



CITY OF HOQUIAM

City Council Meeting Minutes

Nov 23, 2020

CALL TO ORDER

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

ROLL CALL

Those in attendance at the meeting were Mayor Winkelman and Councilmembers Anderson, Carlstrom, Dick, George, Grun, Hinchey, McMillan, Nelson, Pellegrini, Puvogel and Reid. (Councilmember Tracey Ushman, sworn in at 7:04 p.m.).

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.

OATH OF OFFICE

Ward 3 – Tracey Ushman

Mayor Winkelman issued the oath of office to newly appointed Ward 3 Councilmember Tracey Ushman and she took her council seat.

CONSENT AGENDA

Councilmember Grun moved to approve the consent agenda items a through c as presented and his motion was seconded.

- The City Council Minutes of November 9, 2020;
- The Regulatory Committee report recommending approval and payment of claim check numbers 94934 through 95120 in the amount of \$1,158,402.69; claim check auto pays and EFT numbers 402 through 408 in the amount of \$25,648.56; payroll check numbers 29649 through 29677 in the amount of \$186,279.67; payroll ACH and EFT's in the amount of \$407,358.88 and \$211,290.97 respectively; and that payroll and benefits for the month of November, 2020, be approved and issued at the proper time;
- A Privacy Protection Agreement between the Grays Harbor County Public Health Department, the City of Aberdeen and the City of Hoquiam who are the participating entities of the Grays harbor Overdone Response Team;

Councilmember George asked if information would be provided to the public regarding the utility rates as he could not find it referenced in the minutes. Ms. Schmid stated that it is referenced in the minutes under New Business which was



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COMMITTEE REPORTS

Public Utilities Committee –
Capital Facilities Charge

where Councilmember Carlstrom asked that the city provide information to the public.

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

OFFICER REPORTS

CARE Funds

Councilmember Anderson stated that the Public Utilities Committee met tonight to review the Capital Facilities Charge and they are not ready to make a recommendation to the council at this point.

Ms. Schmid and Mayor Winkelman provided an update to the council regarding the use of the CARE funds. November 30th is the deadline for expenditures. The city has used these funds to provide an upgrade to our Network – due to the increased use for meetings, the IPADS, jail visitation, etc., we had a switch fail which needed to be replaced. This upgrade was \$111,000. We also purchased Software and computers for the paramedics and EMT's for electronic charging for \$26,000; the city is currently working on a business relief grant program, also a tent rental program for restaurants for outdoor seating; upgrades to the City Hall air system; and a multi-media advertising program for local businesses. Councilmember Grun asked who will do the work for the switch upgrade. Staff stated that two quotes were received. IT work does not need to go to bid. We purchased the equipment and IT staff will be installing it. There is \$19,000 left after all expenses which can be used for public safety salaries. Councilmember Puvogel asked if a motion should be made to approve these emergency expenditures. Mayor Winkelman stated it should be done under new business.

MAYORS REPORTS

CARES Funds

Mayor Winkelman stated that he had reached out to the local businesses regarding the tent rentals. Originally the City was looking at purchasing tents but then ended up leasing them. One has been installed at Speed Bowls and Ashley's Pub, Brunch 101 and Sgt. Brands BBQ will share a larger tent between the three businesses. The last tent will be installed at the Grizzly Den. The tents will be available to these businesses through the end of the



