



CITY OF HOQUIAM  
City Council Meeting Agenda

April 27, 2020  
7:00 PM

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**1. COMMUNICATIONS**

- a. Letter from Barney and Rocki Oldfield

**Public Comment:** For public comment please email them to [twood@cityofhoquiam.com](mailto:twood@cityofhoquiam.com) by Monday, April 27, 2020 at 10:00 AM.

**3. CONSENT AGENDA**

- a. Council Minutes of April 13, 2020  
b. Claims & Payroll

**4. COUNCIL ACTION/DISCUSSION**

- a. COMMITTEE REPORTS  
b. OFFICER REPORTS  
c. MAYORS REPORTS  
d. COUNCIL REPORTS

**5. LEGAL BUSINESS**

- a. ORDINANCES  
b. RESOLUTIONS  
c. OTHER LEGAL

**6. OLD BUSINESS**

**7. NEW BUSINESS**

**8. SECOND PUBLIC COMMENT**

**9. EXECUTIVE SESSION**

**10. ADJOURN**

**Regulatory Meeting at 6:15 PM** – attendance only permitted via remote live stream – this meeting will be live streaming at <https://zoom.us/j/98946273495>.

**Council Meeting at 7:00 PM** – attendance only permitted via remote live stream – this meeting will be live streaming at <https://zoom.us/j/98821998346>. This meeting will be recorded.

**2.**



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### **CALL TO ORDER**

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

### **ROLL CALL**

In attendance at the meeting were Mayor Winkelman, Councilmembers Carlstrom, Dick, George (entered at 7:28 p.m.), Grun, Hinchey, McMillan, Nelson, Patterson, Puvogel, Reid, Wilson. Absent from the meeting was Councilmember Anderson...

Staff in attendance were Police Chief Myers, Fire Representative Rich Malizia, City Attorney Steve Johnson, City Administrator Brian Shay, Finance Director Corri Schmid and Council Secretary Tracy Wood.

### **PUBLIC HEARING**

Comprehensive Parks Plan

Councilmember McMillan moved to open the hearing at 7:03 p.m. and his motion was seconded and passed by unanimous roll call vote.

Mr. Shay explained that the Draft Comprehensive Parks Plan was available on the City Website for viewing for the past several weeks. No public comments have been received. He stated that if the city wants to apply for state funding, we are required to have an updated park plan. Page 37 lists those parks we would want to apply for funding for. The WSRCO grant is due in June and we plan to apply for funding. Councilmember McMillan moved to close the hearing at 7:07 p.m. His motion was seconded and passed by unanimous roll call vote.

Community Development  
Block Grant

Councilmember McMillan moved to open the hearing at 7:08 p.m. His motion was seconded and passed by unanimous roll call vote.

Mr. Shay explained if we are planning to apply for a block grant the City is required to hold a public hearing. We have received funding in the past through this grant process and staff feels the stadium would be a good fit for this funding also. There were no public comments, and Councilmember McMillan moved to close the hearing at 7:11 p.m. His motion was seconded and passed by unanimous roll call vote.



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## COMMUNICATIONS

Councilmember McMillan made a motion to remove the public comment section from the meeting and his motion was seconded. Councilmember Puvogel stated he would vote no as we should be able to allow public comment. Ms. Schmid stated that since we are receiving comments online they would not be recorded at this time. If we are to hold future meetings virtually we will work through this so people will be able to comment. The motion to remove the public comment period from the agenda passed by roll call vote.

## CONSENT AGENDA

Councilmember Grun moved to approve the Consent Agenda as presented and his motion was seconded. Those items appearing on the consent agenda were as follows:

- The City Council Minutes of March 9, 2020;
- The Regulatory Committee Report recommending approval and payment of claim check numbers
- The Notice of Completion on the Library Renovation Project;

Councilmember Puvogel asked if the library project was done, Mr. Shay stated yes the work by the contractor was done. Councilmember McMillan asked if the doors and elevator are now working. Mr. Shay stated that the doors are but that the elevator was not included in the grant. Timberland Regional Library is considering applying for a grant which would include our library elevator. Following this discussion, the motion to approve the consent agenda passed by roll call vote.

## COMMITTEE REPORTS

Public Utilities Committee  
Transportation Benefit  
District Ordinance

The Public Utilities Committee made a recommendation that the Council approve an ordinance to put a ballot measure before the voters to create a Transportation Benefit District. Councilmember Wilson moved to approve the committee report and the motion was seconded. Councilmember McMillan expressed his concern that with people out of work, that this would not be a good time to do this. Several councilmembers agreed that this was not a good time. Council was reminded that this is a discussion on adopting the report, and that an



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Lodging Tax Advisory  
Committee – 2020 LTAC  
Funding Awards

Ordinance would need to come before the council for adoption at a later meeting. Councilmember Reid stated that the City needs to educate the public before putting this on the ballot so they are more informed. The motion to adopt the Committee Report passed by roll call vote.

