|
| <b>Beginning Fund Balance</b>              | <b>32,600</b>      | <b>93,941</b>            |                                   |
| <i>Revenues:</i>                           |                    |                          |                                   |
| Charges for Services                       | 610,000            | 266,000                  | 44%                               |
| Miscellaneous                              | -                  | 1                        | 0%                                |
| <u>Total Revenues</u>                      | <u>610,000</u>     | <u>266,002</u>           | <u>44%</u>                        |
| <i>Expenditures:</i>                       |                    |                          |                                   |
| Salaries & Benefits                        | 86,310             | 32,926                   | 38%                               |
| Sewer Contract - Aberdeen                  | 470,000            | -                        | 0%                                |
| Other Operating                            | 83,810             | 26,180                   | 31%                               |
| <u>Total Expenditures</u>                  | <u>640,120</u>     | <u>59,106</u>            | <u>9%</u>                         |
| <b>Increase (Decrease) in Fund Balance</b> | <b>(30,120)</b>    | <b>206,896</b>           |                                   |
| <b>Ending Fund Balance</b>                 | <b>2,481</b>       | <b>300,837</b>           |                                   |

*Funded by charges for services. Aberdeen contract is based on a pro-rata share of Aberdeen's sewer budget. Billing is done annually, for prior year services.*

## Fund 404 - Local Improvement District

| <u>Description</u>                         | <u>2025 Budget</u> | <u>2025 YTD thru May</u> | <u>Percent<br/>Received/Spent</u> |
|--|--------------------|--------------------------|-----------------------------------|
| <b>Beginning Fund Balance</b>              | <b>78,543</b>      | <b>79,531</b>            |                                   |
| Interfund loan repayments                  | 14,856             | 6,010                    |                                   |
| <i>Total Revenues</i>                      | <u>14,856</u>      | <u>6,010</u>             | <u>0%</u>                         |
| <i>Expenditures:</i>                       |                    |                          |                                   |
| Operating                                  | 500                | -                        |                                   |
| <i>Total Expenditures</i>                  | <u>500</u>         | <u>-</u>                 | <u>0%</u>                         |
| <b>Increase (Decrease) in Fund Balance</b> | <b>14,356</b>      | <b>6,010</b>             |                                   |
| <b>Ending Fund Balance</b>                 | <b>92,900</b>      | <b>85,541</b>            |                                   |

## Fund 410 - Stormwater

| <u>Description</u>                         | <u>2025 Budget</u> | <u>2025 YTD thru May</u> | <u>Percent<br/>Received/Spent</u> |
|--|--------------------|--------------------------|-----------------------------------|
| <b>Beginning Fund Balance</b>              | <b>128,124</b>     | <b>119,693</b>           |                                   |
| <i>Revenues:</i>                           |                    |                          |                                   |
| Charges for Services                       | 61,000             | 29,517                   | 48%                               |
| <i>Total Revenues</i>                      | <u>61,000</u>      | <u>29,517</u>            | <u>48%</u>                        |
| <i>Expenditures:</i>                       |                    |                          |                                   |
| Salaries & Benefits                        | 22,253             | 8,635                    | 39%                               |
| Other Operating                            | 18,500             | 4,602                    | 25%                               |
| <i>Total Expenditures</i>                  | <u>40,753</u>      | <u>13,236</u>            | <u>32%</u>                        |
| <b>Increase (Decrease) in Fund Balance</b> | <b>20,247</b>      | <b>16,281</b>            |                                   |
| <b>Ending Fund Balance</b>                 | <b>148,371</b>     | <b>135,974</b>           |                                   |

