



CITY OF HOQUIAM  
City Council Meeting Agenda

August 24, 2020  
7:00 PM

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1. **COMMUNICATIONS**
  - a. Swearing in of Officer Simpson
  - b. Wastewater Treatment Plant Outstanding Performance award – Department of Ecology
2. **PUBLIC COMMENT:** For public comment please email them to [twood@cityofhoquiam.com](mailto:twood@cityofhoquiam.com) by Monday, August 24<sup>th</sup>, 2020 at 10:00 AM.
3. **CONSENT AGENDA**
  - a. Council Minutes of August 8, 2020
  - b. Claims & Payroll
4. **COUNCIL ACTION/DISCUSSION**
  - a. **COMMITTEE REPORTS**
    1. Historic Preservation Commission – 2544 Simpson Ave
  - 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://us02web.zoom.us/j/81980224712>. To call in and listen dial 1-253-215-8782 then enter in the webinar ID 81980224712#.

**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/87463525715>. To call in and listen dial 1-253-215-8782 then enter in the webinar ID 87463525715#.



STATE OF WASHINGTON

**DEPARTMENT OF ECOLOGY**

PO Box 47600 • Olympia, WA 98504-7600 • 360-407-6000

711 for Washington Relay Service • Persons with a speech disability can call 877-833-6341

August 7, 2020

The Honorable Ben Winkelman  
Mayor of Hoquiam  
609 8th St.  
Hoquiam, WA 98550

Dear Mayor Winkelman:

Congratulations! The Hoquiam Wastewater Treatment Plant is receiving the 2019 "Wastewater Treatment Plant Outstanding Performance" award. Of approximately 300 wastewater treatment plants statewide, yours is one of 125 that achieved full compliance with its National Pollutant Discharge Elimination System (NPDES) permit in 2019.

My staff evaluated wastewater treatment plants in Washington for compliance with the effluent Limits, monitoring and reporting requirements, spill prevention planning, pretreatment, and overall operational demands of the PDES permit.

This is the second consecutive year the Hoquiam Wastewater Treatment Plant received this award. Your excellent record is a credit to the dedicated operators who are responsible for running this award-winning plant.

It takes diligent operators and a strong management team, working effectively together, to achieve this high level of compliance. It is not easy to operate a wastewater treatment plant 24 hours a day, 365 days a year, without violations. Ecology appreciates the extraordinary level of effort your plant operators demonstrated throughout 2019. Talented and proficient operators are critical to successful plant operations and protecting the health of Washington's waters.

We will announce the 2019 award recipients, including the Hoquiam Wastewater Treatment Plant, in the coming weeks.

Please call Pat Bailey at 360-407-6281 if you have any questions or comments about your award.

Thank you for the excellent service your operators provide to your community and the waters of Washington.

Sincerely,

Vincent McGowan, P.E.  
Water Quality Program Manager



# CITY OF HOQUIAM

City Council Meeting Minutes

August 08, 2020

## CALL TO ORDER

Mayor Winkelman called the meeting to order at 7:00 p.m. Finance Director Schmid led the flag salute.

## ROLL CALL

In attendance at the meeting were Mayor Winkelman and Councilmembers Anderson, Carlstrom, Dick, George, Grun (entered meeting at 7:10 p.m.), Hinchey, McMillan, Patterson, Pellegrini, Puvogel and Reid. Absent from the meeting was Councilmembers 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

There were no public comments.

## CONSENT AGENDA

Councilmember McMillan moved for consent agenda item a to be approved as presented and the motion was seconded. Those items appearing on the consent agenda were as follows:

- The City Council Minutes of July 27, 2020;

The motion to approve the consent agenda passed by voice vote.

## OFFICER REPORTS

### Flooring for HPD/HFD

The City recently issued a call for bids to replace flooring at the Hoquiam Police Department and Hoquiam Fire Department. Two bids were received as follows:

- Great Floors, LLC - \$43,482.68;
- RESCOM Flooring - \$49,014.66

A motion was made to award the bid to the Great Floors LLC as the apparent low bidder. The motion was seconded. Councilmember Puvogel stated this is a great use of the Covid funding and will make both stations more sanitary. The motion for approval passed by voice vote.



