



REGULAR COUNCIL AGENDA

Council Chambers – 1300 First Street

November 02, 2022 at 6:15 PM

1. WORKSHOP

A. BUDGET WORKSHOP 6:15 - 6:30

B. RV & OVERSIZE VEHICLE 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. Meeting Minutes - October 5, 2022 Council Meeting and October 19, 2022 Council Meeting

7. COMMITTEE REPORTS

8. CITY OFFICIAL REPORTS

9. MAYOR'S REPORT

10. NEW BUSINESS

A. Xpress Bill Pay Quote

B. Archive Social

C. Ordinance 1378 (RV Parking)

D. Surplus Turn-Outs to GHFD #15

E. Surplus Boat

11. COUNCIL COMMENTS

12. PUBLIC COMMENTS

Public comments may be made in-person during the meeting. If unable to attend, please submit comments to jpope@cosmopoliswa.gov by noon on meeting day.

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

Webinar ID: 861 5881 0435
Passcode: 294862
Phone Number: (253) 215-8782



REGULAR COUNCIL MINUTES

Council Chambers – 1300 First Street

October 19, 2022 at 7:00 PM

1. FLAG SALUTE - PLEDGE OF ALLEGIANCE

2. CALL TO ORDER - ROLL CALL

PRESENT

Councilmember Candice Makos, Councilmember Stana Carlisle, Councilmember Jim Ancich, Councilmember Ray Robinson, Councilmember Miles Wenzel

3. APPROVAL OF AGENDA

Councilmember Carlisle made a motion to approve the agenda with the addition of an executive session to discuss a potential real estate transaction to be added after the mayor's report. Councilmember Makos seconded.

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

4. PRESENTATION - LINDA SPRINGER (Friends of Highland Park)

Linda Springer gave a presentation regarding the work that was done at Highland Park.

5. PUBLIC COMMENTS

There were no public comments

6. CONSENT AGENDA

Councilmember Ancich made a motion to approve the consent agenda minus the October 5, 2022 meeting minutes. They were not included with the packet. Seconded by Councilmember Wenzel.

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

7. COMMITTEE REPORTS

Parks, Rec, and Cemetery - Talked about procedures to be put into place for organization wanting to partner with the City. Linda Springer was able to get the funding she needed for the snowflakes to be put on First Street.

Public Safety - Police: They discussed a vehicle purchase, need for a 6th officer, and the RV parking ordinance. **Fire:** The washing machine for turn-outs at public works can be repaired and put back in service. Starting to talk about the budget for turn-out replacements. Current turn-outs were washed by the Hoquiam Fire Department. The hot water heater will be replaced soon. We are potentially adding members tonight. The Fire Department website needs to be updated. We ordered supplies for aid calls. When they arrive, we will have an EMT who will be able to respond to calls. South Beach RFA is offering Firefighter 1 and 2 training in January.

8. CITY OFFICIAL REPORTS

City Administrator - He asked Council permission for the City of Cosmopolis to be the fiscal agent for the Comprehensive Stormwater Management grant that was received by Aberdeen, Hoquiam, and Cosmopolis.

Councilmember Wenzel made a motion to approve. Councilmember Robinson seconded.

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

We have two members to on board tonight. Nick Falley from the Fire department asked to add Mark Tarabochia and Phil Simms to the department.

Councilmember Wenzel made a motion to add Mark Tarabochia and Phil Simms to the Fire Department. Seconded by Councilmember Robinson.

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

City Attorney - Tomorrow is Court on Zoom.

Finance Director - She gave the timeline for the budget process. The next meeting will have the revenue and expenditure general fund budget. She hopes to present the final budget at the first meeting in December. She gave the total estimated revenue amount. She stated that she only expected B&O and Sales tax to be higher due to inflation. Everything else was remaining the same.

Deputy Police Chief - He thanked Gabe Tarnowski for his service to the City. He is going to Aberdeen Police Department.

