



**CITY OF HOQUIAM
Council Meeting Minutes**

November 9, 2020

CALL TO ORDER

Mayor Winkelman called the meeting to order at 7:00 p.m. and Councilmember Hinchon led the flag salute.

ROLL CALL

In attendance at the meeting were Mayor Winkelman, and Councilmembers Anderson, Carlstrom, Dick, George, Grun, Hinchon, McMillan, Nelson, Pellegrini, Puvogel and Reid. All Councilmembers and staff had the opportunity to introduce their pets.

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

PUBLIC HEARING

2021-2022 Biennial Budget

Councilmember McMillan moved to open the public hearing for the 2021-2022 Biennial Budget at 7:03 p.m. His motion was seconded and passed by voice vote. Ms. Schmid stated that we did receive the new assessed values from the County with an approximate \$39M increase in assessed value. The staff and Mayor have been meeting with the departments and cuts have been made as necessary. This is a minimal budget and we need to be cautious with our spending. We need economic growth in Hoquiam to grow our revenues. Parks, Street, Police, Fire, and Cemetery are not going to be putting money into Equipment Rental Reserves over this budget. Costs for maintaining water, sewer, and storm are increasing and as such, a recommendation to raise rates will be presented to the council later in the meeting. Ms. Schmid answered questions for the Council after which Councilmember McMillan moved to close the hearing at 7:20 p.m. His motion was seconded and passed by voice vote.

CONSENT AGENDA

Councilmember Grun moved to approve consent agenda item a, as presented. His motion was seconded. The following was listed under the consent agenda:

- The City Council Minutes of October 26, 2020;

The motion to approve Consent Agenda item a passed by voice vote.



**CITY OF HOQUIAM
Council Meeting Minutes**

November 9, 2020

OFFICER REPORTS

WWTP Rotor Variable
Frequency Drives.

The City made a call for bids to purchase the equipment and materials necessary to install variable frequency drives on 3 rotors at the Hoquiam Wastewater Treatment Plant. One bid was received from Coast Controls for a total of \$22,440. Staff recommends that Council authorize the purchase of the materials with the additional installation from Coast Controls for a total of \$29,940, plus Washington State sales tax. Councilmember McMillan moved for approval of the staff recommendation and his motion was seconded. Following a brief discussion, the motion passed by voice vote.

MAYOR REPORTS

CARES Funds

Mayor Winkelman provided a summary of what the City has used the CARES Funds for. Updates have been made to the flooring surfaces in the lobby areas and work areas at the Police and Fire Departments to make them easier to clean and sanitize. A significant IT purchase was made to replace a switch. This will help with the increased usage of the system for ZOOM meetings and virtual court. It will also allow for EMS to process run reports, etc., electronically which will alleviate some of the safety concerns for them and other staff who have had to handle the paper copies of these types of reports. We are looking at improvements to the heating systems, swapping out filter systems where they could be swapped. The City has hired a media company to work with Hoquiam businesses to put together a comprehensive marketing program on safe shopping, holiday shopping; etc. We are working with HBA and GGH Inc. as well as the radio stations, tv ads and various social media platforms. This will be offered to Hoquiam businesses free of charge. We all need to support our local businesses during this time. These ads will run from November 20 to December 20th. Smaller projects that we are looking also to help with outdoor seating areas, etc.

Public WIFI

Various improvements have been made to public Wi-Fi to assist with those needing to log-in for homework, court, police station inmate visits, virtual meetings, etc.

Fire Bond

Mayor Winkelman thanked the voters for passing the recent bond for the truck bond.

Recent Halloween Activities

The laser show at high school was great. Most people



**CITY OF HOQUIAM
Council Meeting Minutes**

November 9, 2020

attending stayed in their cars and those that left their vehicles stayed with their own groups. Almost everyone had masks on and taking precautions to stay safe. There was great feedback from the community. Mayor Winkelman thanked the school district too for allowing the use of their property. He also thanked HBA for organizing the downtown trick or treating as well as the Loggers' Playday Committee for the fireworks show.

Light Up Hoquiam

The Beautification committee is putting together their plans to get the downtown decorated for the holidays. Local businesses will be installing lights as well as lights being placed on several of the city owned buildings. He thanked the beautification committee members as well as the City staff for all of the hard work and dedication.

COUNCIL REPORTS

Events

Councilmember McMillan talked briefly about some of the plans that the beautification committee has. He asked that Council award the "yard of the month" every couple of weeks through the holiday season for the best holiday displays

COVID Funds and City
Email

Councilmember Puvogel asked if everything being purchased will be delivered by the due date to be eligible for the COVID funds. Staff stated that they would. He spoke briefly regarding the "external mail warning" that the city email users now get in their inbox messages. There have been some pretty sophisticated phishing schemes going on. Some of them look extremely real. Always check the "actual address". It may have a co-workers name but when you look at the actual address it is not coming through the city. He also thanked everyone for their work on the Hoquiam Halloween efforts.