# CITY OF HOQUIAM

## City Council Meeting Minutes

August 08, 2020

Building Department Software	The City has explored options to transition building permits from hard copy to a fully on-line permitting system. SmartGov is the same software that the City of Aberdeen uses as well as several other municipalities. Cost for the first year will be \$24,089.45 through COVID funds and Aberdeen has offered to let Hoquiam join their agreement which will save the city approximately \$33,000. Staff requests Council approval to authorize the purchase and implementation of the permit software. Councilmember McMillan moved to authorize the Mayor to sign the agreement and the motion was seconded. The motion to authorize the purchase of the software passed by voice vote.
Hoquiam Register of Historic Places - 502 J Street	Gary and Marsha Enholm submitted an application to list 502 J Street on the Hoquiam Register of Historic Places. The Historic Preservation Commission recommends that the City Council approve this application and add 502 J Street to the Hoquiam Register. Councilmember Puvogel moved for the adoption of the committee report and his motion was seconded and passed by voice vote, with Councilmember Grun voting no.
<b>MAYORS REPORTS</b>	
City Departments	Mayor Winkelman expressed his gratitude to the Hoquiam Police Department and Fire Department.
Bridge Inspection	He stated that on Wednesday WASH DOT will be doing a bridge inspection; there will be one-lane traffic for part of the day.
Sunset Memorial Park	The cemetery looks great. The City is doing some great projects up there with the grant money that was received. The Beautification Committee planted a new garden around the newly installed sign that Jenny Fisher painted.
PDC Forms	PDC forms were due in the middle of the shutdown. Make sure you have those filed.
Paving Project	The paving project on Simpson is scheduled to start in September.



# CITY OF HOQUIAM

City Council Meeting Minutes

August 08, 2020

## COUNCIL REPORTS

Sidewalks

Councilmember Reid asked if any more sidewalks on Simpson will be done? Mr. Shay stated that everything is done except for one small portion waiting on change order.

GH Transit

Councilmember Carlstrom stated that GH transit is not offering weekend schedules at this time and it is really affecting those who depend on the transit to get to work and other places. She asked if it could be brought up to them.

## LEGAL BUSINESS

### Resolutions

Adopting Forest and Watershed Management

A RESOLUTION of the City of Hoquiam, Washington, adopting the 2020 City of Hoquiam Forest and Watershed Management Plan prepared by the Grays Harbor Conservation District on behalf of the City of Hoquiam. Councilmember Pellegrini moved for the adoption of the resolution and his motion was seconded. Councilmember George stated that he read the plan and is disappointed to find no dollar amounts in the entire report. Watershed largest assets that the city owns. Should be being used for the capital projects and to help keep utility rates down. Councilmember Pellegrini stated it is the Foresters job to manage the resource and that is what he is doing. The harvest schedule is used to keep it healthy and sustainable. Don't know how you can put a value on the sale of timber without knowing what the market will be. The City Forester, Loren Hiner, explained the purpose of the plan and the harvest schedule. Mr. Shay stated that Mr. Hiner puts together a two year activity report that is provided to the council and is not part of the plan. The motion to approve passed by voice vote

Support of Chehalis River Basin Wide Solution to Flooding and Aquatic Species Restoration

A Resolution of the City of Hoquiam, Washington, continuing its support for a Chehalis River Basin-Wide solution to flooding and aquatic species restoration. Councilmember McMillan moved for the adoption of the Resolution and his motion was seconded. Councilmember Puvogel stated he would like to see the City participate on the board at a future date. The motion to approve passed by voice vote.



# CITY OF HOQUIAM

City Council Meeting Minutes

August 08, 2020

## OTHER LEGAL

Whisler Communications

Council was presented with a Revocable Use Permit Agreement between Whisler Communications and the City. Councilmember McMillan moved to authorize the mayor to sign the permit and his motion was seconded. Councilmember Puvogel asked Mr. Shay to provide some background. Mr. Shay stated we have had an agreement with them for approximately 20 to 30 years. They have a small amount of equipment on City property on Beacon Hill. They pay us \$700 per year for 3 years. Councilmember Puvogel offered a friendly amendment to correct the spelling of the Mayor's name. His amendment was seconded and passed by voice vote. The main motion, as amended passed by voice vote.

