



**CITY OF HOQUIAM  
Council Meeting Minutes**

**May 13, 2024**

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**CALL TO ORDER**

Mayor Winkelman called the meeting to order at 7:00 p.m. Fire Chief Miller led the flag salute.

**ROLL CALL**

In attendance at the meeting were Mayor Winkelman and Councilmembers Anderson, Brooks, Carlstrom, Hinchon, Larsen, Nelson, Pauley, Puvogel, Reid, Smith and Thornton. Absent from the meeting was Councilmember Davis.

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 Tracy Wood.

**CONSENT AGENDA**

Councilmember Brooks made a motion to accept the consent agenda as presented. His motion was seconded. Councilmember Thornton moved to amend the agenda to correct the date of the minutes to April 22, 2024. Her motion was seconded and passed. The main motion to approve the minutes of April 22, 2024, as they appear on the consent agenda passed by voice vote.

**OFFICER REPORTS**

**Water Leak Correlator Bids**

The City made a call for bids to purchase a Water Leak Correlator to identify leaks in the Hoquiam water system. One bid was received from Hydrevo LLC totaling \$25,047.00. Staff recommends that the Council approve the bid and authorize the purchase of the equipment. Councilmember Puvogel moved to accept the report as written and his motion was seconded. Mr. Shay provided some background on the equipment. Councilmember Hinchon stated that this equipment is worth the money. A discussion followed after which the motion passed by voice vote.

**Gable Park Bleachers Bids**

The City made a call for bids to purchase two 27 ft. 5 tiered aluminum bleachers for Gable Park. These bleachers will be 100% paid for by the RCO Deferred Maintenance Grant. One bid was received from BSN Sports in the amount of \$18,200.72. Staff recommends that Council accept the bid and authorize the purchase of these bleachers. Councilmember Puvogel moved to accept the report. The motion was seconded and a brief discussion followed, after which the motion passed by voice vote.



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**Water Plant Caretaker Lease**      The City Water Treatment Plant is located approximately 6 miles north of the City limits. In previous years, the City had a caretaker who lived on site to provide additional security to the facility. Our lead operator of the plant has expressed interest to re-establish a caretaker residence there. Staff recommends that the Council authorize the Mayor to sign a lease agreement and establish necessary terms and conditions. Councilmember Brooks moved to authorize the Mayor to sign an agreement and his motion was seconded. Following a brief discussion on what types of terms and conditions would be included, and the benefit this would have to the city, the motion passed by voice vote.

**MAYOR REPORTS**

**Shorebird Festival**      Mayor Winkelman thanked everyone who worked on and supported the Shorebird Festival. He attended and awarded the Shorebird Poster award. The original art piece will hang in the Mayor's office for the next year.

**Blue Zone**      The Blue Zone will host another walking audit of the city on Monday, June 10<sup>th</sup> from 2:00 to 4:00 p.m. Also on Wednesday June 13<sup>th</sup> Blue Zone will host a walk and roll to school. The event starts at Levee St. behind Swansons at 7:45 and will travel down Levee St. to go to the Schools. The Hoquiam Police Department Bike Rodeo will be also be on the 13<sup>th</sup>.

**Code Enforcement**      Code Enforcement has a list of citations, etc. and the staff intends to remain aggressive with those. If Council has any others please let him know.

**Downtown**      Working with private investors to look at downtown. Also looking at vehicle charging station funding. Trying to get some other organizations to take the lead on some of these types of grants.

**Swap Meet**      Have been working to identify a couple of properties that could be used for "swap meet" locations. Necessary for Vendors to have a permit for the sale. An individual would need to obtain a permit to close any streets and operate on city property.

**City Wide Garage Sale**      The City wide garage sale has been scheduled for June 22-23, 2024.





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approve the ordinance and his motion was seconded. Ms. Schmid briefly reviewed the changes and after the second reading, the motion passed by unanimous roll call vote.