LEGAL BUSINESS

ORDINANCES

Repealing Capital Facility
Charge

An Ordinance relating to capital facility charges imposed to connect and receive city sewer service and city water service; repealing Section 8.10.035 to the Hoquiam Municipal Code; and repealing Section 8.12.047 to the Hoquiam Municipal Code. Ms. Schmid read the ordinance by title. Councilmember McMillan moved for adoption of the ordinance and his motion was seconded. A discussion followed regarding not charging a fee and what other cities charge. Staff explained that other cities do charge a fee, but



**CITY OF HOQUIAM
Council Meeting Minutes**

November 9, 2020

our fees are higher. A customer would still be charged for installation of a meter, time and materials. Councilmember Grun moved to refer to this to the Public Utilities Committee for their review and his motion was seconded. A motion was already on the floor to pass the ordinance and his motion was out of order. Councilmember George moved to table the Ordinance and refer it to the Public Utilities Committee for their review and recommendation. His motion was seconded and passed by voice vote.

Utility Rates

An Ordinance relating to water rates; amending Subsections (1) and (2) of Section 8.12.020 of the Hoquiam Municipal Code to increase water rates; and providing for an effective date. Ms. Schmid read the ordinance by title. Councilmember McMillan moved for adoption of the ordinance and his motion was seconded. Several councilmembers spoke in opposition of raising the rates at this time, suggesting that watershed funds be used to alleviate the need for the increases. Councilmember Puvogel reminded Council that Council had asked for a rate study so we could assess where our rates fell and what was needed. We have been undercharging for the system that we have. Following further discussion, Ms. Schmid read the ordinance by title a second time after which the motion passed by unanimous roll call vote.

Sewer Rates

An Ordinance relating to sewer rates; amending Subsections (1) and (2) of Section 8.08.090 of the Hoquiam Municipal Code; and providing an effective date. Councilmember McMillan moved for the adoption of the ordinance and his motion was seconded. Following a brief discussion, Ms. Schmid read the ordinance by title a second time after which the motion passed by unanimous roll call vote.

Stormwater Rates

An Ordinance relating to stormwater utility rates; amending Section 8.14.050 to Chapter 8.14 of the Hoquiam Municipal Code. Councilmember McMillan moved for adoption of the ordinance and his motion was seconded. There was no discussion on the motion and Ms. Schmid read the ordinance by title a second time after which the motion passed by unanimous roll call vote.



**CITY OF HOQUIAM
Council Meeting Minutes**

November 9, 2020

Ad Valorem Tax

An Ordinance relating to ad valorem tax; setting and levying the ad valorem tax levies for the General Fund, the ambulance Fund, the Fire Truck Bond Fund and the EMS Bond Fund of the City of Hoquiam for fiscal year 2021. Councilmember McMillan moved for adoption of the Ordinance and his motion was seconded. Councilmember Puvogel asked if this was just for 2021 and Ms. Schmid stated that it is for 2021; property tax is done each year. A brief discussion followed after which Ms. Schmid read the ordinance by title a second time and the motion to adopt the ordinance passed by unanimous roll call vote.

RESOLUTIONS

Refund Levies

A Resolution of the City of Hoquiam, Washington, declaring the need to recover the 2020 ad valorem tax levy over the 2019 tax levies. Councilmember McMillan moved to adopt the resolution and his motion was seconded and passed by voice vote.

OLD BUSINESS

**Third Ward Council
Vacancy**

The second candidate who expressed interest in the Ward 3 Council Vacancy, Mr. Oleson, has withdrawn his letter of interest which leaves Ms. Ushman as the only candidate to fill the vacancy. Councilmember Puvogel moved to accept Dr. Ushman as the new Councilmember for Ward 3. His motion was seconded and passed by voice vote.

**Police Department Update
ADJOURN**

Councilmember Reid asked Chief Mayors to provide a brief update on the HPD. Chief Myers stated they are working to fill some positions in the jail. They are doing virtual inmate visits at this time due to COVID. They are utilizing ZOOM for the court hearings also. DOC hearings will be going to zoom in the near future. They are doing as much outreach as possible via social media. The Shop with a Cop program has been cancelled this year, but the department will have a giving tree in the lobby for the selected kids and presents will be delivered by the department personnel, Santa and the fire personnel. If anyone wishes to donate they can contact the Police Association or come in and select a name off the tree and drop those presents off for delivery.

NEW BUSINESS

Utility Rate Increases

Councilmember Carlstrom asked if staff was going to do some kind of education outreach to the citizens as to why the increases are necessary. These increases are difficult but



**CITY OF HOQUIAM
Council Meeting Minutes**

November 9, 2020

needed. Staff can post something to facebook and also include a mailer with the bills.

Public Utilities

Councilmember McMillan asked that while Public Utilities is reviewing the capital facilities charge if they could look at a low income discount also. Ms. Schmid stated that we have a Sr. low income discount already in effect. Councilmember Anderson stated that Public Utilities will meet at 5:00 on November 9th, prior to the council meeting.

ADJOURN

Councilmember McMillan moved to adjourn the meeting at 8:27 p.m. His motion was seconded and passed by voice vote.

BEN WINKELMAN – MAYOR

TRACY WOOD – COUNCIL SECRETARY