



# CITY OF HOQUIAM

City Council Meeting Minutes

FEBRUARY 21, 2023

## CALL TO ORDER

Mayor Winkelman called the meeting to order at 6:00 p.m. Councilmember Hinchon led the flag salute.

## ROLL CALL

In attendance at the meeting were Mayor Winkelman and Councilmembers Anderson (entered at 6:26 p.m.), Brooks (entered at 6:11 p.m.), Carlstrom, George, Hinchon, Nelson, Pauley, Pellegrini, Puvogel and Reid. Absent were Councilmember Anderson, Brand and Dick.

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.

## COMMUNICATIONS

Central Regional Fire Authority

Chief Miller presented information to the Council regarding the Central Regional Fire Authority plan and review. The RFA Committee is requesting that the Council approve the resolution later in this meeting to send the RFA to the vote of the citizens on a special ballot of April 25, 2023. Chief Miller reviewed the costs of the RFA as well as how the board will be established. The Plan will be published on the City websites of the 3 cities and educational open houses will be held in all three cities. The City will also send out informational inserts with the utility bills. A brief discussion was held regarding the Aberdeen Station and the costs associated with either remodeling it or building a new station. Chief Miller stated that it would be the responsibility of the members of the RFA.

Union Support of the RFA

Derrick Jenson, Wishkah, stated he is an employee of the Hoquiam Fire Department and President of the IIAF and that he is representing the firefighters from Hoquiam and Aberdeen and thanked everyone involved in the RFA process. The respective Departments support the RFA.

Support of RFA

Paul McMillan, 119 M Street in Hoquiam, stated he has chaired the RFA committee for several years, and is highly in favor of the RFA. He encouraged Council support of sending this issue to the voters.

## CONSENT AGENDA

Councilmember Hinchon moved for the approval of item a on the consent agenda, as presented and his motion was seconded. Item a consisted of the City Council Minutes of the January 23<sup>rd</sup>



# CITY OF HOQUIAM

City Council Meeting Minutes

FEBRUARY 21, 2023

## **OFFICER REPORTS**

Purchase of Electrician Vehicle

City Council meeting. The motion to approve the minutes passed by voice vote.

Staff provided a written request that the Council accept the state bid quote and authorize the purchase of one 2023 Ford E-transit T-350 van for the public works Electrical Department. The cost for this vehicle would be \$87,643.57 and is included in the budget. Councilmember Pellegrini moved to accept the officer report and his motion was seconded and following a brief discussion, passed by voice vote.

Purchase of Server Hardware

Staff provided a written request that the Council approve the upgrade of the City server hardware for a cost of \$90,988.42. This upgrade is a budgeted item. Councilmember Hinchey moved to approve the report and his motion was seconded. Council asked if this upgrade is part of the keyless entry equipment discussed at a previous meeting. Ms. Schmid stated that this is not part of that. That equipment was approved by the council at a previous meeting – this hardware is for the City network. IT will install and we already have the racks that are needed. The motion to approve the report passed by voice vote.

Digital Policy Management Services Agreement

Staff submitted a written request that Council authorize the agreement/purchase with NeoGov for Power DMS. Councilmember Pellegrini moved to approve the officer report and his motion was seconded. Police Chief Strong stated that the Digital Software allows all city departments to put their city policies, updates, etc. on the system and makes all employees accountable to read and review them. The licensing allows for up to 100 employees, and can include the city policies (red book) as well as specific department policies. The motion to approve the report passed by voice vote.

## **MAYOR REPORTS**

Appointment to Planning Commission

Mayor Winkelman appointed Maxwell Davis to fill a vacancy on the Planning Commission. He also stated that there are still several vacancies on boards and commissions and if anyone is interested to reach out to him or City staff to be considered.

Resignation of City Councilmember Al Dick

Mayor Winkelman stated that Councilmember Al Dick, submitted a letter of resignation as Ward 4 councilmember effective February 13, 2023. As in the past, we will advertise that there is a vacancy and interested people can submit their



# CITY OF HOQUIAM

City Council Meeting Minutes

FEBRUARY 21, 2023

Hometown Sanitation

letter of interest. He also reminded Council that six positions are up for election at the end of 2023. Those running for those elections were reminded to not use city staff time or city equipment/property throughout the election process.

Coin Hunt

Mayor Winkelman stated that Hometown Sanitation has now established a customer credit card payment option on their website.

