



CITY OF HOQUIAM  
City Council Meeting Agenda

August 10, 2020  
7:00 PM

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1. **COMMUNICATIONS**
2. **PUBLIC COMMENT:** For public comment please email them to [twood@cityofhoquiam.com](mailto:twood@cityofhoquiam.com) by Monday, August 10<sup>th</sup>, 2020 at 10:00 AM.
3. **CONSENT AGENDA**
  - a. Council Minutes of July 27, 2020
4. **COUNCIL ACTION/DISCUSSION**
  - a. **COMMITTEE REPORTS**
  - b. **OFFICER REPORTS**
    1. Bid Award – Flooring for HFD/HPD
    2. Building Permit Software - SmartGov
  - c. **MAYORS REPORTS**
  - d. **COUNCIL REPORTS**
5. **LEGAL BUSINESS**
  - a. **ORDINANCES**
  - b. **RESOLUTIONS**
    1. Forest and Watershed Management Plan
    2. Chehalis River Basin Flood Control Project
  - c. **OTHER LEGAL**
    1. Whistler Communications Agreement
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://us02web.zoom.us/j/81258098000>.

**Council Meeting at 7:00 PM** – *attendance only permitted via remote live stream* – this meeting will be live streaming at, this meeting will be recorded <https://us02web.zoom.us/j/83029630409>.



# CITY OF HOQUIAM

City Council Meeting Minutes

July 27, 2020

## CALL TO ORDER

Mayor Winkelman called the meeting to order at 7:00 p.m. and the flag salute was held.

## ROLL CALL

In attendance were Mayor Winkelman and Councilmembers Anderson, Carlstrom, Dick, George, Grun, McMillan, Patterson, Puvogel and Reid. Absent from the meeting were Councilmember Hinchin and Nelson.

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

## COMMUNICATIONS

Swearing in Councilmember Pellegrini

Mayor Winkelman issued the oath of office to John Pellegrini who will fill the Ward 1 Council vacancy.

Michael Sand – Interest in Purchasing Property

A written copy of a letter received from Mike Sand, stating his interest in purchasing a portion of City property adjacent to his house, was presented to the Council. Councilmember Puvogel asked if the purchase of the property was on the agenda tonight. Staff indicated that Mr. Shay and Mr. Sand have been discussing this.

## CONSENT AGENDA

Councilmember Grun 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 July 13, 2020;
- The Regulatory Committee report recommending approval and payment of claim check numbers 94183 through 94359 in the amount of \$398,154.06; claim auto pays and EFT numbers 379 through 381 in the amount of \$18,165.77; payroll check numbers 29509 through 29542 in the amount of \$191,730.34; payroll ACH and EFT's in the amount of \$384,863.56 and \$200,767.89 respectively; and that payroll and benefits for the month of August, 2020, be approved and issued at the proper time.

The motion for the approval of the consent agenda passed by



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### **MAYOR REPORTS**

#### Police Department

voice vote

Mayor Winkelman asked Chief Myers to provide a quick update to the Council regarding operations at the Police Department. Chief Myers stated he was recently a guest on the radio show at KBKW and he spoke about the challenges of policing at this time. The Department has received outstanding support from the City and the community. There is currently one open position which they have held off filling due to COVID. Officer Simpson is still in her training phase but will be done soon. WASPC has brought forward a concern that there is not a protocol for testing inmates and they are hoping to get some action there. The Department did take an inmate to Seamar last week who was showing some sickness and they had results back in an hour. Niko and Officer Spaur are doing a great job. Mayor stated that he has heard feedback from citizens regarding speed control on Riverside and Emerson. Councilmember Puvogel thanked the department for getting zoom set up for inmate visitation. Chief Myers thanked Finance Director Schmid for getting that set up for the Department

#### Current Projects

Mayor Winkelman stated that there is progress being made on multiple fronts. Phase I of the Stadium repair has been awarded and is scheduled to start soon. Staff is currently looking at some grants regarding pump stations and there has been discussion about trying to get a Tsunami alert system possibly in North end.

#### **Public Utilities Committee** Yard of the Month

The Public Utilities Committee made a recommendation that the City Council re-establish the Yard of the Month program to be managed by the Councilmembers of each ward. The Council Ward mates will coordinate on how best to review the homes in their ward for distribution of the recognition sign and determine the appropriate months of the year for the program. Councilmember McMillan moved to approve the committee report and his motion was seconded and passed by voice vote.