**Other Legal**

Professional Services Agreement -10<sup>th</sup> St. Pump Station Testing

Included in the Council packet was a Professional Services Agreement with HGE to provide testing services for the 10<sup>th</sup> St. Pump Station. Councilmember Puvogel moved to approve signing the agreement and the motion was seconded. Mr. Shay explained that there are certain things that need structural testing and the agreement with HGE is separate from our agreement with HDR. Following further discussion, the motion passed by voice vote.

Fire District Number 7

Included in the packet was an Ambulance Services Agreement between the City of Hoquiam and Grays harbor Fire District No. 7. Councilmember Brooks moved to accept the agreement and his motion was seconded. Chief Miller provided information on where this District is located. A brief discussion was also held regarding any Districts that have not signed the new agreement. Chief Miller explained that if a District has not signed an agreement with the City, they will be billed at the current rate for any services provided by Hoquiam. Following this discussion, the motion to approve the agreement passed by voice vote.

Interlocal Agreement – Stormwater Planning Grant and Project Management

Included in the packet was an Interlocal Agreement between the cities of Aberdeen, Cosmopolis and Hoquiam to complete comprehensive stormwater plans for each city. The cities have agreed that Hoquiam will act as the lead agency and receive the grant awarded from the Chehalis Basin Flood Authority which will be allocated to pay for specific scopes of work. Councilmember Puvogel moved to authorize signing the agreement and his motion was seconded and passed by voice vote.

Babe Ruth Rental Agreement

Included in the packet was a Rental Agreement with Babe Ruth Baseball for use of Olympic Stadium. Councilmember Brooks moved that we accept the rental agreement and his motion was seconded. President of the League, Gordy Ray, asked Dave Hinchey to read a letter regarding the contract negotiations. He thanked the Mayor and City Administrator, as well as Tracy



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Wood for their time and work on getting an agreement put together for them. The motion to approve the Agreement passed by voice vote.

**OLD BUSINESS**

New Clocks and Cancellation of May 27<sup>th</sup> Meeting

Councilmember Smith stated he was glad to see the new clocks in the lobby and Council chambers. Also Council was reminded that the meeting of May 27<sup>th</sup> was cancelled at a previous meeting due to Memorial Day.

**NEW BUSINESS**

Set Public Hearing – 6 Year TIP

Staff requested that Council set a Public Hearing date for the 6 Year St. Plan for June 10<sup>th</sup> at 7:00 p.m. Councilmember Puvogel moved to set the hearing date and his motion was seconded. Mr. Shay provided a brief background of the 6 Year TIP after which the motion passed by voice vote.

Excuse Absent Member

Councilmember Thornton moved to excuse the absent member. Her motion was seconded and passed by voice vote.

Public Defender Hours

Councilmember Reid stated she recently read an AWC article about changes on public defenders hours. How is that going to affect the City? City Attorney Johnson stated that we currently have two contracts for public defenders who each take 200 cases. They are now wanting to cut those cases in half. This issue will go before the Washington Supreme Court, and although there have been comments against, the Board of Commissioners and Bar have approved it. Indigent Defense currently costs approximately \$11,000 a month.

Digital Water Meters

Amend Agenda

Councilmember Pauley moved to have the public comment period before the Council moves to executive session. His motion was seconded and passed.

**PUBLIC COMMENT**

Pellet Plant

Tammy Dimitke 823 Bluff, invited the Mayor, Council and staff to a “Movie Night” Monday May 20<sup>th</sup> at the High School regarded the bio-mass pellet plant.

Utility Bill

Mrs. Wilson, 828 Chenault, stated that unfortunately her utility bill has increased again from bill before. Every category went up. She is not understanding the billing cycles and the continued increases. She is confused as to why all categories went up. She knows it will go up again when the CPI increase is effective.



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**EXECUTIVE SESSION**

Acquisition of Real Estate/  
Lease of Property

Council moved at 7:55 p.m. to convene in Executive Session at 8:00 p.m. for 20 minutes. The motion was seconded and passed by voice vote.

**ADJOURN**

Council came back to order in Regular session at 8:25 p.m. Councilmember Pauley moved to adjourn the meeting and his motion was seconded and passed by voice vote.

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BEN WINKELMAN – MAYOR

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TRACY WOOD – COUNCIL SECRETARY