9. MAYOR'S REPORT

Ballots are going out this week. There is a ballot box outside of City Hall.

10. EXECUTIVE SESSION - To discussion a potential real estate transaction per RCW 42.30.110(1)(c). Executive session to last for 20 minutes. Starting at 7:38. Regular meeting resumed at 7:58.

11. OLD BUSINESS

A. RV & Oversize Vehicle Ordinance for Discussion

Councilmember Ancich made a motion to have a workshop at the next meeting to discuss this. Councilmember Wenzel seconded.

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

12. NEW BUSINESS

A. Greater Grays Harbor Agreement

Mayor Pauley stated that this is the annual agreement with Greater Grays Harbor. Councilmember Makos made a motion to accept the agreement. Councilmember Wenzel seconded. Administrator Raines explained to the Council what Greater Grays Harbor does.

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

B. 2023 Garbage Rate Adjustment

Roger Swalander from Lemay's explained the contractual price increases for next year. Councilmember Carlise made a motion to sign the rate adjustment. Councilmember Ancich seconded.

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

C. Surplus of Ballistics Vest

Deputy Chief Layman stated that we had purchased a vest for Officer Tarnowski. It is very specific to the officer and would not work for another officer in our department. Aberdeen Police Department would like to purchase the vest for \$750. Originally it was approximately \$1200 new. Councilmember Ancich made a motion to surplus the vest and sell it to Aberdeen for \$750. Councilmember Robinson seconded.

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

D. Property Appraisal

Administrator Raines stated the parcel is not buildable and the City has utilities on it. The appraisal came back with a value of \$12,500. Councilmember Carlisle made a motion to sell the property for \$12,500 subject to granting a 10' easement for utilities. Seconded by Councilmember Makos.

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

E. Police Vehicle Purchase

Deputy Chief Layman stated that there is a police car shortage. One police package Tahoe was found in Minnesota. He is asking to purchase the vehicle and outfitting. The outfitting must be done with the seller as a package deal. Reserve Officer Adam Johnson stated that there are six other departments in line to purchase the vehicle. Councilmember Makos made a motion to deny the request. Councilmember Robinson seconded.

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

F. Surplus Turn-Outs

Volunteer Nick Falley stated we are asking to surplus 15 sets of turn-out gear that were purchased in 2003. We would like to donate them to the Montesano Fire Department for training but would not be used to fight actual fires. Councilmember Wenzel made a motion to surplus the turn-out gear and donate to the Montesano Fire Department. Councilmember Carlisle seconded.

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

G. Harbor Architects Agreement

Administrator Raines stated this is an update to the current agreement. The total of the contract is \$223,916. Councilmember Carlisle made a motion to approve the agreement in the amount of \$223,916. Councilmember Makos seconded.

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

13. COUNCIL COMMENTS

Councilmember Wenzel - He thanked Linda for her presentation and the work she and everyone else has done on the park.

14. PUBLIC COMMENTS

Linda Springer - She asked when the Parks Committee meeting will be held. Councilmember Carlisle stated there would be. Linda also asked if we would be advertising for people to fill positions on the committee. Mayor Pauley and Councilmember Carlisle stated that they are restructuring the committee.

Cathy Shapansky - She stated the work Linda and her committee did on the park is amazing. She asked if the City was going to follow it's code for number of cats that are allowed. She spoke about feral cats in her neighborhood. Councilmember Wenzel stated that they are in discussions regarding our issues with animal control and code enforcement.

Nick Falley - He reminded everyone that tomorrow is the Great Shake Out at 10:20 a.m.



REGULAR COUNCIL MINUTES

Council Chambers – 1300 First Street

October 05, 2022 at 7:00 PM

1. FLAG SALUTE - PLEDGE OF ALLEGIANCE

2. CALL TO ORDER - ROLL CALL

PRESENT

Councilmember Candice Makos, Councilmember Stana Cummings, Councilmember Jim Ancich, Councilmember Ray Robinson, Councilmember Miles Wenzel

3. APPROVAL OF AGENDA

Councilmember Wenzel made a motion to approve the agenda with the addition of confirmation of new volunteer firefighters to new business. Councilmember Ancich seconded.