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Utility Rates	<p>year into the beginning of January. The multi-media advertising program started a few days ago and consists of TV and radio advertising as well as a marketing campaign to shop in downtown Historic Hoquiam. Signs have also been ordered and will be available this week for reserved parking for curbside and pick up orders. We need everyone to shop with our local businesses. The City is working with Greater Grays Harbor Inc., for submittal of Business Grants in the amount of \$3,000. These are due on Wednesday.</p>
COUNCIL REPORTS	
Yard of the Month	<p>Councilmember McMillan reminded Council to get out and select their ward Yard of the month (but every two weeks during the holiday season.) His Ward has selected 2610 Queets.</p>
RFA	<p>Councilmember McMillan stated that the RFA Committee met for the 6th time and are planning to meet once per month. There are 10 parts that the Committee are working on and they are done with 6. They hope to have the remaining 4 portions done by June of 2021.</p>
7th St. Theatre	<p>7th St. Theatre will be selling popcorn and gifts to go this weekend.</p>
Drug Take Back	<p>Councilmember Hinchin spoke briefly about the prescription drug drop off at the police station. Chief Myers stated that the station has been participating in this program since October 2014. It wasn't until recently that the Statewide program would collect and dispose of them. It was up to our police</p>



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Tsunami/Storm Ready

department to do that.

Chief Myers spoke briefly about the recent Certification of the City as a Tsunami/Storm Ready Community. A high percentage of Hoquiam would be significantly impacted by a tsunami and we received the certification for actively working to be Tsunami/Storm Ready through installation of emergency radios, tsunami routes and the sirens. We have applied to the State to get a third siren on the North end. Hopefully that will happen this next year.

LEGAL BUSINESS ORDINANCES

Adopting 2021-2022
Biennial Budget

An Ordinance adopting the budget for the City of Hoquiam, Washington, for the fiscal biennium of 2021-2022. Ms. Schmid read the Ordinance by title. Councilmember McMillan moved for the adoption and the motion was seconded. Councilmember Grun briefly discussed the Cemetery endowment fund. He stated ten years ago there was over \$700,000 in that fund and now it is down to \$62,000. Need to look at the Cemetery operations and maintenance. A brief discussion was held on the possibility of the timber sales. Councilmember McMillan thanked staff for putting together an excellent budget. He did remind Council that there is nothing going into the equipment rental fund for several departments during this budget nor was there anything budgeted for the beautification committee. We should continually review the budget during the budget cycle. Councilmember Puvogel also acknowledged staff for their work on this budget – everyone deserves some appreciation for their work. Ms. Schmid read the ordinance by title a second time after which the motion to approve the Ordinance passed by unanimous roll call vote.

RESOLUTIONS

Amend the Agenda

Councilmember McMillan moved to amend the agenda to add an additional surplus items resolution. His motion was seconded and passed by voice vote.

Surplus Property – Fire
Department

A Resolution declaring certain personal property owned by the City to be surplus items pursuant to Hoquiam Municipal Code sections 1.64.005, 1.64 010 and 1.64.020. The Resolution



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Surplus Property – IT
Department

consists of several items from the Hoquiam Fire Department which are no longer material to nor needed in the operation of the Department. Councilmember McMillan moved for the adoption of the Resolution and his motion was seconded and passed by voice vote

A Resolution declaring certain personal property owned by the City to be surplus items pursuant to Hoquiam Municipal Code sections 1.64.005, 1.64 010 and 1.64.020. The Resolution consists of several items from the Hoquiam IT Department that are not material to nor needed in the operation of the department. Councilmember McMillan moved for the adoption of the Resolution and his motion was seconded and passed by voice vote.

NEW BUSINESS

Emergency Covid CARES
Expenditures

Councilmember Puvogel moved to approve the emergency COVID expenditures to date and his motion was seconded. Councilmember McMillan moved to amend the motion to authorize staff to expend any remaining funds by November 30th and his motion to amend was seconded. The motion to approve the amendment passed by voice vote after which the main motion, as amended was considered. Councilmember Reid asked that staff provide an accounting of all the expenditures once the funds are used. The main motion, as amended, passed by voice vote.

Thanksgiving

Mayor Winkelman wished everyone a warm Thanksgiving.

ADJOURN

Councilmember McMillan moved to adjourn the meeting at 8:00 p.m. and his motion was seconded and passed by voice vote.

BEN WINKELMAN – Mayor

TRACY WOOD – City Council Secretary