

**CITY OF COSMOPOLIS**  
**Regular City Council Meeting**  
**April 20, 2022**

**Mayor Kyle Pauley presiding.**

**COUNCILMEMBERS PRESENT**

Candice Makos, Stana Cummings, and Miles Wenzel. Councilmember Cummings made a motion to excuse Councilmembers Bridges and Ancich. Councilmember Wenzel seconded. Motion carried.

**STAFF PRESENT**

Attorney Steve Johnson, Police Chief Casey Stratton, Fire Chief Mark Tarabochia, City Administrator Darrin Raines, Public Works Superintendent Jeff Nations, Court Administrator Tracy Dugas, and Finance Director Julie Pope

**APPROVAL OF AGENDA**

Councilmember Wenzel made a motion to approve the agenda. Seconded by Councilmember Makos. Motion carried.

**PUBLIC COMMENT**

**Linda Springer** – She stated that she came in on April 4<sup>th</sup> and provided information to the Mayor and Council. She stated that she asked to be on the agenda but doesn't see it. City Administrator Raines stated that the information was provided to council with their agendas. Mayor Pauley stated that he would get back to her.

**Carl Sperring** – On item E the request to join the RFA Committee, he suggested that members of the community be allowed on the committee. Mayor Pauley stated that only elected officials can be on the committee.

**CONSENT AGENDA**

Councilmember Makos made a motion to approve the consent agenda. It was seconded by Councilmember Cummings. Motion carried.

**COMMITTEE REPORTS**

**Finance Subcommittee** – We met on March 30<sup>th</sup> to discuss the municode website program. This has to do with updating the City's website with agendas and other information. We also discussed updated to the City's website for ADA accessibility or mobile devices. We also discussed changing the deadline for getting the agenda to the Council. We are working towards a resolution for setting a hard date for getting the agenda to the Council. This might be easier once the website is updated with the Municode software. We had a question from the public on how the EMS charges are applied to businesses. It is applied to the property not necessarily the building. This was changed a few years ago from a percentage of utility costs. This will need to be further discussed to make it equitable for everyone.

**Public Safety** – They met with Chief Tarabochia but did not meet with Chief Stratton. They discussed recruitment and opening up to South Aberdeen. There aren't opportunities for residents in Aberdeen. They would have to go to a different community to do so. It is not restricted by policy or resolution to bring in volunteers from another area. They also discussed equipment needs and maintenance.

**CITY OFFICIALS**

**City Administrator** – Administrator Raines discussed the Mill Creek Objective Plan. He stated that the draft scope of work is almost completed. We are about \$20,000 apart from what is allowed with the grant. We are working to get costs back within the budget. He hopes to have it at the May Council meeting for approval. For the Highlands Park, he thanked Linda Springer for her hard work. He stated she has submitted another grant application. We have ordered some of the playground equipment that is being paid for by the T-Mobile grant. It should start arriving in 4-6 weeks. The Shorelines Master Program needs to be reviewed. We received grant funding to accomplish this. This item is Item G under new business.

**Finance Director** – She stated that we have reached the second quarter of the year. Inflation is running at 8.4 percent and fuel costs are up. She asked that everyone remain conservative with their spending.

**Police Chief** – We worked on getting the Tahoe surplus to the Fire Department. Repairs will be needed. We issued an internal policy regarding Kelly days and their use.

**Fire Chief** – He stated that everyone has welcomed him with open arms. He said he is frustrating that we do not have any responders. We are working on this. He has met with the prior members. He said that

the things that the prior members were upset about have been fixed. He would like them to come back and be apart of the team. He said that we things we need to do in order to fight a fire: get our SCBA's tested, hydrotesting on the bottles, and compressor maintenance. This hasn't been done for a couple of years. Next year, we will need to get our bunker year replaced. He will be looking at grants or piggyback on another agency's purchase in order to save money. He has interviewed six people. He believes four of the six would be dedicated responders. Three of them would need training and this will take approximately six months to complete. We have talked about going outside of the city to find responders towards South Aberdeen or Cosmo Specialty Fibers. We are working hard to get responders. To accomplish NFPA standards, we will coming back each month with requests. Chief Tarabochia stated that a citizen is donating \$1,000 towards buying an AED. The one that Chief Tarabochia is requesting will be plug and play with the City of Aberdeen. He was able to find a reconditioned one for \$1195. He asking permission to buy one this month and another one in June. One will go in a patrol vehicle and the other would be placed in City Hall. He would like us to also purchase adult patches and a CPR kit. They are \$35 and \$43 respectively. Councilmember Wenzel made a motion to purchase one AED. Councilmember Makos seconded. Councilmember Wenzel stated a citizen had come to him with the request to purchase since we do not have any responders at this time and offered a donation to help pay for it. Motion carried.