## OLD BUSINESS

Excuse Councilmember Nelson

Ms. Schmid stated that Councilmember Nelson could not log into the meaning due to problems with his IPAD. Councilmember Puvogel moved to excuse him from the meeting and the motion was seconded and passed by voice vote.

Utility Rate Study

Council asked if there was an update on the Utility Rate Study. Staff has requested additional information but we have not received it yet.

Emergency Route Woodlawn

Councilmember Pellegrini asked if the city has pursued an emergency route for Woodlawn residents if there are issues with the bluff. At one time it was discussed to make an exit through Summerhaven and connect to the forest road. Mr. Shay stated that nothing has been done formerly. The City did buy 40 acres of timberland in that area and by looking at the maps, there is possibly some PUD property we could utilize.

## NEW BUSINESS

Trucks on Lincoln

Councilmember Anderson stated that trucks are parking in the turn lane on Lincoln to unload for the businesses there. Believe this could be a traffic safety problem. Councilmember Puvogel



# CITY OF HOQUIAM

City Council Meeting Minutes

August 08, 2020

Spring Clean-up

stated that there are portions of Lincoln that had no truck parking. Mr. Johnson stated that the City does have control of parking even through this is State Highway. The City will review the code

Councilmember Anderson stated that since the spring clean-up was cancelled for this year, there seems to be a few areas where there is garbage piling up in her Ward. In some cases, waste is being stored in sheds. She has contacted code compliance. It seems to be quite an issue in a particular block.

**ADJOURN**

Councilmember Pellegrini moved to adjourn the meeting at 7:44 p.m. 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

# REPORT OF COMMITTEE

Date: August 24, 2020

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

We hereby recommend approval of the following:

Claims Check Numbers	<u>94360</u>	through	<u>94552</u>	<u>\$542,933.61</u>
Claims Auto Pays & EFTs	<u>382</u>	through	<u>394</u>	<u>\$133,125.05</u>
Claims Treasurer Check Numbers	<u>          </u>	through	<u>          </u>	<u>          </u>
Payroll Check Numbers	<u>29543</u>	through	<u>29579</u>	<u>\$195,809.17</u>
Payroll Payments via ACH				<u>\$394,065.53</u>
Payroll Payments via EFT - for Taxes, Deferred Comp & Pension				<u>\$213,204.74</u>

Payroll and benefits for the hours worked in September be approved and issued at the proper time.





## Historic Preservation Commission CITY OF HOQUIAM

609 – 8<sup>th</sup> Street, Hoquiam, WA 98550  
(360) 538-3984 – FAX (360) 538-0938  
Email: [abieker@cityofhoquiam.com](mailto:abieker@cityofhoquiam.com)

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# Report From HPC

DATE: 8/20/20  
TO: Mayor Ben Winkelman and Council Members  
FROM: Hoquiam Historic Preservation Commission  
SUBJECT: Hoquiam Register of Historic Places Nomination – 2544 Simpson Avenue

Gregory Grun submitted an application on June 24, 2020 to list 2544 Simpson Avenue on the Hoquiam Register of Historic Places. The application was considered by the Hoquiam Historic Preservation Commission on 8/19/20. Based upon the attached staff report, the Commission found that the property is eligible to be listed on the Register. The Commission voted to recommend that the City Council approve the application to be listed in the Hoquiam Register of Historic Places.

Pursuant to Hoquiam Municipal Code (HMC) 10.06.050(2)(D), if the Hoquiam Historic Preservation Commission finds that the property is eligible for the Hoquiam Register of Historic Places, the Commission shall make a recommendation to the City Council that the property be listed in the Register.

**Action Item: The Hoquiam Historic Preservation Commission recommends that the City Council approve application HR 20-03: 2544 Simpson Avenue to be listed in the Hoquiam Register of Historic Places.**