*Funded by user charges, for stormwater related expenditures.*

## Fund 702 - Makarenko Reserve

| <u>Description</u>                         | <u>2025 Budget</u> | <u>2025 YTD thru May</u> | <u>Percent<br/>Received/Spent</u> |
|--|--------------------|--------------------------|-----------------------------------|
| <b>Beginning Fund Balance</b>              | <b>304,854</b>     | <b>300,795</b>           |                                   |
| <i>Revenues:</i>                           |                    |                          |                                   |
| Interest Income                            | 11,925             | 7,984                    | 67%                               |
| Interfund loan repayment                   | 30,000             | 12,901                   | 43%                               |
| <i>Total Revenues</i>                      | <i>41,925</i>      | <i>20,884</i>            | <i>50%</i>                        |
| <i>Expenditures:</i>                       |                    |                          |                                   |
| Transfers Out                              | 11,925             | 7,984                    | 67%                               |
| <i>Total Expenditures</i>                  | <i>11,925</i>      | <i>7,984</i>             | <i>67%</i>                        |
| <b>Increase (Decrease) in Fund Balance</b> | <b>30,000</b>      | <b>12,901</b>            |                                   |
| <b>Ending Fund Balance</b>                 | <b>334,854</b>     | <b>313,696</b>           |                                   |

*This fund accounts for an original trust deposit of \$320,547. The original trust deposit is to remain intact, with interest income to be used for Makarenko Park operating expenses. Interest income is transferred to fund 012 - Makarenko Park and is used for park operating expenses. Outstanding interfund loans receivable at year end 2024 = \$92,479*

**Reconciliation of Bond Proceeds vs. Actual Expenses:**

|                                  |                  |
|----------------------------------|------------------|
| Bond proceeds                    | 3,000,000        |
| Construction contract - Rognlins | (2,972,900)      |
| Harbor Architects                | (362,500)        |
| Other expenses                   | (77,700)         |
| Under-levied property taxes      | (16,900)         |
| Total over spent                 | <u>(430,000)</u> |

**Potential Solutions:**

|                                      |               |   |
|--------------------------------------|---------------|---|
| Total over spent                     | 430,000       |   |
| Use current REET balance             | (277,136)     | Need to confirm city hall is in comp plan                 |
| Anticipated REET - rest of 2025      | (10,000)      | Need to confirm city hall is in comp plan                 |
| General fund - school permit revenue | (50,000)      | already received  |
| 1997 UTGO                            | (50,334)      | need bond counsel to advise                               |
| General fund/street salary savings   | (22,800)      | Leave UW 1 position vacant x 6 month, net of leave payout |
| Remaining shortfall                  | <u>19,730</u> | Revenue sources, expenditure cuts to be identified        |



## **WORKSHOP AND MEETING MINUTES FOR REGULAR COUNCIL MEETING**

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

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### **WORKSHOP – 6:30 PM**

A short presentation was made by Stacie Roundtree from Grays Harbor County Emergency Management regarding the adoption of the 2022 Comprehensive Emergency Management Plan, (CEMP)

### **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, Councilmember Spargo.

There were 6 citizens joining online

Guests in Attendance were:

City Attorney Chris Corker

Commander Timmons of the Aberdeen Police Department

Jacob Cocker – Fire Captain

### **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 spoke about fence permits and if we could simplify requirements. Additionally, he spoke about trees in the city and plantings along streets. He is working on a list of non-root invasive trees that are also low maintenance

## COMMITTEE REPORTS

**Auditing** – Councilmember Darcy reviewed vouchers.

**Finance** – No report.

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

**Public Safety** – Councilmember Collett discussed the need to have moving vehicle definitions to include electric or motorized unicycles.

**Public Works** – Councilmember Darcy stated that Tom Distler was retiring at the end of the month and thanked him for his 34 years of service. She also announced that we have a new hire for Public Works. His name is Andrew Workman he comes highly qualified from Washington State Department of Transportation; His start date was June 2, 2025.

## CITY OFFICIAL REPORTS

**Clerk/Treasurer** – Clerk Barr reported that we have sold two of the Police surplus vehicles. One of the 2014 Ford Taurus sedans and the Crown Victoria. The City of Ocean Shores purchased both for \$10,000 on June 6, 2025. She also thanked Mayor and Mackenzie Adams for filling in during her recent absence.

**Police Chief Report** – Chief Layman was training on the east coast and Councilmember Skinner read his report in his absence.

Please excuse my absence, I will be on the east coast teaching a class.