**Attorney** – He stated that municipal court is tomorrow and will again be on Zoom. He does not know when court will resume in person. It will be up to Judge Arnold. The zoom information can be found on the City's website.

**Court Administrator** – We recently changed our PO Box. They no longer share it with the Police Department. The PO Box number is 788. It has been updated on the court's website, vendors, and notices.

#### **MAYOR'S REPORT**

Mayor Pauley stated that we received community development ideas from the 5<sup>th</sup> and 6<sup>th</sup> graders from Cosmopolis Elementary. He said wildlife parks or zoos, ice cream shops, skate parks, a pool, a Target store, trampoline parks, and other ideas were brought to the City. For the Regional Fire Authority Committee, he, Administrator Raines, and Chief Tarabochia was invited to join the last meeting. Cosmopolis was asked to join the committee. At this time, nothing is committing us to joining the RFA. The Committee would need three elected officials. It would include Mayor Pauley and two councilmembers. He said it would make sense to have the Public Safety Committee, but since two councilmembers are missing tonight, he will put out a request for interest. Bids for the municipal building was opened up this month but the bids were above the \$3 million as approved by residents. We will go back and look at the design for any adjustments that can be made. The request that was made by a citizen regarding fees made to businesses will probably need a rate study. We will be looking at options regarding this. There are still questions as to why we are still on zoom. This is all due to the OPMA. We are required to do a virtual at this time. We are not currently set up to do a hybrid meeting. He is looking at options and their costs. The biggest concern is audio quality.

#### **NEW BUSINESS**

- A. Ordinance 1377 (Lodging Tax)** – Councilmember Makos made a motion to read by title only. Councilmember Cummings seconded. Attorney Johnson read the title of the ordinance. Mayor Pauley stated that this ordinance imposes a two-percent lodging tax. The City has previously not had one. It would be imposed on hotels, motels, bed & breakfast, etc. It can only be used on tourist related expenses. Councilmember Makos made a motion to approve the ordinance. Seconded Councilmember Cummings. Councilmember Wenzel stated that he had previously been on the Lodging Tax Advisory Committee for the County. Most of the money was spent on events and advertising to bring people to the area. Because our population is under 5,000, the Council will serve as the Committee. Motion carried.
- B. 2022 Fire Hose Testing and Ground Ladder Testing Agreement** – Chief Tarabochia stated that these items need to be tested annually. For safety reasons, it is important to get this taken care of for responder and citizen safety. Director Pope state that this is done every year. The pricing on this quote is comparable to the prior year. For the hose, it comes to \$2,575 and the hose testing comes to \$305 for a total of \$2,880. Councilmember Wenzel made a motion for \$3,000 for testing. It was seconded by Councilmember Makos. Councilmember Wenzel stated that this was approved in the budget. Motion carried.
- C. Municode Meetings Software** - Director Pope stated that this will streamline the agenda process and include it to the website. It will also track votes on agenda items and link the recordings. It will make the meeting minutes faster to produce and provide a one stop shop for the citizens to find all of the items related to the agenda and Council meetings. Municode will be able to codify ordinances immediately instead of waiting for an email. Councilmember Makos made a motion to approve the purchase of the software. Councilmember Cummings

seconded. Mayor Pauley stated that this is something we have discussed since before the pandemic. This would create better transparency for residents and streamline the process. Councilmember Wenzel asked what fund this would come from. She stated that it would come from Equipment Reserve. She stated that this funded from the utility tax on the water and sewer bills. Director Pope stated this will also add a calendar to the website which will help the citizens to see when all public meetings will be held. Director Pope stated that anything prior will stay on the website as is because of the costs. This would be going forward only. Councilmember Wenzel asked what the ongoing costs would be. Director Pope stated that it would be \$3,400 as they host it on their servers. We do not have our own. Councilmember Makos stated that she went into City Hall and went over the software with the Finance Director. She believes it will remove a lot of time it takes the staff to produce the agenda and meeting minutes. Mayor Pauley stated that a number of other cities use this software. Motion carried.

