



# CITY OF HOQUIAM

August 11, 2025

## City Council Meeting Minutes

### **CALL TO ORDER**

Pro Tem Mayor Brooks called the meeting to order at 7:00 p.m. Councilmember Smith led the flag salute.

### **ROLL CALL**

Those in attendance at the meeting were Councilmembers Anderson, Brooks, Carlstrom Gillis, Hinchey, Larsen, Puvogel, Reid, Smith and Thornton. Absent from the Council Meeting were Mayor Winkelman, Councilmember Nelson and Pauley

Staff in attendance were Police Chief Joe Strong, Fire Chief Matt Miller, City Attorney Steve Johnson, City Administrator Brian Shay, Finance Director Corri Schmid and Council Secretary Kayla Nielsen.

### **APPROVAL OF THE AGENDA**

Councilmember Puvogel moved to accept the agenda. Councilmember Thornton supported. Passed by voice vote.

### **COMMUNICATION** Chehalis Basin Update

Ken Ghalambor spoke on the Chehalis Basin update and presented a power point to the Council.

### **PUBLIC COMMENT**

No Public Comment Presented.

### **CONSENT AGENDA**

Council Minutes of July 28, 2025

Councilmember Puvogel moved to approve Council Minutes of July 28, 2025. His motion was seconded by Councilmember Smith and passed by voice vote.

### Claims and Payroll

Councilmember Puvogel moved to approve the Claims and Payroll. His motion was seconded by Councilmember Smith and passed by voice vote.

### **COUNCIL ACTION/DISCUSSION**

#### **Committee Reports**

No Committee Reports were presented.

#### **Officers Reports**

Fire Department – Brush Engine Skid Unit

Staff recommend that the Council approve the skid unit purchase of \$25,822.13 which has been put into the 2025/2026 budget.



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## Mayors Reports

Council Retreat

Councilmember Puvogel moved to approve this purchase. His motion was seconded by Councilmember Anderson. Passed by voice vote.

The Council Retreat location is being changed from the Vasa Hall to the Council Chambers. The date, August 25, 2025, and time, 7PM, will remain the same.

## Council Reports

Councilmember Puvogel

Councilmember Puvogel states that the crosswalk at 25<sup>th</sup> and Sumner needs to be made a priority.

## LEGAL BUSINESS

### Ordinances

International Plumbing code 2021

An Ordinance relating to building regulations; adopting the "Uniform Plumbing Code," 2021 Edition; amending Section 2.16.010 of the Hoquiam Municipal Code. Councilmember Puvogel moved to adopt the Ordinance, and his motion was seconded. A discussion followed. Ms. Schmid read the Ordinance by title a second time after which the motion to approve passed by unanimous voice vote.

International Energy Conservation Code 2021

An Ordinance relating to building; adopting the "Washington State Energy Code," 2021 Edition; amending Section 2.10.010 of the Hoquiam Municipal Code. Councilmember Puvogel moved to adopt the Ordinance, and his motion was seconded by Councilmember Smith. Ms. Schmid read the Ordinance by title a second time after which the motion to approve passed by unanimous voice vote.

International Fuel Gas Code 2021

An Ordinance relating to building regulations; adopting the "International Fuel Gas Code," 2021 Edition; amending Section 2.17.010 of the Hoquiam Municipal Code; repealing Section 2.17.020 of the Hoquiam Municipal Code' and repealing Section 2.17.030 of the Hoquiam Municipal Code. Councilmember Puvogel moved to adopt the Ordinance, and his motion was seconded by Councilmember Anderson. Ms. Schmid read the Ordinance by title a second time after which the motion to approve passed by unanimous voice vote.



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International Building Code  
2021

An Ordinance relating to building regulations; adopting the “international Building Code,” 2021 Edition, and the “International Residential Code,” 2021 Edition; and amending Section 2.08.010 of the Hoquiam Municipal Code. Councilmember Puvogel moved to adopt the Ordinance, and his motion was seconded by Councilmember Thornton. Ms. Schmid read the Ordinance by title a second time after which the motion to approve passed by unanimous voice vote.

### **Resolutions**

Cemetery Rates

A Resolution establishing a Cemetery Fee Schedule. Ms. Schmid read by title. Followed by discussion. Councilmember Puvogel moved to adopt this Resolution, Councilmember Hinchin supported, further discussion followed. Adopted by voice vote.

Fire Captain Job Description

A resolution adopting an amended position description for the Fire captain position. Followed by discussion. Councilmember Puvogel moved to adopt this Resolution, Councilmember Smith supported, further discussion followed. Adopted by voice vote.

### **Other Legal**

EMS Maintenance  
Agreement

This agreement with Stryker is a 3-year contract for maintenance. This contract costs \$50,316.60 for 3-years. Discussion to follow. Councilmember Puvogel moved to approve this contract, and his motion was seconded by Councilmember Hinchin. This contract was passed by voice vote.

Hoquiam School District –  
Use of Olympic Stadium and  
Gable Park

This contract is between the City and Hoquiam School District for the use of the Olympic Stadium and Gable Park. Councilmember Puvogel moved to approve this contract, his motion was seconded by Councilmember Anderson. Discussion to follow. Contract passed by voice vote.

### **OLD BUSINESS**

Stadium Signs

Councilmember Thornton spoke on the signs at the Olympic Stadium that stated, “No Fireworks”.

Econolodge



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### **NEW BUSINESS**

Purchase of C Street Properties for the North Shore Levee Project

Councilmember Smith asked for an update. Mr. Shay spoke on the updates of the Econolodge and Oceanside.

Councilmember Puvogel moved to approve the purchase of the C Street Properties. Councilmember Hinchin seconded this motion. Discussion followed. This motion was passed by voice vote.

Public Safety Meeting

Councilmember Reid moved to schedule a Public Safety Meeting on September 8, 2025, at 6 PM in the Council Chambers.

Councilmember's Absences

Councilmember Puvogel moved to excuse the absence of Mayor Winkelman, Councilmember Nelson and Pauley. Councilmember Smith seconded and passed by voice vote.

### **SECOND PUBLIC COMMENT**

Caleb Pitchford – Sumner Ave.

Spoke on the crosswalk at 25<sup>th</sup> and Sumner being hazardous.

### **EXECUTIVE SESSION**

No executive Session held.

### **ADJOURN**

Councilmember Puvogel moved to adjourn the meeting at 8:19 p.m. and his motion was seconded by Councilmember Hinchin and passed by voice vote.

  
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RICHARD BROOKS JR – Pro Tem Mayor

  
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KAYLA NIELSEN – City Council Secretary