Cosmopolis Police had 233 incidents since the last report (05/21/2025).

See APD report for number of incidents that APD handled during “afterhours”.

Thank you for approving the surplus vehicle request that was made at the last council meeting. I am happy to report we have already sold two of the PD’s surplus vehicles and are working on preparing the third for sales.

I met with the public safety committee last week and we are working on modifications to at least one ordinance in response to concerns raised about a lack of language in our current ordinance regarding our parks parking lots. I drafted possible revisions to the ordinance and have submitted the information to our city attorney. I will be meeting with the public safety committee again with the recommendations when I receive them for a submission to the council to consider.

**Fire Chief Report** – Chief Falley is out on leave, Jacob Coker reports Progress is being made on the new to us Ambulance.

**Building Inspector** – Bill Sidor reported on the revenue brought in this year from Permitting activities with major projects being the Pape remodel and the Cosi Elementary seismic retrofit.

**MAYOR'S REPORT:** - The Mayor states we are facing a deficit; Tara will be presenting the budget at the next council meeting. We are exploring options and those will be presented next month. She also reminds citizens that this Administration follows policy and procedure. We do not give out our employees' phone numbers and if you need assistance call city hall (360.532.9230) with any water, sewer or other needs. If you need a location for digging, or digging guidelines call 811.

The Mayor also mentioned that Tom Distler was retiring. She thanked him for his years of service to the community and wished him well in his retirement. She then discussed our two full-time and one part-time Public Works employees. Donnie Flower is our new lead. She stated she was very impressed with them and their work ethic and background. They will continue to build their skills. Donnie has been invited to attend Aberdeen's PW meetings every Monday, training and knowledge sharing. Aberdeen has been a partner for several years to Cosmopolis, sharing equipment, aiding pipe repairs if needed and providing parts that are often scarce for older systems like ours. PW continues with our chlorine testing. Under the guidance of Community Water Systems, who is our water management provider. They ensure we are compliant and are also available for any water-related issues should they arise. The Mayor reminded citizens that we still have garbage vouchers available at City Hall. She announced that the Mill Creek yearlong project was almost complete and the re-opening of the park, tennis courts, gazabo and other park amenities covered by the \$100K RCO would be Sunday June 22<sup>nd</sup> and encouraged citizens to come and see the improvements, listen to music, pack a picnic lunch or buy a Lion's Club Burger to celebrate.

The mayor mentioned that we are working to have council meetings at the Community Center (the old city hall) beginning in July but stay tuned.

The Community Center will be having free lunch for seniors every Tuesday.

### **NEW BUSINESS DISCUSSION**

1. Clerk Barr presented ordinance 1398 which repeals Chapter 3.6 of the Cosmopolis Municipal code. This is related to applying half of all sales and use tax to the equipment fund. The city has never been in a position to consistently afford to do this. The revenues are better used in the general fund.

2. Resolution 2025-12 Adopting the Grays Harbor Emergency Management Plan was presented by Councilmember Skinner.

3. Paladin Background Screening Contract was presented by Councilmember Skinner and Captain Jacob Coker

**PUBLIC COMMENTS** – A citizen thanked Tom Distler for his years of service and voiced their concern of not having knowledgeable, experienced public works and the overall health of the city.

### **NEW BUSINESS – COUNCIL ACTION**

1. Councilmember Darcy motioned to approve Ordinance 1398, Councilmember Collett seconded. There was no discussion. Motion carried.

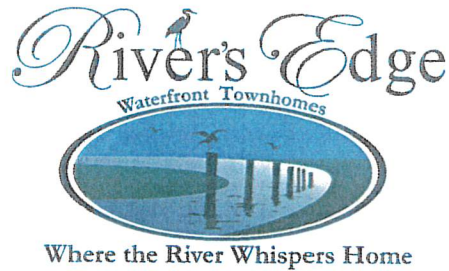
2. Councilmember Collett motioned to approve resolution 2025-12, Councilmember Spargo seconded. There was no discussion. Motion carried.
3. Councilmember Skinner motioned to approve the contract renewal with Paladin Background Screening, Councilmember Collett Seconded. There was discussion about a fee schedule, Clerk Barr noted that the fees were based on the background level requested and the motion carried.