- D. Website Update Proposal** – Mayor Pauley stated this is another item that was discussed pre-pandemic. Councilmember Makos made a motion to approve the proposal. It was seconded by Councilmember Wenzel. The proposal is by the current website administrator Jared Loman Creative. It is for \$4,500. Councilmember Wenzel asked if this would be coming out the same fund as the municode format. She stated that it would. This would be a custom website. We have to become ADA and mobile compliant. She stated the only additional costs are the \$150 a month that we currently pay. It would not be increasing. Motion carried.
- E. Request to Join Regional Fire Authority Committee** – Mayor Pauley stated that this does not commit us to join any ballot measures coming forward. Councilmember Wenzel made a motion to join the committee. It was seconded by Councilmember Makos. Councilmember Wenzel stated that this wasn't part of our plan with the fire department resigning. The Committee came to the City asking us to join. Mayor Pauley stated that the City did not seek this out. Motion carried.
- F. Appointment of Council Representatives to Fire Authority Committee** – Mayor Pauley is tabling this item with two councilmembers being absent tonight.
- G. Department of Ecology Grant Agreement** – Administrator Raines stated the grant is for \$11,200 for the Shorelines Master Plan review. We would be partnering with the cities of Aberdeen and Hoquiam. This would Cosmopolis' cost. Each City has to get their own grant. Councilmember Wenzel made a motion to approve. It was seconded by Councilmember Cummings. Councilmember Wenzel asked if this grant would cover the total cost. Administrator Raines stated that it would since our plan was recently done in 2017. Motion carried.

#### **COUNCIL COMMENTS**

**Councilmember Makos** – She stated that we are making forward movement. It is nice to see us coming together to make things happen.

**Councilmember Wenzel** – He stated that the Council was given information regarding Highlands Park. He would like to have a discussion on this. He and Councilmember Cummings will have a parks committee meeting regarding this. He stated that he has several discussions with Chief Tarabochia and appreciates his hard work.

#### **PUBLIC COMMENTS**

**Linda Springer** – She said she has put in a lot of work. She is disappointed that she was not put on the agenda. We are at almost \$100,00 that she has raised for Highland Park. She is hoping to do landscaping in the park this weekend. She is asking for \$7,000 to complete this park. We are up against timelines because these are grants. She thanked Jeff Nations for all of his help. Mayor Pauley thanked her for all of hard work.

**Carl Sperring** – He would like to know where he can find information on the RFA framework that states elected officials only. He asked when the Council committees would be updated on the website. Mayor Pauley thanked him for pointing out the issue with the website. Mayor Pauley also that it is RCW 52.26.030 that states that it must be elected officials on the committee. Mr. Sperring liked the comments from the elementary students. He liked Chief Tarabochia's report. It appears that he is trying to move forward in a challenging situation. He feels that Linda Springer is being dissed by not having her on the agenda tonight. He thanked Councilmember Wenzel for the AED's.

**Billi Newton** – She asked if we are going to be able to dump more than grass clippings. She is frustrated that we lost that. They would be willing to pay a fee. Mayor Pauley said that it has been discussed with the City Administrator. We will look at funding to see what is available. Residents can go to the Lemay transfer station or go to Stafford Creek Landfill to dump their yard waste. Administrator Raines said that

until we can find a funding source, we can't open it back up. The contractor we used before is no longer able to do it and we are out of room. We would like to be able to bring it back.

**Ray Robinson** - He stated that he received a phone call from a councilmember that he has been waiting for since January. He stated that this councilmember has moved to Florida. The councilmember stated in the phone call that he was in Florida. Mayor Pauley stated that this councilmember is not at the meeting tonight to answer any questions. Mr. Robinson stated that we have a councilmember that represents the constituents and not living in this State. Per RCW he isn't eligible if he isn't living here. He said the councilmember doesn't represent us if he isn't living here.

Mayor Pauley adjourned the meeting.

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Finance Director

Attest:

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Mayor

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