### **COUNCIL REPORTS**

#### Yard of the Month

The Yard of the month for Ward 4 has been awarded to Mr. and Mrs. Bob Paylor. Councilmember McMillan stated that



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	<p>Ward 1 recently awarded Paul Cook with Yard of the month for their ward.</p>
Regional Fire Authority (RFA)	<p>Councilmember McMillan spoke briefly regarding the recent RFA meeting.</p>
Loggers Playday	<p>Councilmember McMillan stated that the Loggers Playday Committee is meeting every Thursday in August. If the City does not believe it is in the best interest of the City for this to be held this year, please let them know</p>
Yard of the Month	<p>Councilmember Patterson and Nelson awarded the Yard of the Month for Ward 3 to Rod and Elizabeth Scott.</p>
<b>LEGAL BUSINESS</b> <b>Ordinances</b>	
Hobby Bee Keeping	<p>An Ordinance relating to the keeping of bees; amending Section 3.40.200 of the Hoquiam Municipal Code; and adding a new Section 3,40.195 to the Hoquiam Municipal Code. Ms. Schmid read the ordinance by title and Councilmember Patterson moved to adopt the ordinance. Her motion was seconded. Councilmember Patterson provided a brief summary of the discussion held in Public Utilities concerning this issue. She also spoke about a State law that does not hold the City or bee keeper liable if someone is stung or injured. Mr. Johnson stated that there is a state law that passed a few years ago that pretty much grants immunity against lawsuits from someone stung by the bee and immunity for the City. Mr. Johnson stated that under Section 1, subsection (1), the words “or bees” should be stricken from the Ordinance. A discussion followed wherein Council discussed the letters that were received. Councilmember Anderson asked if the Animal Control Officer would need additional training for this. Councilmember McMillan stated that he would like to put this off to next year due to citizens not being able to attend the meetings to discuss this due to COVID. There was further discussion regarding the danger to people and what type of threat hives would cause. Following this discussion, Ms. Schmid read the ordinance by title a second time after which the ordinance passed by a roll call vote of 8 to 2, with Councilmembers Grun and McMillan</p>



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	voting no.
Fire Truck Bond	<p>An Ordinance of the City of Hoquiam, Washington, authorizing the submission to the voters of the City at an election to be held on November 3, 2020, of a proposition authorizing the City to issue its general obligation bonds in a principal amount not to exceed \$875,000 to finance the costs of acquiring and equipping a new pumper truck. Ms. Schmid read the Ordinance by title. Councilmember Puvogel moved to adopt this ordinance and the motion was seconded. A discussion followed wherein the age of the current fire equipment was discussed. Fire Representative Malizia stated that this has been an ongoing request for several years. It was brought up by both of the last two fire chiefs. Councilmember Puvogel stated the Departments equipment is aging and in dire need of replacement. This would be a 15 year bond – which would be the life of the expected use. The cost would be between \$15-\$18 per \$100,000 on property tax per household. Running this on the November ballot would be the lowest cost to the city. Ms. Schmid read the Ordinance by title a second time and the motion passed by unanimous roll call vote.</p>
<b>OLD BUSINESS</b>	
Purchase of City Property	<p>Councilmember McMillan made a motion to have staff continue to work with Mr. Sand regarding the purchase of the city owned property he inquired about. His motion was seconded and the motion passed by voice vote.</p>
Status of Assistant Fire Chief	<p>Councilmember McMillan asked for an update on where the Fire Department was regarding the Assistant Fire Chief position. Mr. Malizia stated that the Department and Staff are working on this.</p>
Yard of the Month	<p>Council was reminded that if the Wards have not picked up their signs they are available through Tracy.</p>
<b>NEW BUSINESS</b>	



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Excuse Absent Members

**ADJOURN**

Council moved to excuse the absent members who notified staff. The motion was seconded. Councilmember Nelson will be excused from the meeting. The motion passed by voice vote

A motion to adjourn the meeting was made at 7:45 p.m. and the motion was seconded and passed by voice vote.

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BEN WINKELMAN – Mayor

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TRACY WOOD – City Council Secretary



**Office of Finance Director**

**CITY OF HOQUIAM**

609 – 8<sup>th</sup> Street, Hoquiam, WA 98550  
(360) 538-3969 – FAX (360) 538-0938  
Email: [cschmid@cityofhoquiam.com](mailto:cschmid@cityofhoquiam.com)

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## **Report From Officer**

DATE: August 10, 2020  
TO: Mayor Ben Winkelman and Council Members  
FROM: Corri Schmid, Finance Director  
SUBJECT: Flooring for HFD & HPD

The Police and Fire Departments are in need of replacing flooring in high-use areas which need to be sanitized more often due to COVID concerns.

