

CITY OF COSMOPOLIS

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CITY ADMINISTRATOR



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RE: November 15, 2023, City Administrator Council Report

Informational Items Only

Item 1) *Municipal Building Update*- Since my last report, the work completed is the completion of installing the piling, placing of the subgrade material, and compacting, installation of the below grade plumbing, and placing of the below grade electrical conduits. The forms for the concrete have been installed, and we are currently waiting for the steel rebar to arrive and to be installed. Once this occurs, Roglin's will be pouring the foundation.

Item 2) *Local Parks Maintenance Grant*- As I mentioned at the last council meeting, we were successful in our application for a \$100,000 grant from Washington State Recreation and Conservation Office (RCO) for the Local Parks Maintenance Program. This is a no match required grant that covers the cost of labor and materials for deferred maintenance of defined projects within Mill Creek Park.

We are currently working on the grant agreement with RCO and hope to have it ready for council approval at the December 6th Council Meeting. Funds for the grant are available for use starting on annuary 1, 2024.

Items Needing Action

Item 3) *I Street Right of Way Vacation Ordinance*- At the last meeting we held a Public Hearing for, and council approved the request to vacate ten feet right of way on the southside of I Street from the landowner who owns the parcel between I and H Streets and between First Street and the Southside Levy (*see attached aerial photo **Proposed I Street Vacation***), **parcel #031001200000**. They want to make the entrance to their property come off I Street rather than First Street, which will be much safer.

The Ordinance to finalize the vacation of right of way will be on this agenda for consideration.

Item 4) *Utility Easement for Parcel 031001200000*- This is related to Item 4 and is included in the Ordinance that approves the street vacation for I Street. Upon approval of the Ordinance, City Attorney Steve Johnson will draft the easement language once I get the Legal Description to him. It will then be signed by the City of Cosmopolis and the property owners.

Item 5) *Comprehensive Stormwater Plan*- We are getting ready to start our Comprehensive Stormwater Management Plan that is funded by a \$400,000 no match required grant from the Chehalis Basin Flood Authority and the Office of Chehalis Basin. This plan will provide a Comprehensive Stormwater Management Plan for the cities of Hoquiam, Cosmopolis, and Aberdeen. I have been designated the Project Manager for this project, and all funds for this project will run through the City of Cosmopolis.

We will have three separate scopes of work for each city, and before you at this meeting will be the scopes for both Cosmopolis and Hoquiam. Because we are administering the overall project, we need to approve the scopes as approved by the other cities. Attached are the scopes for Cosmopolis and Hoquiam which we are currently asking for permission to proceed with a not to exceed amount of \$400,000.

We are currently working with the Flood Authority and the Office of Chehalis Basin to get the other remaining funds needed to complete the entire project. At this time, we estimate we need \$302,740 to complete the project for each city, however each city will be responsible for any cost overruns for their share. We are working on an Interlocal Agreement between the three cities for this project.

Sincerely,

Darrin C. Raines

Darrin C. Raines
City Administrator