**PUBLIC COMMENTS** – A citizen mentioned that there were 4 large projects in the city that would have revenue of more than \$50 million, the Daniels project, the school project, the Pape project and the Mill. This citizen encouraged the council to support these projects because of the economic development they would bring to the city.

**COUNCIL COMMENTS** – Councilmember Winn mentioned that Mr. Bassett had not included the City in any plans and that he had not called at all. There were no further comments

**\*\*Mayor Springer called for an executive session** of no more than 15 minutes at 8:03 PM. She, the council members, Winn, Collett, Skinner, Darcy and Spargo along with city Attorney Chris Coker moved to a separate room. They came out of executive session at 8:17 PM\*\*

**Councilmember Collett motioned to Adjourn the meeting; Councilmember Skinner seconded. Meeting adjourned at 8:20 PM.**



## The Team

### Community Members; Corey and Kellie Daniels

Daniels Industrial Group, LLC

New Construction, Property Development, Commercial/Residential/Multi-Family Real Estate

Washington | Montana | Arizona

Corey Daniels, Principal | 360-590-7200

Kellie Daniels, Principal | 360-581-2255

[kellie@kelliedaniels.com](mailto:kellie@kelliedaniels.com)

Since 2011, Corey and Kellie have worked to build and grow their real estate portfolio in Washington State, including single family rental units, short term vacation rentals, a destination wedding venue, commercial and industrial real estate and the development and new construction of an 82 site RV Park located on the Chehalis River on Washington's Scenic Coast Highway. In 2021, they expanded their real estate holdings in Peoria and Wickenburg, Arizona in the luxury short-term vacation rental markets. In 2024, they partnered and finalized the construction and development of an exclusive, executive hunting lodge located in Lewistown, Montana. Currently they are managing the development of two housing projects in Wickenburg, Arizona and Cosmopolis, Washington.

### Land Surveying; Mike Schmidt

Berglund Schmidt and Associates, Inc.

Land Surveying & Subdivision

Hoquiam, Washington

Mike Schmidt, Principal | 360-581-4629

[mschmidt@berglundschmidt.com](mailto:mschmidt@berglundschmidt.com)

[www.berglundschmidt.com](http://www.berglundschmidt.com)

*Berglund Schmidt & Associates has been providing Land Surveying services throughout the Pacific Northwest since 1956 with records dating back to 1910. We enjoy our flexibility to serve clients and projects both large and small, simple and complex and remain committed to delivering the high-quality service our clients deserve and expect. Our areas of service are primarily Grays Harbor, Mason, Pacific and Jefferson counties. We do routinely cover all of Washington, however we may refer clients to a more local, qualified firm when appropriate.*

## Civil Engineering; Tyrell Bradley

LDC; Engineering and Planning

Olympia, Washington

Tyrell Bradley, Principal Engineer | 360-806-1869

[tbradley@ldccorp.com](mailto:tbradley@ldccorp.com)

[www.LDCcorp.com](http://www.LDCcorp.com)

*We offer a full complement of services to aid in implementation of a project, from the early feasibility phase to final construction. We possess an array of tools far beyond those typically found at civil engineering and land surveying firms. Whether it's our full-service geographic information systems (GIS), property feasibility studies, or land use planning and permitting services, we can provide you with a consistent, cohesive, and responsive project team. Our mission is to offer the most comprehensive services in the marketplace.*

## Environmental; Timothy Haderly

Loowit Consulting Group, LLC

Castle Rock, Washington

Timothy Haderly, Principal, Scientist/Owner | 360-431-5118

[Thaderly42@gmail.com](mailto:Thaderly42@gmail.com)