The Lodging Tax Advisory Committee made a recommendation that the Council approve LTAC funding awards as follows:

Olympic Stadium Renovation/Preservation \$20,000  
Hoquiam Beautification Committee – Downtown Baskets  
\$2,000  
Hoquiam Rotary Club – Advertising Events \$1,500  
City of Hoquiam Easter Egg Hunt \$900  
Loggers Playday Committee-Events/Advertising/Rental  
\$3,000  
Polson Museum – Signage \$4,261  
7<sup>th</sup> St. Theatre – Rack Cards/Advertising \$2,800  
HBA – Events/Social Media Advertising \$2,500  
Shorebird Festival – Education Events, Advertising \$2,500  
Total of recommended funding requests \$39,461

Councilmember McMillan moved for the approval of the committee report and to authorize funding as recommended. His motion was seconded. A brief discussion was held regarding the funding for those festivals or events that might not be held. Ms. Schmid stated these are reimbursable funds. (Councilmember George joined the meeting at 7:28 p.m.). If the event is not held and funds not expended, then the funds would be rolled over to next year. The motion for approval of committee report and funding requests passed by roll call vote.

## OFFICER REPORTS

Biosolids Projects  
Public Safety Committee –  
Hobby Beekeeping

Mr. Shay presented a report to the Council regarding the recent call for bids on the Biosolids Removal Project. Callus Clean Sweep, Romero Bros. and Synigrow submitted bids, and staff recommends award of the bid to Synigrow as the apparent low bidder at 815,995.65. The Engineering estimate for this project was \$865,000.00. Councilmember Puvogel moved to adopt the



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Police Department Annual Report

report and his motion was seconded. Councilmember Hinchin asked how often does the work need to be done. Mr. Shay stated that this will be the second time the City has done this. A discussion was held regarding consolidation of some of the Wastewater efforts with the City of Aberdeen. Mr. Shay stated that the City is still looking at our options. He stated that \$1,000,000 was budgeted for this this project. Following no further discussion, the motion for approval passed by unanimous roll call vote.

Chief Myers stated that the annual review reports were provided to the Council and Mayor.

## MAYOR REPORTS

Emergency Declaration

Mayor Winkelman thanked the department heads, employees and citizens for their efforts during these difficult times. He did declare an emergency and only essential employees are working at this time and the City is taking every measure to insure social distancing for those employees. Some difficult decisions needed to be made. Information changes so quickly that it has been challenging. Everyone is employed, with some employees working from home. For those positions that can follow the recommended social distancing, they are working. some people are working from home. It is going to cost the some money, but we will make it work. The City has made accommodations for people to pay utilities/arrange for payments without having suspension of services. A few weeks ago he also encouraged citizens in Hoquiam to do a light of hope, and he is proud of how our city and residents have done this. The scouts put up flags along Riverside and will do it again in the future. The City is striving to work with residents as well as answer questions and calls they might have. This Friday, April 20, at 8:20 p.m. the City will join other cities across the State and turn on the lights at our stadium to honor the many High School seniors and athletes from our town. There have been some concerns brought to his attention such as the 72 hour parking rule during the stay at home order. In checking with staff, there have only been 3 citations issued since the stay at home order went into effect. Hometown Sanitation has made accommodations for submittal of payments and have stated that they would like to postpone the spring clean-up to a later date. The Beautification



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Community Foundation  
Grants

Committee has instituted an adopt a pot program and are still out there working on plants and beautification efforts around town. If they are dealing with any planters, etc., they need to do it in a safe way. Puvogel thanked the mayor and staff for what they have been doing. Mayor Winkelman also spoke briefly regarding the podcast that Councilmember Puvogel did.

Fire Consolidation

Councilmember Carlstrom stated that HBA appreciates all of the information that the City has been able to provide to them. Many of the small businesses did not apply for emergency funding, but they received the information so that they could. The funds are now capped.

Councilmember McMillan stated that the fire consolidation team has not met and probably won't until at least June.

## COUNCIL REPORTS

Hoquiam Business  
Association

Councilmember Carlstrom announced that the HBA Board meeting will be via zoom on Wednesday – at 5:15.

