

CITY OF HOQUIAM
Council Meeting Minutes

April 23, 2018

CALL TO ORDER Councilmember Carlstrom led the flag salute and Mayor Dickhoff called the meeting to order at 7:00 p.m.

Swearing In of Councilmember Mayor Dickhoff issued the oath of office to Dave Hinchon who has been selected to fill the Ward 6 Council vacancy. Councilmember Hinchon took his seat as a member of the City Council.

ROLL CALL In attendance at the meeting were Mayor Dickhoff and Councilmembers Anderson, Carlstrom, George, Grun, Hinchon, Livingston, McMillan, Nelson, Swope, Wilson and Winkelman. Absent from the meeting was Councilmember Forkum.

Staff in attendance were Police chief Myers, City Librarian Mary Thornton, City Attorney Steve Johnson, City Administrator Brian Shay, Finance Director Corri Schmid and Council Secretary Tracy Wood.

PROCLAMATION

Arbor Day and Arbor Month Mayor Dickhoff read her Proclamation declaring April 27, 2018, as Arbor Day in the City of Hoquiam and the month of April, 2018, as Arbor Month.

COMMUNICATIONS

Tree City Award Ben Thompson representing the Department of Natural Resources presented the City with their 10th Tree City USA award. He provided background to the Council on what this certification requires and congratulated the city and staff on maintaining the Tree City status.

Urban Forestry Board Kurt Estes, Chair of the Urban Forestry Board, provided information on what the Urban Forestry Board does for the city and introduced other Urban Forestry Board members who were in attendance at the meeting. He also spoke about the Arbor Day celebration that is planned for Friday, at 3:30 where three trees will be planted on Ontario Street. The City has planted over 700 trees since beginning the program.

CONSENT AGENDA

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

- The Hoquiam City Council Minutes of April 9, 2018;
- The Regulatory Committee report recommending approval and payment of claim check numbers 89001 through 89194 in the amount of \$694,546.89; claim auto pays and EFT numbers 214 through 218 in the amount of \$17,770.94;
- Payroll check numbers 28643 through 28675 in the amount

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of \$173,759.92; payroll ACH and EFT payments in the amount of \$371,342.00 and \$188,271.00 respectively; and that payroll and benefits for the month of April, 2018, be approved and issued at the proper time.

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

MAYOR REPORTS

Arbor Day

Mayor Dickhoff reminded everyone of the Arbor Day celebration which will be held on Friday, April 27, 2018.

Maureen Smedley

Mayor Dickhoff reminded everyone all to attend the retirement party for Maureen Smedley which will be held at 5:00 on Friday the 27th at the Hoquiam Brewery. There will also be refreshments served in Finance on Monday at 10:00 a.m. for Mo as that is her last day. She thanked Maureen for her 40 years of service to the City.

Shorebird Festival

The Shorebird Festival begins this weekend and runs through Sunday. The Run for the Birds will be held on Saturday at 9:00 and there will be activities throughout the weekend for the kids at the middle school and field trips and shorebird viewing through Sunday.

Historic Hoquiam Memories

The Historic Hoquiam Memories was a great event. It was held at Emerson Manor last Saturday and well attended. Mayor Dickhoff thanked Connie Parsons for organizing the event. .

COUNCIL REPORTS

PDC Forms

Councilmembers were reminded that their PDC filings were due in April.

AWC Conference

The AWC annual conference will be held in Yakima in June. If there are any Councilmembers interested in attending, please let Tracy know.

LEGAL BUSINESS

Resolutions

LGIP Investment

A Resolution authorizing investment of the City of Hoquiam monies in the Local Government Investment Pool. Councilmember McMillan moved for adoption of this resolution and his motion was seconded. Following a brief discussion, wherein Ms. Schmid explained what the Local Government Investment Pool is, the motion for approval passed by voice vote.

**Equipment Operator 2
Position Description**

A Resolution adopting an amended position description for the Equipment Operator II position. Councilmember McMillan moved

for adoption of the Resolution and his motion was seconded. Mr. Shay explained that this is an updated description based on current duties. He further explained that we have already done a tremendous amount of cross training, promoted one lead position to the Superintendent position which left one lead vacant. In discussion with the Union we are considering promoting 2 individuals into an Equipment II and not filling lead. Council asked that corrections be made to the description as follows: on page 1 under Essential Duties “weak” be changed to “weed” eating, and also and that under minimum qualifications, it should read one (1) year instead of one (5). The motion to amend was seconded and passed by voice vote and the main motion to adopt the resolution as amended passed by voice vote.

Cemetery Fees

A Resolution establishing a Cemetery Fee Schedule. Councilmember McMillan moved for approval of the Resolution and the motion was seconded. Ms. Schmid and Ms. Wood explained that the changes that have been made were due to increases in pricing from the manufacturer for niche plates and crypt plates. We have also eliminated items that the Cemetery no longer does such as weekend services. Following a brief discussion on the necessity of the Board to review other fees associated with the cemetery, the motion for approval of the resolution passed by voice

OTHER LEGAL

Babe Ruth Lease Agreement

An Agreement between Babe Ruth Baseball and the City of Hoquiam for rental of the stadium fields for baseball. Councilmember McMillan moved for approval of this agreement and to authorize the Mayor to sign. The motion was seconded. Ms. Schmid explained that this is a 3 year agreement at \$1,700 each year. The motion for approval passed by voice vote.

NEW BUSINESS

Excuse Absent Member

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

Executive Session

Mayor Dickhoff stated that Council will recess for 5 minutes and reconvene at 7:35 in Executive Session for the purpose of discussing real estate. The Executive Session should last no longer than 15 minutes and possible action might be taken when Council comes back to order.

Sale of Property

Council reconvened in regular session at 7:46 p.m. Councilmember Winkelman moved to have staff prepare a resolution declaring the city owned parking lot on 8th St. as surplus. His motion was seconded and passed by voice vote.

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Councilmember Wilson moved to accept the proposal from Affordable Housing for the large parking lot on the 700 block of 8th St. His motion was seconded and passed by voice vote.

Adjourn

Councilmember McMillan moved to adjourn the meeting at 7:50 p.m. The motion was seconded and passed by voice vote.

JASMINE DICKHOFF – Mayor

TRACY WOOD – City Council Secretary