Tim Haderly is a natural resource and project management consultant who owns Loowit Consulting Group, LLC (LCG) based in Castle Rock, Washington. For over 30 years, Tim has provided professional expertise to his national and international clients in the public/governmental and private sectors. After graduating from Western Washington University in 1988 with degrees in terrestrial ecology and freshwater studies, Tim began his professional career in private consulting. After working seven years for a large geological consulting company, Tim struck out on his own becoming an owner of a consulting company where he remained for over 20 years. In 2017, Tim sold his stock and started LCG where he continues to provide high quality environmental expertise for a wide variety of projects including mining, commercial development, rail & road transportation, communications, pipelines, electrical transmission lines, and industrial. Tim specializes in projects involving complex environmental permitting challenges where he works closely with regulatory agency staff to identify and expeditiously address permit requirements. In addition to permitting tasks, Tim also provides expertise in site reclamation, mitigation, landscape restoration, and conservation banking.

## **Horizontal Construction; Gary Butcher**

Butcher and Sons Construction, Inc.

Aberdeen, Washington

Gary Butcher | 360-593-8543

[butcherandsonslc@yahoo.com](mailto:butcherandsonslc@yahoo.com)

Butcher and Sons Construction, LLC. has been in business for nearly a decade serving clients throughout Grays Harbor County specializing in heavy excavation and site development; including underground utilities, land clearing, drainage, septic systems, concrete, retaining walls and construction management of local, state and federal projects of all sizes. With over 30 years of experience in the construction industry, Gary Butcher and his team have a wealth of knowledge and bring extraordinary service to their clients with an impressive book of business and successful projects throughout the Pacific Northwest.

## **GeoTech; Luke McCann & Ray Gean**

Quality Geo Northwest

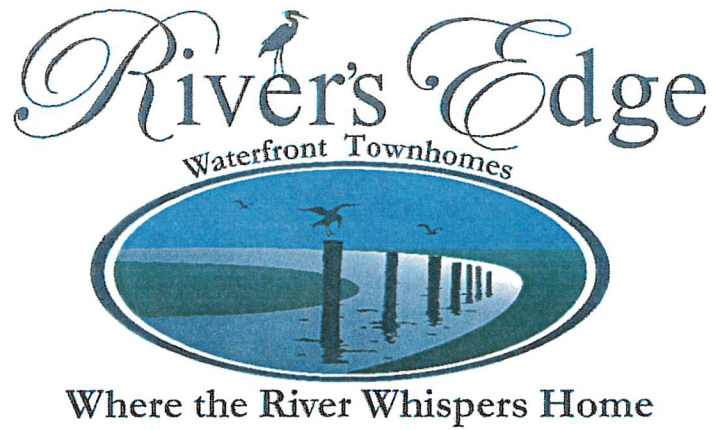
Lacey, Washington

Luke McCann, L.E.G. - Principal Engineering Geologist | 360-878-9705

[Luke@QualityGeoNW.com](mailto:Luke@QualityGeoNW.com)

[www.qualitygeonw.com](http://www.qualitygeonw.com)

Quality Geo NW (QG) is a full-service, Geotechnical Engineering & Consulting firm grounded in Lacey, WA just a stone's throw away from the state capitol in Olympia. QG is a one-stop shop for everything geotechnical, specializing in geotechnical investigations & reports, in-ground structures, and geohazards. We provide service across all of Washington and Oregon, and even beyond if the project calls for it. With a decade's worth of expert knowledge on the geotechnical conditions throughout the entirety of Western Washington, Quality Geo is ready to tackle any geotechnical site investigation and design needs. From foundations & slope stability analysis, to liquefaction hazards and pile design - whether you plan to build a home, school or roadway - QG has got your back.



## Project Summary:

### Overview

The River's Edge is a 22-unit stand-alone townhome community located in Cosmopolis, Grays Harbor County, Washington, along the scenic Pacific Coast Highway 101 on the banks of the Chehalis River. This thoughtfully designed community embraces the Pacific Northwest's architectural ethos, blending natural beauty, sustainable design, and a live-work-play lifestyle. The project features four distinct home plans named after native birds—The Heron, The Kingfisher, The Osprey, and The Eagle—each tailored to maximize the unique characteristics of the site's waterfront and roadside lots.

