

**CITY OF HOQUIAM**  
**Council Meeting Minutes**

**April 8, 2019**

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

**ROLL CALL** In attendance at the meeting were Mayor Dickhoff and Councilmembers Anderson, Carlstrom, Hinchey, George, Grun, McMillan, Puvogel, Stinchfield, Winkelman and Wilson. Absent from the meeting were Councilmembers Nelson and Patterson.

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

**PUBLIC HEARING**  
Library Renovation Project Councilmember McMillan moved to open the Public Hearing on the Library Renovation Project – Closing of CDBG Grant at 7:01 p.m. His motion was seconded and passed by voice vote. Ms. Schmid explained that this is a requirement of the grant. The floor was open to public communication and Arnie Martin, Chenault St., Hoquiam, asked if the doors are still scheduled to be replaced. Ms. Schmid stated that they are on order and will be installed as part of the project when they are received. Councilmember McMillan moved to close the hearing at 7:04 p.m. The motion was seconded and passed by voice vote.

**PROCLAMATION**  
Arbor Day A Proclamation of the City of Hoquiam declaring April 17, 2019 as “Arbor Day” and the month of April, 2019 as “Arbor Month” in the City of Hoquiam.

**CONSENT AGENDA** Councilmember Grun made a motion to approve Consent Agenda item a, as presented. His motion was seconded. Those items appearing on the consent agenda were as follows:

- The City Council Minutes of March 25, 2019;

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

**OFFICER REPORTS**  
Utility Rate Study Recommendation Ms. Schmid stated that staff has reviewed the proposals submitted for the Utility Rate Study. Three proposals were received as follows:

HDR - \$79,997.00; FSC - \$79,889.00 and Harris and Associates - \$110,720.00;

Staff recommends that Council approve the proposal received from HDR based upon their knowledge of the City’s utility systems

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including the rates and capital facility plans. Following a short discussion, Councilmember McMillan moved to approve the staff recommendation and approve the proposal received from HDR. The motion was seconded and passed by voice vote.

**Timber Sale Bids**

The City made a call for bids for Timber Sale 2019-1. Two lump sum bids were received as follows:

- Sierra Pacific Industries \$1,224,514.00;
- Hampton Tree Farms LLC \$791,759.38;

Staff recommends that Council accept the bid and award the sale to Sierra Pacific Industries. Following a brief discussion on the acreage and type of trees, Councilmember McMillan moved for the approval of the staff recommendation and to award the bid to Sierra Pacific. His motion was seconded and passed by voice vote.

**Overhead Doors Bid**

The City made a call for bids to replace two overhead doors at the police station and three at the public works maintenance shop. Two bids were received as follows:

- D&J Construction - \$24,998.98;
- Tom Morrissey Construction - \$42,147.92;

Staff recommends that Council award the bid to D&J Construction. Councilmember McMillan moved for approval of the staff recommendation and to award the bid to D&J Construction. His motion was seconded and passed by voice vote.

**WCIA Risk Reduction Grant**

The City was recently notified that we are receiving an \$18,000 Risk Reduction Grant for our residential sidewalk partnership program from WCIA. The Grant will pay for temporary seasonal laborers who will work with staff to replace sidewalks of homeowners who would like to replace their sidewalks. The homeowner will pay for the concrete and our seasonal workers will provide the labor. Councilmember McMillan moved to accept the grant and his motion was seconded. Following a brief discussion on staffing levels in the public works department and how staff determines which sidewalks will be completed, the motion was approved by voice vote.

**MAYOR REPORTS**

**Administrative Salaries**

Mayor Dickhoff stated that the Regulatory Committee has been looking at making changes to the administrative staff salaries. She asked to create a special committee who will meet with the Finance Director to determine what changes will be made.

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Councilmembers McMillan, Carlstrom and Winkelman will form this committee and set up a time to meet with the Finance Director.

**National Volunteer Week**

Mayor Dickhoff recognized National Volunteer Week and all of the citizens and groups who volunteer for the City. Crime Watch has donated over 13,000 hours since its inception and the Explorer Program has also donated countless hours. There are many other volunteers who help with festivals and events and she thanked all of those who have donated their time.

**COUNCIL REPORTS**

**Public Safety Committee**

Councilmember McMillan stated that the Public Safety met and talked about the certified landlord program. They will be meeting again on May 13<sup>th</sup> at 5:00 at the fire station.

**My Town Coalition – Officer Galloway Presentation**

Councilmember McMillan stated that the My Town Coalition is bring in Officer Galloway, a leading expert on recognizing and understanding drug culture and trends on April 24, 2019 from 6:00 to 7:30 at the High School for parents and community members. Registration can be completed online at the My Town Coalition site.

**R U OK Program Donations**

The City received a letter from the “R U OK” program recognizing awareness of mental health issues. They are asking for donations to support their fun run on May 11<sup>th</sup>. If anyone is interested in donating please see Tracy and she will get those to the program.

**Watershed Committee**

Councilmember Grun stated that the Watershed Committee met earlier tonight and discussed the Watershed Certification Program. Cost to the City would be approximately \$6,500. They are also looking at other city owned property that could be logged and replanted such as the old landfill, etc. They will discuss this further at their next meeting.

**LEGAL BUSINESS**

**Resolutions**

**Street Vacation**

A Resolution pertaining to the vacation of a portion of Airport Way and a portion of Paulson Road – setting a public hearing for May 13, 2019. Councilmember McMillan moved to set the hearing for May 13, 2019 at 7:00 p.m. His motion was seconded. Following a brief discussion on the locations being proposed, the motion for approval passed by voice vote.

**OLD BUSINESS**

**Cemetery Board**

Councilmember Wilson asked if there was going to be a Cemetery Board meeting scheduled by the Mayor. The Mayor explained that this is an advisory board and she serves as chair of the committee. She has not rescheduled a meeting date. Mayor Dickhoff explained

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that the committee is an advisory and only makes recommendations. She had asked Council at the time of the budget to look at options to solve financial issues with the cemetery.

**Council Retreat**

Councilmember Winkelman stated that with the turnover in Councilmembers and staff he would like to have another Council retreat. He asked council to look at dates that they are available and he will bring this back before the council at a future meeting.

**Excuse Absent Members**

Councilmember McMillan moved to excuse the absent members who called in. His motion was seconded and passed by voice vote. Both absent members notified staff that they would not be in attendance.

**COMMUNICATIONS**

**Tsunami Readiness and  
Shorebird Festival**

Arnie Martin stated that on Wednesday, April 10<sup>th</sup>, at 6:30 at commons area at Aberdeen High School there will be a presentation on tsunami readiness.

Mr. Martin also reminded the Council and citizens that the Shorebird Festival will be held on May 4<sup>th</sup> and 5<sup>th</sup> and he encouraged everyone to try and attend.

**Historic Hoquiam Event**

Susan Powers, Emerson Manor, thanked the Police Department for the extra patrols on Simpson Avenue. She also spoke briefly about the recent news article regarding the replacement of the bridge. Staff explained that this is not the bridge in Hoquiam, but the one in Aberdeen.

**Executive Session**

**Sale or Purchase of Property**

Staff requested that the executive session to discuss the potential lease or sale of property be postponed to a future council meeting.

**ADJOURN**

Councilmember McMillan moved to adjourn the meeting at 7:47 p.m. The motion was seconded and passed by voice vote.

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**Jasmine Dickhoff, Mayor**

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**Tracy Wood, Council Secretary**