



**CITY OF HOQUIAM
Council Meeting Minutes**

December 14, 2009

CALL TO ORDER

Mayor Durney called the meeting to order at 7:00 p.m. Councilmember Grun led the flag salute.

Mayor Durney asked for a moment of silence in honor of Mayor Phyllis Shrauger who passed away recently.

ROLL CALL

Those in attendance at the meeting were Mayor Durney, Councilmembers Dickhoff, Grun, Hyde, McMillan, Moir, Pellegrini, Daniels and Winkelman. Absent from the meeting was Councilmember Nelson.

Staff in attendance were Police Chief Jeff Myers, Assistant Fire Chief Paul Dean, City Librarian Mary Thornton, City Attorney Steve Johnson, City Administrator Brian Shay, Finance Director Mike Folkers, and Council Secretary Tracy Wood.

COMMUNICATIONS

**Swearing In of Police
Officer David Blundred**

Mayor Durney issued the oath of office to Police Officer David Blundred and welcomed him to the City.

**Introduction of New Fire
Personnel**

Assistant Fire Chief Paul Dean introduced two new City employees, Evgeny Bistrika and Brandon Farrer, who have recently been hired at the Fire Department.

**Proclamation – Joann
Stover**

Mr. Folkers read a Proclamation honoring Joann Stover for over 20 years of service to the City and the Civil Service Commission.

Update on DOT Projects

Mr. Bill Bumback representing the Department of Transportation updated the Council on various DOT projects. He and fellow representatives answered questions concerning the Pontoon Project and other projects in our area.

Traffic Concerns – N Street

Mr. Folkers read a letter from Mr. Sam Coleman, regarding traffic safety on N Street. Mr. Coleman stated that he feels there should be stop signs installed to slow the traffic down in that area. Mayor Durney referred this issue to the Public Safety Committee. Councilmember McMillan stated that this issue has been looked at in the past and it was felt the street should be left as a through street for public safety vehicles.



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Traffic Signal Concerns

Mr. David Hanson, 7th Street, Hoquiam, spoke to the council regarding the signal light on the Myrtle Street. He expressed his concern with the short amount of time that the caution light stays on – it does not give drivers much time to react. Signal lights are managed by DOT and Mr. Shay will contact them.

Traffic on N Street

Mr. Sam Coleman stated he did not hear what Councilmember McMillan had stated about the issue on N Street. Councilmember McMillan repeated that the committee had looked at this issue before and felt it should remain as a through street for emergency vehicles. Mr. Coleman expressed that he was tired of people racing up and down N Street. He believes something should be done about this.

CONSENT AGENDA

Councilmember Hyde moved for the adoption of items a and b on the consent agenda as presented. The motion was seconded. Those items appearing on the consent agenda were as follows:

- The City Council minutes of November 23, 2009;
- The Regulatory Committee report recommending approval and payment of claim check numbers 67847 through 68067 in the amount of \$400,641.43; payroll check numbers 23058 through 23135 in the amount of \$483,583.39; US Treasury deposits in the amount of \$90,224.29; and that payroll and benefits for the month of December, 2009, be approved and issued at the proper time.

The motion for approval passed by voice vote.

OFFICER REPORTS

Amendment to Biosolid Project

Mr. Shay presented a written report to the council regarding an amendment to the Biosolids Project Management by HDR Engineering. Mr. Shay stated that the amendment regards inspection/reporting requirements for the Lagoon project. He recommends that the Council authorize the Mayor to sign the amendment with HDR. A motion was made to approve the contract amendment by Councilmember Moir. The motion was seconded and passed by voice vote.

Police Services Officer Position – Police Dept.

Chief Myers provided information to the council regarding a change to the correction officer job description. The



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Department will now have a Police Services Officer who will be involved in correction duties such as transporting prisoners, etc., but also be available to assist city staff when they are having problems at a residence, assist during events downtown or at the stadium, help with records and evidence and assist with code enforcement functions. Councilmember McMillan moved to accept the new job description, the motion was seconded. Chief Myers also stated that Officer Roy Kinney who is retiring from his Police Officer position has agreed to accept the position and will start after his retirement at the end of the year. The motion to approve the job description passed by voice vote.

**Investment Policy
Amendment**

Mr. Folkers provided information to the council regarding a change he would like to make to the current Investment Policy. The amendment would change the limit that was set regarding purchase of bonds in Washington State – staff would like to remove that restriction. Councilmember McMillan moved to accept the amendment. The motion was seconded and passed by voice vote.

**Cancelling December 28th
City Council Meeting**

Staff requested that Council authorize the cancellation of the regularly scheduled Council meeting of December 28, 2009; Councilmember McMillan moved to approve the cancellation of the meeting, the motion was seconded and passed by voice vote.