### Project Details

- **Location:** Cosmopolis, WA, on the Chehalis River along the Scenic Pacific Coast Highway 101
- **Total Units:** 22 two-story stand-alone townhomes
- **Lot Configuration:**
  - **Northwest of J Street:** Lots 1–10 (5 roadside, 5 waterfront)
  - **Southeast of J Street:** Lots 11–22 (8 row townhomes on roadside, 4 waterfront)
- **Lot Sizes:**
  - Roadside: 24'–53.26' wide, 56'–79' deep
  - Waterfront: 48'–58' wide, 51'–88' deep
  - Row Townhomes (Lots 15–22): 24' wide, 67'–79' deep
- **Home Size:** Approximately 1500 sq. ft. per townhome, designed to meet new building codes and energy credit requirements; 3 bedroom and 2-2.5 bath homes with optional live-work space can be incorporated.
- **Architectural Style:** Emulating the 1920s of downtown Cosmopolis, this project will include Pacific Northwest Cottage/Craftsman with truss framing, deep overhangs, and tall ceilings to create a spacious feel within a compact footprint. A flair of modern farm-style design elements with black, white and natural landscape colors will be incorporated along with the craftsman style of the Pacific Northwest cedar, fir stone and river aesthetics.

## Design Features

- **Waterfront Lots (Lots 6–14):**
  - Second-story kitchen, dining, and living areas to optimize river views
  - 10' covered porch (first floor) and covered deck (second floor) for outdoor dining and relaxation
  - Enclosed garages for automobiles, storage and recreational equipment (bikes, kayaks, etc.)
- **Roadside Lots (Lots 1–5, 15–22):**
  - Built 5' from the sidewalk to foster a “downtown townhome” aesthetic and encourage a "live-work" community where professional services could be offered from the sidewalk by entering a "commercial" office space at the street
  - Covered carports or outside parking
  - Row townhouse lots (15–22) designed for narrower 24' widths
- **Sustainability:**
  - Locally sourced materials (cedar, fir & stone elements) and Pacific Northwest building envelopes
  - Expansive windows for passive solar heating and natural light
  - Native plantings and permeable landscaping
- **Interior/Exterior:**
  - Open-concept layouts with high vaulted ceilings and (optional) exposed trusses
  - Expansive windows to blur indoor-outdoor boundaries
  - Small, low-maintenance yards for all units with lush landscape, sod and flowering trees to marry the downtown corridor lighting, light standards and holiday flags and downtown sidewalk improvements. Private development fosters grant opportunities with the goal to finish sidewalk improvements all the way to the north end of the City line.

## Architectural Philosophy

The River's Edge townhome community embodies Pacific Northwest architecture's core principles: harmony with nature, sustainability, and seamless indoor-outdoor living. The design celebrates the region's lush landscape with organic materials, expansive glass, and thoughtful site integration along the Chehalis River. Deep eaves and sloped roofs manage rainfall, while timber and stone elements with covered porches ground the homes in their natural environment. This project reflects a commitment to craftsmanship, environmental stewardship, and a lifestyle attuned to the rhythms of the Chehalis River and abundant rain fall while emulating and recognizing the rich history of downtown Cosmopolis from the early 1900s.

## Community Vision

The Rivers Edge is designed to foster a vibrant, connected community in the downtown Cosmopolis corridor. Roadside lots encourage a live-work lifestyle with their urban-inspired proximity to the street, while waterfront lots offer serene, nature-focused, recreational and waterfront living. The project layout balances privacy with accessibility, creating a cohesive neighborhood where residents can enjoy both the tranquility of the river and the charm of Cosmopolis while enjoying the many trails at their

doorstep. The Chehalis River Dike Trail, Lions Club Park, Basich Trailway, Swano Lake, Mill Creek Park and Makarenko Memorial Park include countless miles of trails and outdoor opportunities, fostering a love where you live, work and play community. New housing is the first key to future opportunities where small businesses and communities thrive, new commercial opportunities arise, and existing businesses expand and flourish. Post pandemic, new communities are being built that encourage the "five minute" walk between home, office, dining, recreation and entertainment. Live-work-play planned communities are a popular innovative solution and a growing modern trend for many downtown corridor communities that are focusing on redevelopment, rebranding -- and providing much needed housing as families, young adults, communities, cities and states struggle with housing shortages.

