

CITY OF HOQUIAM
Council Meeting Minutes

April 22, 2019

CALL TO ORDER

Mayor Dickhoff called the meeting to order at 7:00 p.m. and called for the flag salute.

ROLL CALL

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

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

COMMUNICATIONS

The Attorney representing Broadway Manor stated that he was in attendance tonight in case anyone has questions regarding the Manor and the report that will go before the council later in the meeting.

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 April 8, 2019;
- A report from the Regulatory Committee recommending approval and payment of claim check numbers 91235 through 91438 in the amount of \$371,351.41; correction to March auto pay and EFT numbers to 278 through 282; and claim auto pay and EFT numbers 283 through 289 in the amount of \$18,245.65; payroll check numbers 29018 through 29049 in the amount of \$190,588.36; payroll ACH payments in the amount of \$372,052.11; payroll EFT's in the amount of \$193,512.85; and that payroll and benefits for the months of March and April be approved and issued at the proper time.

Councilmember Wilson asked that two corrections be noted in the minutes. Councilmember McMillan was the person who made the motion to accept the Risk Reduction Grant from the State and Councilmember Wilson was the member who asked the question regarding a Cemetery Board meeting.

Following no further discussion, the motion for approval of the Consent Agenda passed by voice vote.

seconded - McMillan moved on risk reduction be approved -

COMMITTEE REPORTS

Regulatory Committee

**Broadway Manor Water and
Sewer Capital Facility
Charges**

The Regulatory Committee made a recommendation to the Council that the City grant Broadway Manor Mobile Home Park an exemption from the water and sewer capital facility charges. The Park's connections were built in 2004; however the services were not turned on. In February of 2005 the City implemented a new rate structure that included capital facility charges, that stated these charges are to be paid when the utility services are activated. Due to the park having their connections built prior to the new rate structure, the committee deems they should be grandfathered into the rates that were in place when the connections were constructed. Councilmember McMillan moved to approve the committee report and his motion was seconded. A discussion followed on why the services were never connected. Staff stated that there was a change in ownership. There is one meter for the whole park. Councilmember Wilson asked why this did not go before Public Utilities Committee. Staff stated that the original request had previously been referred to the Regulatory Committee and for consistency, the amended request was sent back to them. Following no further discussion, the motion to approve the Committee Report passed by voice vote.

**Administrative Salary
Committee**

The Administrative Salary Committee (Councilmembers Winkelman, Carlstrom and McMillan) met following the last meeting to review the salary schedule for the Administrative staff. They presented their report to the Council stating that the salaries and benefits for the Administrative staff had not been reviewed and adjusted to comparable standards since 2008. Based upon their review they recommend removing steps one through five on the salary scale, moving steps 6 through 8 to the new steps one through three and adding new steps five and six. Councilmember McMillan moved for the adoption of the committee report and his motion was seconded. Councilmember Grun asked if the Mayor is the person who determines where someone falls on the scheduled. Ms. Schmid stated that in the old policy, staff would move annually through step 4 and the Mayor would decide on promotions past that based on performance, etc. A brief discussion was held regarding comparison with salaries from other cities. Councilmember Wilson asked if these raises were considered in the 2019 budget. Staff answered that they were not budgeted but there is enough funding to implement them. The salary changes will need to come before the council by Ordinance and a start date would be included in that ordinance. Following no further discussion, the motion to approve the committee report passed by voice vote.

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COUNCIL REPORTS

March Financial Report

A brief discussion was held regarding the permit fees for the landfill post closure. Mr. Shay stated that the City is still being required to test at a cost of \$3,000+ annually as well as the permit fees. The city is still working to get closure on this. There has also been some discussion on possible logging of part of that area to help subsidize the annual costs.

Spring Clean-up

Spring clean-up for Hoquiam will be June 5th through the 8th. Vouchers can be picked up the end of May at Hometown Sanitation.

Donation of Bench

Councilmember McMillan stated that the Lion's Club has approved the purchase of another Lion's bench which will be placed at the Timberland Library.

Stop Signs

Councilmember Wilson stated that the Public Safety Committee had recommended installation of new stop signs at 7th and L and also 27th and Aberdeen Avenue. The signs have been placed at 7th and L, but no signs have been installed on Aberdeen Avenue. Staff will follow up on this.

**Community Foundation Grant
– Hoquiam Beautification**

The City recently received a \$7,000 grant from the Community Foundation for the Hoquiam Beautification project. A brief discussion was held on the fountain in front of City Hall. Mr. Shay stated the cost to fix the actual pump is only about \$300.00. The City is now requesting quotes on the masonry work that would need to be completed.

Youth Soccer Tournament

Councilmember Winkelman stated that the local Youth Soccer will be hosting their 2nd annual Tournament June 1st and 2nd. Several teams from neighboring areas will be participating and they hope that it will grow bigger in the future.

OLD BUSINESS

**Fire Department
Consolidation**

Councilmember McMillan asked for an update on the fire department consolidation report. Mr. Shay stated that the consultant is getting close to having a final report done. They will be scheduling a teleconference with both Mayor's mid-May and should be able to present their report to staff and Council following that, with a community meeting following that meeting.

**Art Work – dory and
Lighthouse**

Councilmember Winkelman asked if staff could again look at getting the dory and lighthouse to light up again. Mr. Shay will follow up on this.

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NEW BUSINESS

Public Utilities Committee It was announced that the Public Utilities Committee will meet prior to the start of the next Council meeting (May 13th) at 6:00 p.m. in the Mayor's office.

Public Safety Committee It was announced that the Public Safety Committee will meet on
Excuse Absent Members May 13th at the Fire Station at 5:00 p.m.

COMMUNICATIONS

Flag at Library and Historic Librarian Mary Thornton thanked the Fire Department for their
Hoquiam Memories assistance in getting the flag taken care of at the Library. She also
 reminding everyone that the Historic Hoquiam Memories event will
 be on Saturday from 1:00 to 5:00 at the Library.

Executive Session Councilmember McMillan moved to recess for five minutes, after
Sale or Purchase of Property which the Council will convene in Executive Session to discuss the
 possible Sale/Lease of Property and Potential Purchase of Property.
 The Executive Session should last approximately 10 minutes. His
 motion was seconded and passed by voice vote.

ADJOURN Council came back to order in regular session at 8:03 p.m. A
 motion was made to adjourn the meeting and that motion was
 seconded and passed by voice vote.

Jasmine Dickhoff, Mayor

Tracy Wood, Council Secretary