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

4. PUBLIC COMMENTS

There were no public comments.

5. CONSENT AGENDA

Councilmember Makos made a motion to approve the consent agenda. Councilmember Ancich seconded. Motion carried.

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

A. Claims Vouchers

B. Meeting Minutes - September 7, 2022 Workshop & Public Forum, September 15, 2022 Workshop, September 21, 2022 Council Meeting

6. COMMITTEE REPORTS

Public Safety - Councilmember Wenzel stated that they have met with Chief Stratton. They discussed the parking ordinance, a new police vehicle, and moving to a temporary facility while the new building is under construction. Regarding the Fire Department, they discussed updating active shooter procedures, introduction to budget talks, flammable liquid cabinet pricing, surplus expired turn out gear, and updating emergency reporting software.

Regional Fire Authority - Mayor Pauley stated there is an RFA meeting next Thursday.

7. CITY OFFICIAL REPORTS

Finance Director - She stated the 2019-2021 audit just started. It will be done virtually. She has also been working on the revenue budget. The insurance agent stated that insurance is expected to increase 15%. Medical is expected to go up 4.5%.

Police Chief - Officer Tarnowski is accepting a position with the Aberdeen Police Department. His last day is October 16th. He sent out some information regarding RV parking for an ordinance. He receives complaints weekly. He said they are looking to 2024 for a new police vehicle. He said the only vehicle available now is a lease turn-in. He also discussed the Police moving into the Fire Hall during construction.

8. MAYOR'S REPORT

He stated that City Hall has returned to five days a week. He was asked to submit a letter of support for the funding for the US 12 highway separation project for federal funding. He will joining local leaders for a meeting regarding the proposed Cascadia wind project.

9. NEW BUSINESS

A. Public Participation Plan for SMP Review

Administrator Raines stated this is for the Shoreline Master Plan update. This is the five year review. The legislature provided funding for performing the review. We are required to perform a public participation plan. He said the draft needs council approval.

Motion made by Councilmember Ancich, Seconded by Councilmember Makos.
Voting Yea: Councilmember Makos, Councilmember Cummings, Councilmember Ancich, Councilmember Wenzel, Councilmember Robinson

B. Request matching funds for Light the Corridor Project

The Friends of Highland Park received a \$3,000 grant from the Grays Harbor Community Foundation. Linda is asking the City to contribute \$1,450.74 in order to purchase 7 snowflake lights for First Street. She stated the lights would on First Street from J street to D street. Councilmember Makos asked if the Parks Committee has discussed this. Councilmember Carlisle stated the committee would need to meet to discuss this. Linda stated that if it isn't approved, the Friends of Highland Park would like to purchase and donate the lights to the city. Mayor Pauley stated that it will still need to go in front of the committee.

C. RV Street Parking Discussion

Councilmember Wenzel stated that the Public Safety Committee has looked at this. Chief Stratton stated our current code is vague. The new proposed language would add language to make it enforceable. This would also apply to other oversize vehicles. Councilmember Wenzel stated the streets near the schools get narrow with the rv slideouts being out. Councilmember Makos asked if this is specifically just for vehicles on the street. Chief Stratton said it was. Attorney Johnson stated the permit fee wasn't listed. He said it would need to be set by resolution by the city council. Permits would be issued by City Hall. Councilmember Ancich said he feels that 72 hours is not long enough. Chief Stratton said the longer it is, the harder it is to police.

D. Confirmation of Volunteer Firefighters - Councilmember Wenzel has two individuals to be confirmed. They have completed all of the requirements to be a volunteer. He would like Nick Falley and Samuel Lichty confirmed as volunteer firefighters.

