



CITY OF HOQUIAM
City Council Meeting Agenda

May 11, 2020
7:00 PM

1. **COMMUNICATIONS**
2. **PUBLIC COMMENT:** For public comment please email them to twood@cityofhoquiam.com by Monday, May 11, 2020 at 10:00 AM.
3. **CONSENT AGENDA**
 - a. Council Minutes of April 27, 2020
4. **COUNCIL ACTION/DISCUSSION**
 - a. **COMMITTEE REPORTS**
 - b. **OFFICER REPORTS**
 1. Estes Managed Timber Sale
 2. Janitorial Services
 - c. **MAYORS REPORTS**
 1. Judicial Appointment
 - d. **COUNCIL REPORTS**
5. **LEGAL BUSINESS**
 - a. **ORDINANCES**
 - b. **RESOLUTIONS**
 - c. **OTHER LEGAL**
6. **OLD BUSINESS**
7. **NEW BUSINESS**
 - a. Set Public Hearing – Six Year Street Plan
 - b. Set Public Hearing – Use of Right of Way – 8th Street Ale House and Hoquiam Brewery
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://us02web.zoom.us/j/89341912256>.

Council Meeting at 7:00 PM – *attendance only permitted via remote live stream* – this meeting will be live streaming at <https://us02web.zoom.us/j/82692888532>. This meeting will be recorded.



CITY OF HOQUIAM

City Council Meeting Minutes

April 27, 2020

CALL TO ORDER

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

ROLL CALL

Mayor Winkelman called the meeting to order at 7:01 p.m.
Councilmember McMillan led the flag salute.

In attendance at the meeting were Mayor Winkelman and Councilmembers Carlstrom, Dick, George, Grun, Hinchey, McMillan, Nelson, Patterson, Puvogel, Reid. Councilmember Anderson joined the meeting at 7:03 p.m. and Councilmember Wilson joined the meeting at 7:22 p.m.

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

COMMUNICATIONS

Lien on Property

A letter was received from Barney and Rocki Oldfield regarding a piece of property they purchased at a tax sale that had a city lien on it from demolition by the City. They stated that they did not find out about the lien until they tried to sell the property and they are asking that the city accept a lesser amount and refund part of the funds back to them. Mr. Johnson stated that the liens were noted on the descriptions of the property at the county, but the Oldfields indicated they were not disclosed on the bid sheet. The buyer reached out to the Mayor and City Administrator. They are asking for approximately \$10,000 of the lien to be forgiven.

There were no emailed public comments received prior to the meeting.

Mayor Winkelman stated that rather than a roll call vote on each issue, he will ask if there are any opposing votes to each motion rather than taking a roll call on each item.

CONSENT AGENDA

Councilmember McMillan moved to approve consent agenda items a and b as presented and his motion was seconded. Those items appearing on the consent agenda were as follows:

- The City Council Minutes of April 13, 2020;



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MAYOR REPORTS

- The Regulatory Committee Report recommending approval and payment of claim check numbers 93693 through 93859 in the amount of \$378,724.23; claim auto pay and EFT's numbers 362 through 367 in the amount of \$18,993.84; payroll check numbers 29421 through 29451 in the amount of \$190,551.07; payroll ACH and EFT in the amount of \$394,502.94 and \$209,979.83 respectively.

The motion for approval of the consent agenda passed by voice vote.

Mayor Winkelman stated there are a couple of projects planned in the next few weeks. On May 4th the High School is attempting to address the graduation for their Seniors. They will be hanging banners at Pocklington Central Playfield. They are working with City staff to make sure that all rules are followed.

Mayor Winkelman stated that the Stimulus Check website was not working but IRS did a successful update over the weekend and it seems to be working now.

Small Businesses can log in to the SBA Website or they can work with the business association or Greater Grays Harbor Inc. for some help.

COUNCIL REPORTS

Hoquiam Business Association

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

LEGAL BUSINESS

Other Legal

OLD BUSINESS

Supplemental Budget

Councilmember Puvogel asked if the Council would be reviewing and approving a supplemental budget this year. Ms. Schmid stated that it will possibly be submitted in June or July for their review



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Timber Sales

Councilmember Grun asked if the timber sale that was discussed a while back was approved. Mr. Shay stated that the sales were awarded to Sierra Pacific and Harbor Timber. Those were awarded under the executive order. We should have received \$100,000 from them in the last week. Councilmember Grun asked about the in town sale. Mr. Shay will speak with Mr. Estes this week on the status of that sale. Mayor Winkelman asked that Finance make sure the funds from that sale go to the appropriate city funds.

Sidewalks 22nd to 23rd St. on
Sumner

Closure of Parks

Councilmember Puvogel asked if the City is lifting the closure on the parks. Mayor Winkelman does not intend to lift any closure orders at this time. Only allowing the school district to do this specific thing for the Seniors.

Letter Regarding Lien

Council was asked if they would like to take any action on the letter that was received regarding the Lien on property purchased through the tax auction. Mr. Johnson had indicated that this would be a gifting of public funds when it was discussed earlier in the meeting. Council will not take any action on this request.

NEW BUSINESS
COMMUNICATIONS
ADJOURN

Councilmember Puvogel moved to adjourn the meeting at 7:37 p.m. and his motion was seconded and passed by voice vote.

BEN WINKELMAN – Mayor

TRACY WOOD – City Council Secretary



**Office of the City Administrator
CITY OF HOQUIAM**

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Report From Officer

DATE: May 6, 2020
TO: Mayor Ben Winkelman and Council Members
FROM: Brian Shay, City Administrator
SUBJECT: Timber Harvest within the City Limits & New Potential Building Site

The City has received a permit from the Department of Natural Resources to harvest the timber within the city limits as discussed in January. The City is on schedule for a timber sale this summer/fall.

Estes Timber LLC has prepared the cost estimate for the next phase of the project which includes drafting the bid/contract specifications, destination/short sheet for logs, drafting a letter to send to adjacent property owners, and coordinating with surveyors who will be hired to mark the sale boundaries. The cost of this work is not to exceed \$2,600. The surveyors will be hired under a separate contract.

Additionally, Mr. Estes has identified a separate City owned parcel above/adjacent to 417 Buchanan that could be cleared and sold as a home building site. He has prepared a cost estimate not to exceed \$1800 to further evaluate the site, cruise the timber, prepare bid specifications, and coordinate with land surveyors should the city choose to move forward.

Recommendation:

Staff recommends that the Council authorize both projects to move forward under the scope of work provided by Estes Timber.



**Office of the Finance Director
City of Hoquiam**

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Report From Officer

DATE: May 11, 2020
TO: Mayor Ben Winkelman and Council Members
FROM: Corri Schmid, Finance Director
SUBJECT: Janitorial Services

As of April 30, 2020 the janitor for the City of Hoquiam ended their services. The City received the following quotes for janitorial services:

A2Z Cleaning Professionals	\$2,957
Christal Clear Cleaning	\$1,550

Recommendation:

Staff recommends that Council execute a contract with Christal Clear Cleaning immediately.