Love where you live. Love where you work. Love where you play. The River's Edge brings all of these important values to life.

## **2020 Cosmopolis Revitalization Study; Brownfields Area-Wide Planning**

In 2020, former City Administrator Darrin Raines (*Current Executive Director of the Economic Development Council*) and Vickie Cummings with the Grays Harbor Council of Governments participated and led a grant project to fund a community planning initiative aimed at spurring brownfield redevelopment and downtown revitalization. Two public meetings were held and countless to provide project information, solicit community sentiment and build public consensus. The meetings were interactive and provided a detailed executive summary with over 180 pages of feedback and analysis.

Our team of professionals are thrilled to be submitting a project to the Planning Commission that encompasses the very redevelopment and downtown revitalization as described in the Brownfields plan, including all six guiding principles and community planning objectives. Our site was highlighted during the Brownsfield study, and our exact location was recommended for housing as a priority catalyst site – a critical element that would help to “attract and retain industry talent in Cosmopolis and provide additional housing and services for existing city residents” as the City supports “capital projects that will improve economic conditions in the focus area.”

## **Conclusion**

The River's Edge ~ Where the River Whispers Home, is more than a townhome housing development; it is a celebration of place, designed to honor the Pacific Northwest's natural beauty and cultural heritage. With its sustainable design, thoughtful architecture, and prime waterfront location, this 22-unit townhome community offers a modern, nature-inspired lifestyle for residents seeking connection to both community and landscape.

We are proud to remember and recognize the rich history of Cosmopolis, the oldest city in Grays Harbor founded on the very banks of *the River's Edge - where the river has whispered home since 1852.*

**RESOLUTION NO. 2025-13**

**A RESOLUTION ADOPTING A SIX-YEAR STREET  
PLAN FOR THE CITY OF COSMOPOLIS.**

**RECITALS:**

**WHEREAS**, the City Council and Mayor have received the recommendations of the City Clerk/Treasurer in relation to the requirements and programming involved with the six-year street plan. The most recent update was accomplished by the adoption of Resolution No. 2024-02; and

**WHEREAS**, RCW 35.77 requires the legislative body of each city to annually review and determine current city street needs and to prepare and adopt a comprehensive arterial street program for the ensuing six years; and

**WHEREAS**, the Cosmopolis City Council did hold a public hearing on the proposed comprehensive street program at the City Hall, in Cosmopolis, Washington, on the 16th day of July 2025; and

**WHEREAS**, the Council wishes to formally adopt those recommendations as they have been recommended by the City Clerk/Treasurer, subject to retained authority to authorize any modifications and expansions subsequently authorized by the Council as a result of changes in condition;

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS BY THE CITY COUNCIL OF THE CITY OF COSMOPOLIS, THE MAYOR CONCURRING:**

**SECTION 1.** That certain listing of streets and the priorities established thereon, attached hereto as Attachment A and incorporated by this reference, shall be and is hereby adopted as the Six-Year Street Plan for the City of Cosmopolis, as that plan is required and designated by the appropriate divisions and agencies of the State of Washington, including but not limited to the Department of Transportation. This plan shall remain in effect until subsequently amended or succeeded.

**SECTION 2.** The provisions of Resolution No. 2024-02 shall be deemed superseded by the adoption of this resolution.

**SECTION 3.** The City Clerk-Treasurer and the City Administrator shall provide such distribution of this Resolution as may be required by law or is found to be in the City's best interest from time to time.

**PASSED** this 16 day of July, 2025, by the City Council of the City of Cosmopolis, and signed in authentication thereof this \_\_\_\_\_ day of \_\_\_\_\_, 2025.



**CITY OF COSMOPOLIS:**

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Linda Springer, Mayor

**APPROVED AS TO FORM:**

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Christopher John Coker, City Attorney

**ATTEST/AUTHENTICATED:**

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Kerry Barr, City Clerk