The City received bids from Great Floors, LLC for \$43,482.68 and from ResCom Flooring, Inc. for \$49,014.66. This expense is eligible for reimbursement through the CARES Act funding.

Recommendation:

Staff recommends that the Council award the bid to Great Floors, LLC for \$43,482.68.



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

609 – 8<sup>th</sup> Street, Hoquiam, WA 98550  
(360) 538-3983 – FAX (360) 538-0938  
Email: [bshay@cityofhoquiam.com](mailto:bshay@cityofhoquiam.com)

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## **Report From Officer**

DATE: August 5, 2020  
TO: Mayor Ben Winkelman and Council Members  
FROM: Brian Shay, City Administrator  
SUBJECT: On-line Permitting Software – Covid 19 Grant Funds

The City has explored the options to transition our building permits from hard copy to a fully on-line permitting system due to Covid 19. Staff has reviewed several options and would like to purchase the same building permit program utilized by the City of Aberdeen and many other municipalities throughout the state.

The costs for the first year are attached totaling \$24,089.45. This initial expense is eligible for reimbursement through the Covid grants funds administered by the Department of Commerce. Aberdeen has also offered for Hoquiam to join their agreement/account which will save the City approximately \$33,000.

This new program will be very beneficial to homeowners, builders and staff and will help keep them safe during the Covid pandemic.

Recommendation:

Staff recommends that the Council authorize the purchase and implementation of the permit software.

**CITY OF HOQUIAM**

**RESOLUTION NO. \_\_\_\_\_**

A RESOLUTION of the City of Hoquiam, Washington, continuing its support for a Chehalis River Basin-Wide solution to flooding and aquatic species restoration.

**WHEREAS**, in 2010 and 2016, the City of Hoquiam, like many other jurisdictions in the Chehalis River Basin, adopted local resolutions in support of a Basin-Wide solution to flooding and aquatic species restoration as developed through the Chehalis Basin process; and

**WHEREAS**, the City of Hoquiam foresees a future through the Chehalis Basin process where our families and communities are protected from the worst of the periodic catastrophic floods that hit our Basin and a future where habitat restoration projects have turned a declining fishery into a vibrant fishery; and

**WHEREAS**, On April 21, 2020, the Chehalis River Basin Flood Authority stated its support for the Chehalis River Basin Flood Control Zone District’s proposed Chehalis River Basin Flood Damage Reduction Project and view that the institutional governance capacity existed in the Basin to identify and implement sufficient “technically feasible and economically practicable” mitigation as required (see “Final CRBFA Letter re DEIS” in the Chehalis River Basin Flood Authority’s Local Resolutions Library); and

**WHEREAS**, the Flood Authority’s position on the District’s proposed Chehalis River Basin Flood Damage Reduction Project is consistent with previous positions and statements supporting balanced, Basin-Wide solutions for flooding and aquatic species restoration made by the City of Hoquiam; and

**WHEREAS**, the Department of Ecology’s Draft Environmental Impact Statement shows the District’s proposed Chehalis River Basin Flood Damage Reduction Project will deliver significant reductions in catastrophic levels of flooding for Basin communities and provide substantial reductions in impact and flood inundation for thousands of structures, including homes, schools, churches, small businesses, state highways and I-5, provided impacts are acceptably mitigated; and

**WHEREAS**, the Chehalis River Basin Flood Authority, Office of Chehalis Basin, Chehalis Basin Board, Chehalis Basin Flood Control Zone District, and Chehalis Basin Strategy together provide a well-structured governance and funding framework that has delivered much positive “flood” and “fish” benefit to the Basin since the catastrophic floods of 2007 and 2009, **NOW THEREFORE**,

**BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF HOQUIAM, WASHINGTON, IN REGULAR MEETING DULY ASSEMBLED, AS FOLLOWS:**

**SECTION 1.** To support and offer the continued participation of the City of Hoquiam in the integrated process of the Chehalis River Basin Flood Authority, Office of Chehalis Basin, Chehalis Basin Board, Chehalis Basin Flood Control Zone District, and Chehalis Basin Strategy as the best way to deliver the most beneficial combination of flood protection and aquatic species enhancement that all Basin citizens, stakeholders, and “flood” and “fish” interests deserve.

