

# CITY OF COSMOPOLIS

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September 12, 2023

RE: September 20, 2023, City Administrator Council Report

## Informational Items Only

**Item 1) *Municipal Building Update***- After much discussion on scheduling, Rognlin's has opted to break ground during the first week of October. The plan is to excavate the asphalt in the current parking lot, drive piling, then form and pour the foundation. Once this work is complete, construction will be suspended until late March or April of 2024, so we are not starting framing during the wettest months of the year.

We were discussing not breaking ground until next spring, however the near-term forecast is looking like we should be able to complete the tasks listed above before it gets too wet.

**Item 2) *Mill Creek Multi Objective Plan***- I met with HDR Engineering in late August to discuss the status of the Mill Creek Multi Objective Plan. Their intention is to have a draft of findings and potential flood hazard reduction projects ready to present to the City Council and public by the end of 2023.

Currently HDR is performing hydraulic flow modeling of Mill Creek to seek out potential areas of restrictions in the creek that are causing the flooding in the low-lying areas within Cosmopolis. The results of this modeling along with historical data from flood prone areas will help drive future projects that will help reduce flooding.

**Item 3) *Comprehensive Stormwater Management Plan***- I met recently with Engineers from HDR who are performing the Comprehensive Stormwater Management Planning for the cities of Cosmopolis, Hoquiam, and Aberdeen. As a refresher, this is funded by a \$400,000 grant we received to develop the plans for each city. I have been appointed the Local Project Manager for this project, so I will be working with both the Engineers from HDR, and representatives from Hoquiam and Aberdeen.

For Cosmopolis, this document will expand on the Mill Creek Multi Objective Plan, to further study future flood hazard reduction projects, such as pumps at the mouth of Mill Creek, and possible localized pump stations. This plan will also inventory our storm drainage system and give

us a new electronic mapping system. Other extremely useful and important tools we will get from the plan will be an operations and maintenance plan for Public Works staff, as well as a rate study of our stormwater utility. The estimated time of completion for the plan is December 2024.

**Item 4) *I Street Right of Way Vacations-*** Back in November of 2022, I brought up under new business on the agenda, a discussion of the potential vacating of twenty feet of right of way on I Street between First Street and Southside Levy. This would be a vacation of ten feet on both sides of I Street, reducing the overall right of way from eighty feet to sixty feet, and would not block any access to the waterfront area. All sidewalks will remain within the public right of way.

When the streets between First and Sixth Street, and A through J Streets were platted, they were set at 80 foot right of way. A standard street right of way is sixty feet. Over the last thirty plus years, (*as shown on attachment **Vacated Streets***) several of our streets have been reduced from eighty feet to sixty feet right of way.

We have a request to vacate ten feet of right of way 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.

**Item 5) *Utility Easements for Parcel 031001200000-*** This item is related to Item 4; in that we need a 10-foot utility easement for water and sewer in what was the platted 10-foot alley for this parcel. To the best of our knowledge and the research that we have done, the City of Cosmopolis vacated the platted alley for Parcel 031001200000 sometime in the early 80's. The problem is the water and sewer mains are already located in what was the alley.

I have discussed this with the owners of the property, and we have a proposed solution that would be the most cost effective for the City. In exchange for a 10-foot easement for the water and sewer utilities, we would grant the property, Parcel 031001200000 free water and sewer connection fees for whenever they are ready to be installed. Currently each connection would cost \$1,000 plus expenses. This item will need approval by the City Council if we want to proceed. I will mention this for discussion at this meeting, and if this is agreeable to you, then this item will be placed on the October 4<sup>th</sup> agenda for approval.

**Item 6) *C Street School Zone Lights-*** We are waiting for new solar batteries to arrive for the school zone lights on C Street. The battery at 5<sup>th</sup> and C St will no longer accept a solar charge, and the battery at 2<sup>nd</sup> and C St is working with reduced capacity. The new batteries have shipped and should be here any day.

**Item 7)** *Community Foundation Grant-* We submitted the grant application to the Grays Harbor Community Foundation for Christmas Lights on First Street. We should be hearing if we were successful by the next meeting in October. This grant would fund installing lights on the north side of First Street. No local match is required for this grant.

**Item 8)** *Recreation and Conservation Office (RCO) Grant-* I have submitted the Parks Maintenance Grant to RCO in the amount of \$100,000. This grant, if successful will fund the deferred maintenance projects within Mill Creek Park. Grant recipients will be notified if successful by the end of October. No local match is required for this grant.

**Items Needing Action**

**Item 9)** *Set Public Hearing for I Street Vacation-* As mentioned in item #4 above, we will need to set a Public Hearing for the October 4<sup>th</sup> Council Meeting so we can take public input on this issue.

**Item 10)** *Resolution Approving Application for Parks Maintenance Grant Application-* Back in July, I asked for and received permission from the City Council to apply for the Recreation and Conservation Office (RCO) Parks Maintenance Grant. However, RCO required approval to be in Resolution form which we did not do. Since we had already approved the application, RCO staff has granted us an extension to formally adopt a Resolution at this Council Meeting.

**Item 11)** *Requesting Permission to apply for Vehicle Charging Station Grant-* I will be asking for conditional approval to apply for a grant from Washington State Department of Commerce for a Vehicle Charging Station. Currently there is a 25% local match required, however there may be other funds available from Washington State Department of Ecology to help fund the local match. If we cannot get assistance for the local match, then we will not be able to apply. If can get assistance, then I would like to apply for this grant.

Sincerely,

***Darrin C. Raines***

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City Administrator