Tree City USA Designation

City Planner, Alissa Thurman provided information to the council regarding the recertification process for the Tree City USA designation. The city has met all requirements and is seeking council approval to submit the application package. Councilmember Daniels moved to accept the report. The motion was seconded and passed by voice vote.

**Recent Emergency at
Imperium Renewals**

Mr. Dean reported on the recent incident at Imperium. He provided information on the equipment that was recently provided to the department by Westway Terminals. The recent incident enforces the importance of training and availability of the right types of equipment to be able to respond. Chief Myers also reviewed the incident. Both commended Imperium for their emergency preparedness and their staff.



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MAYORS REPORTS

**Appointment of Municipal
Court Judge**

Mayor Durney asked for Council concurrence on reappointing Bill Stewart to serve as Municipal Court Judge. Councilmember McMillan moved for the reappointment. The motion was seconded and passed by voice vote.

**Planning Commission
Appointments**

Mayor Durney asked for Council concurrence on the appointment of Katie Stamwitz to the Planning Commission and the reappointment of Nancy Taylor and Denise Burke for terms of four years. Councilmember Moir moved to approve the appointments. The motion was seconded and passed by voice vote.

**Lodging Tax Advisory
Commission**

Mayor Durney asked for Council concurrence on the appointment of Councilmember Dickhoff to serve on the Lodging Tax Advisory Commission. Councilmember Moir moved for approval. The motion was seconded and passed by voice vote.

**Newly Elected Officials
Training**

Mayor Durney reminded the councilmembers about the Newly Elected Officials training offered by AWC. It will be held in February. If there is any interest please contact Tracy.

Mayor Durney spoke briefly about new businesses coming to Hoquiam. There is a new bookstore opening in the old Blues Bros. location and a new pizza place opening in the old KFC location on Lincoln. Also a new clothing store and a new t-shirt business have opened on 7th Street.

LEGAL BUSINESS

Ordinances

Supplemental Budget 09-02

An Ordinance adopting Supplemental Budget 09-02. Mr. Folkers read the ordinance by title. Councilmember McMillan moved for the adoption of the ordinance and the motion was seconded. Following its second reading the motion passed by unanimous roll call vote.

Resolutions

**Declaring Emergency –
Repair of Rotor Shaft at
WWTP**

A Resolution declaring an emergency, and waiving the bid requirements of RCW 35.23.352, and authorizing the repair of the Number 4 rotor shaft at the City Wastewater Treatment Plant. Councilmember Moir moved for the adoption of the resolution and the motion was seconded. Following a brief discussion on costs, the motion passed by voice vote.



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**Adopting Amendment to
the City Personnel Policies
and Procedures**

A Resolution adopting amendments to the City of Hoquiam personnel Policies and Procedures Manual; adding a new Section 17.00, pertaining to inclement weather and natural disasters. Councilmember Moir moved for adoption of the resolution and the motion was seconded. Mr. Folkers explained the proposed policy/procedure after which the motion passed by voice vote.

OTHER LEGAL

Grays Harbor County Jail

Mr. Folkers stated this item has been removed from the agenda at this time.

NEW BUSINESS

PSO Corrections Officer

Representatives from the Lake Quinault Conservation Corps provided information to the council regarding a service project they would like to do at Elton Bennett Park. They requested city financial support for the project. Councilmember McMillan moved to contribute up to \$1500 to complete the project. The motion was seconded and passed by voice vote. Funds will come from the Council special projects fund/community development.

**Swearing in of Newly
Elected Councilmembers
and Re-elected
Councilmembers**

The oath of office was issued to newly elected Councilmembers Brenda Carlstrom, Aaron Shumate and John Wiedl and they took their seats as councilmembers of the City of Hoquiam. The oath of office was also issued to re-elected Councilmembers Daniels, Grun and Pellegrini.

**2010 Council President
Excuse Absent Members**

Councilmember McMillan spoke briefly regarding the election of a new Council President for 2010 and 2010 Council Committee Assignments. Councilmember McMillan moved to nominate Councilmember Moir to serve as Council president for 2010. The motion was seconded. No other nominations were made and the motion passed by voice vote. .

Committee of Committees

Councilmember McMillan moved to nominate Councilmember Shumate to serve as the newly elected member on the Committee of Committees. The motion was seconded. Council President Moir and past President Pellegrini will also serve on this committee for 2010. No other nominations were received and the motion passed by voice vote.



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Committee Meetings

Councilmember McMillan announced that the Public Safety and Law Committee will be meeting Thursday, December 17th at 5:00 at the Police Station. They will be discussing parking time limits.

Excuse Absent Members

Councilmember Moir moved to excuse the absent member. The motion was seconded and passed by voice vote.

Adjournment

Councilmember McMillan moved to adjourn the meeting at 9:15 p.m. The motion was seconded and passed by voice vote.

JACK DURNEY – Mayor

TRACY WOOD – Council Secretary



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