## LEGAL BUSINESS RESOLUTIONS

Declaring Emergency –  
Beacon Hill Sewer Break

A Resolution of the City of Hoquiam adopting the Comprehensive Parks Plan. Ms. Schmid read the resolution by title. Councilmember McMillan moved to adopt the resolution and his motion was seconded and passed by unanimous roll call vote.

## OLD BUSINESS

BHP Project

Mr. Shay provided an update on the BHP project. An extension was requested by the Quinault Nation and BHP and was granted by the Hearing Examiner until March 31<sup>st</sup>. The Quinault Nation was going to discuss this at their March meeting but it was cancelled so the extension has now been moved until June. Councilmember Carlstrom asked why are they getting more extensions. Mr. Shay stated that both the Quinault Nation and



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	<p>BHP felt they could work with each other regarding some of the issues and concerns.</p>
<p>Sidewalks 22<sup>nd</sup> to 23<sup>rd</sup> St. on Sumner</p>	<p>Councilmember McMillan asked if the sidewalks on Sumner from 22<sup>nd</sup> to 23<sup>rd</sup> would be completed as part of the sidewalk/paving project being done by Rognlins. Mr. Shay stated that the north side would be when work is allowed to continue. Council would like to have staff look into completing the south side also.</p>
<p>Candlestick Barriers Removed from Riverside</p>	<p>Councilmember Wilson asked why the candlesticks were removed from Riverside on the turn lane. Mr. Shay stated that DOT took them down and he has not received a specific answer from them as to why.</p>
<p>Hobby Beekeeping</p>	<p>Councilmember Carlstrom asked if the council will still be holding a public hearing on hobby beekeeping. Ms. Schmid stated that this will be done at a future meeting so those citizens wishing to comment can attend.</p>
<p><b>NEW BUSINESS</b></p>	
<p>Cancellation of May 25<sup>th</sup> City Council Meeting</p>	<p>Staff requested that Council cancel the City Council meeting of May 25<sup>th</sup> as it falls on Memorial Day. Councilmember McMillan moved to cancel the meeting of May 25<sup>th</sup> and his motion was seconded and passed by roll call vote.</p>
<p>Excuse Absent Member</p>	<p>Councilmember McMillan moved to excuse the absent member and his motion was seconded and passed by a roll call vote of 11 to 1, with Councilmember Wilson voting no.</p>
<p>Sign on Lincoln/Emerson</p>	<p>Councilmember Puvogel thanked whoever was responsible for putting up the sign at the corner of Lincoln and Emerson reminding people that the parks and beaches are closed</p>
<p>Public Comment</p>	<p>A motion was made to remove the public comment period from the agenda during the virtual meetings and the motion was seconded. A discussion was held on finding a way for the public to be able to comment during the meetings. Ms. Schmid stated that there is no way to record their comments. They can email their questions or comments to Tracy before each meeting and they can be provided to the council. The motion passed by roll call vote of 7 to 4.</p>



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Update from Police  
Department/Fire Department

Chief Myers provided an update to the council on precautions, etc., being taken during this time. He stated that staff have been provided with masks and gloves and that their call volumes are down. People are not out like normal. Many are out of work, some are experiencing mental health issues, some criminals taking advantage of the situation. Jail is at about half the capacity as normal. Fire Representative Rich Malizia stated that the fire department calls are running at about 1/3 down from normal. The Department personnel are using protective equipment. Slowly getting some supplies in. Not as many as we'd like. Both departments are working with county Incident Management Team.

**ADJOURN**

Councilmember McMillan moved to adjourn the meeting at 8:35 p.m. and his motion was seconded and passed by roll call vote.

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BEN WINKELMAN – Mayor

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TRACY WOOD – City Council Secretary



# REPORT OF COMMITTEE

## April 27, 2020

To the Honorable Mayor and City Council of the City of Hoquiam:

We hereby recommend approval of the following:

Claims Check Numbers	<u>93693</u>	through	<u>93859</u>	<u>\$378,724.23</u>
Claims Auto Pays & EFTs	<u>362</u>	through	<u>367</u>	<u>\$18,993.84</u>
Claims Treasurer Check Numbers	<u>          </u>	through	<u>          </u>	<u>          </u>
Payroll Check Numbers	<u>29421</u>	through	<u>29451</u>	<u>\$190,551.07</u>
Payroll Payments via ACH				<u>\$394,502.94</u>
Payroll Payments via EFT - for Taxes, Deferred Comp & Pension				<u>\$209,979.83</u>
Payroll and benefits for the hours worked in	<u>April</u>	be approved and issued at the proper time.		