Motion made by Councilmember Carlisle, Seconded by Councilmember Robinson.

Voting Yea: Councilmember Makos, Councilmember Cummings, Councilmember Ancich, Councilmember Wenzel, Councilmember Robinson.

10. COUNCIL COMMENTS

Councilmember Ancich asked if the maroon Tahoe will be used. Administrator Raines stated the Fire Department is using it. He asked Chief Stratton how many officers we are down. Chief Stratton stated one with the loss of Officer Tarnowski.

Councilmember Robinson stated that he gets complaints at the end of Stanford and the ones next to it. He says people are still speeding down Stanford.

Councilmember Wenzel stated that he had spoken with the cross country coach. Administrator Raines stated the city was not aware of the meet until a week ago. Councilmember Wenzel said we should encourage carpooling to these events due to the limited parking available.



City of Cosmopolis

Julie Pope
1300 1st Street, Cosmopolis, WA 98537

Prepared By: Kempton Schmitz

Date: October 21, 2022

Recurring Monthly Fees

<u>Description</u>	<u>Rate</u>
Transaction Fees: (assessed directly to Customers)	
Credit/Debit Card (per transaction)*	3.00% + \$0.50
EFT or eCheck Payment (per transaction)	\$1.00
800 Interactive Voice Response (IVR) Phone Payment (per transaction)	\$0.95
800 Live Operator Assisted Phone Payment (per transaction)	\$0.95
<i>*There will be a maximum transaction amount of \$500.00 per customer payment.</i>	
Transaction Fees: (assessed to the Organization)	
Optional Service: Online Banking Consolidation (per transaction)	\$0.25
EFT Returned Items if applicable: (assessed to the Organization)	
Invalid account or unable to locate account (per return)	\$6.00
NSF, Account closed, or Account frozen (per return)	\$12.00
Customer stop payment (per return)	\$30.00
Support, Maintenance & Hosting: (assessed to the Organization)	\$75.00
Price includes: all end user and administration support via the Xpress Bill Pay toll-free 800 number, upgrades, hosting, and maintenance.	
Monthly Service Fee: (assessed to the Organization)	\$19.00

TOTAL:

Based upon activity

xpress BILL PAY

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Quotation #: 2022102101KDS	

BIAS Module Setup Charges*

<u>Qty</u>	<u>Description</u>	<u>Price</u>
1	Online Payment Module Price includes: Bill-pay Interface, Auto Pay Module, and Billing Interface You will have the ability to accept the following payments: credit/debit cards, electronic funds transfers (EFTs), and bank bill pays.	\$2,000.00
1	Training and Implementation Price includes: one 8 hour day of training. <i>NOTE: Travel and Lodging shall be billed as incurred.</i>	\$500.00 + airfare/hotel
TOTAL:		\$2,500.00 + airfare/hotel

Additional Services Available

- Integrated Remote Deposit
- Lock Box
- Online Utility Service Signup Form
- Online Business License Renewal Display/Payment
- Online Court Citation Display/Payment
- Online AR Statements Display/Payment
- Online Custom Payment Forms

Additional Equipment Available

- Credit Card Swipe Terminals (per unit) \$75.00
- Remote Deposit Scanners

**If you are interested in any of our additional services or equipment, please contact us for pricing.*

****This quote is valid for 60 days****



QUOTE

ArchiveSocial, Inc.
P.O. Box 3330
Durham NC 27702
United States

#4428

10/25/2022

Bill To

Ship To

City of Cosmopolis, WA

TOTAL (USD)

\$3,588.00

Quote Expires:

Item	Options	Amount
Economy - 1.6KR - 12A Social Media Archiving Subscription (\$299/month) - Up to 12 Accounts & Up To 1.6k Records Per Month		\$3,588.00

Subtotal (USD)	\$3,588.00
Other Credits (USD)	
Tax Total (USD)	\$0.00
Total (USD)	\$3,588.00

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