## **COUNCIL REPORTS**

Grays Harbor Youth Sport Association

There will be more coins going out for a new Coin hunt for St. Patty's!

Diversity, Equity, Inclusion, and Belonging Cabinet

Councilmember Hinchin stated that the GH Youth Sports Association will be hosting a fundraiser on Saturday February 25<sup>th</sup> from noon to 8:00 p.m. at the Hoquiam Grand Central. It will be a Brew fest and Corn Hole Tournament. There is a \$20 buy in for the tournament and Food Trucks will also be in attendance.

## **LEGAL BUSINESS**

### **Resolutions**

Joint Resolution – Regional Fire Authority

Councilmember Carlstrom stated that AWC has selected her to serve on the Diversity, Equity, Inclusion, and Belonging Cabinet for the Association of Washington Cities. She feels very honored.

A Joint Resolution of the City Council of the City of Aberdeen, the City Council of the City of Cosmopolis, and the City Council of the City of Hoquiam, providing for the submission to qualified electors of Aberdeen, Cosmopolis, and Hoquiam, at a special election to be held on April 25, 2023, of a proposition that, pursuant to Chapter 52.26 of the Revised Code of Washington, approves a plan to form a regional fire protection service authority within the boundaries of Aberdeen, Cosmopolis and Hoquiam, effective January 1, 2024, and providing for other matters properly related thereto. Councilmember Pellegrini moved to approve the resolution and his motion was seconded. Councilmember Hinchin reminded Council that this sends the proposition to the ballot for a vote, that it is not approving the RFA. Following no further discussion the motion passed by voice vote.



# CITY OF HOQUIAM

City Council Meeting Minutes

FEBRUARY 21, 2023

Adopting the 2023  
Amendments to the  
Administrative Benefits  
Policy

### **OTHER LEGAL**

Grays Harbor County .09  
Funds

HDR Engineering –  
Broadway Ave. Guardrail and  
Safety Improvements

Agreement to Install Shed at  
Gable Park

### **NEW BUSINESS**

School District Sale of  
Property

Excuse Absent Member

Council Vacancy

A Resolution adopting the 2023 amendments to the Administrative Benefits Policy; setting compensation and other benefits for administrative employees. Councilmember Pellegrini moved to approve the resolution and his motion was seconded. There was no discussion and the motion passed by voice vote.

An Interagency Agreement between Grays Harbor County and the City of Hoquiam designating .09 funds to the City for the NSL and NSLW protection project. Pellegrini moved to accept the funds and his motion was seconded and passed by voice vote.

An amendment to the agreement with HDR Engineering to provide additional structural review and design for roadway slope stabilization following geotechnical investigation and recommendations for the Broadway Ave. Guardrail and Safety Improvements project. Councilmember Pellegrini moved to approve the agreement and his motion was seconded. A brief discussion was held on the costs after which the motion passed by voice vote.

An Agreement between the City and Hoquiam School District to allow for the installation of a shed at John Gable park. Councilmember Pauley moved for the approval of this agreement and his motion was seconded and passed by voice vote.

Councilmember George stated that he has heard that the Hoquiam School District might be selling one of the schools-possibly Central School. He asked if they have talked with the City about this. Mayor Winkelman stated that the Long Term Planning Committee at the School District has discussed this in the past. The school district are independent from the city and have not discussed a possible sale. This is not something that will probably happen in the near future.

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

Councilmember Pauley moved to accept letters of intent to fill the vacant council position until April 1, 2023. His motion was seconded and passed by voice vote.



# CITY OF HOQUIAM

City Council Meeting Minutes

FEBRUARY 21, 2023

School District

Paul McMillan, 119 M. St., stated the School District is having their board meeting Thursday in the cafeteria.

Coin Hunt

Paul also stated that more gold coins will be distributed around the city along with 5 black pots of gold during March.

Sr. Utility Discount

Chris Parks, 2627 Cherry, asked if the city would consider reviewing their Sr. Discount application and the maximum yearly income allowed to qualify. Ms. Schmid will provide information to the Regulatory Committee for their review.

**ADJOURN**

Councilmember Pellegrini moved to adjourn the meeting at 7:06 p.m. and his motion was seconded and passed.

---

BEN WINKELMAN – Mayor

---

TRACY WOOD – City Council Secretary