**ADOPTED** by the City Council of the City of Hoquiam Washington, and **APPROVED** by its Mayor, this 10th day of August, 2020.

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Ben Winkelman – Mayor

Attest:

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Corrine Schmid – Finance Director

Approved as to form and content:

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Steve Johnson – City Attorney

**CITY OF HOQUIAM  
REVOCABLE USE PERMIT AGREEMENT**

This Revocable Use Permit Agreement, is made and entered into this \_\_\_\_\_ day of August, 2020, by and between the City of Hoquiam, a municipal corporation (Grantor) and LES WHISLER, P.E., d/b/a WHISLER COMMUNICATIONS (AGrantee@).

Whereas, Grantee desires to renew a revocable use permit from Grantor to locate a pre-wired communications cargo trailer and accessories and equipment associated therewith upon a 320 square foot portion of real property owned by Grantor, depicted in Exhibit A, attached hereto, described as the South 200 feet of the East 300 feet of the Southwest Quarter of the Southeast Quarter of Section 1, Township 17 North, Range 10 West, Willamette Meridian, Grays Harbor County, Washington; and

Whereas, Grantor believes that it would be in the best interest of the City to renew said revocable use permit, which was granted on May 11, 2017, to expire on May 11, 2020.

Now therefore, in consideration of the mutual promises herein and other good and valuable consideration, the parties agree as follows:

1. The Grantee is granted the temporary ingress and egress across, over and through the Grantors real property so long as there exists a valid revocable use permit.
2. The Grantee agrees to maintain the area used by him in a neat and clean condition, to the satisfaction of the Grantor.
3. The Grantee agrees not to increase the cost of, nor interfere with other communications operators in the area.
4. The Grantee agrees to comply with all of Grantors ordinances and regulations, and all State and Federal laws, rules and regulations, and all valid orders of the State of Washington, the County of Grays Harbor, and the Federal government pertaining to his communications facilities.
5. The Grantee agrees that he shall operate his equipment and facilities in such manner that it will not interfere with adjacent property owners.
6. The Grantee agrees to defend, protect and hold harmless the Grantor from and against all claims, suits, and/or actions arising from any negligence or intentional act or omission of Grantee, its employees, agents, or subcontractors.
7. The Grantee shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Grantee, its agents, representatives, employees or subcontractors (liability

insurance). This Liability insurance shall have limits of no less than \$ 1,000,000 combined single limit per accident for bodily injury and property damage.

Any payment of deductible or self-insured retention shall be the sole responsibility of the Grantee. The Grantor shall be named as an additional insured on the insurance policy, as respects work performed by or on behalf of the Grantee and a copy of the endorsement naming the Grantor as additional insured shall be attached to the Certificate of Insurance. The Grantor reserves the right to request certified copies of any required insurance policies.

The Grantees insurance shall contain a clause stating that coverage shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurers liability.

The Grantees insurance shall be primary insurance with respect to the Grantor and the Grantor shall be given thirty (30) days prior written notice of any cancellation, suspension or material change in coverage.

- 8. The Grantee agrees that in the event that Grantee damages the Grantors improvements and structures such as roadways, culverts, water tank, piping, gates, etc., the Grantee shall promptly repair said damage to the satisfaction of Grantor, and at Grantees sole expense.
- 9. This revocable use permit is not transferrable, or assignable to any other party.
- 10. The Grantee understands and agrees that this revocable use permit may be terminated at any time by the Grantor, upon thirty (30) days written notice.
- 11. The term of this revocable use permit, unless earlier terminated, shall be three (3) years, commencing on May 11, 2020 .
- 12. The Grantee shall pay an annual permit fee in the amount of Seven-Hundred (\$700.00) Dollars per year, payable within thirty (30) days of the issuance of a billing statement from the Grantor.

**IN WITNESS WHEREOF**, the parties hereto have caused this instrument to be executed this \_\_\_\_\_ day of August, 2020.

**GRANTOR:**

**GRANTEE:**

THE CITY OF HOQUIAM

WHISLER’S, INC.

A Municipal Corporation

D/B/A WHISLER  
COMMUNICATIONS

BY: \_\_\_\_\_  
BEN WINDLEMAN  
Mayor

BY: \_\_\_\_\_  
\_\_\_\_\_  
Title

ATTEST:

\_\_\_\_\_  
CORRINE SCHMID  
Finance Director