



# CITY OF HOQUIAM

City Council Meeting Minutes

MAY 22, 2023

## CALL TO ORDER

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

## ROLL CALL

In attendance were Mayor Winkelman and Councilmembers Anderson, Brand, Brooks, George, Hinchey, Larsen, Pauley, Pellegrini, Puvogel and Reid. Absent from the meeting were Councilmembers Carlstrom and Nelson. Staff in attendance were Police Cpt. Brian Dayton, Fire Chief Matt Miller, City Attorney Steve Johnson, City Administrator Brian Shay, Finance Director Corri Schmid and Council Secretary Tracy Wood.

## PUBLIC HEARING

Application for Vacation of Property – Larson

Councilmember Puvogel moved to open the public hearing at 7:02 p.m. for the application for a vacation of property submitted by John and Carrie Larson. His motion was seconded and passed by voice vote. Dorian Wylie, the Building and Planning Official provided a written report regarding the application. John and Carrie Larson submitted their application for a vacation of a portion of block 14 alley between platted McBride Street and Platted Mead Street. Following the summary of the written report provided by Mr. Shay, Mr. Larson answered questions for the Council. The adjoining property owners have supported their application. Councilmember Puvogel moved to close the hearing at 7:06 p.m. His motion was seconded and passed by voice vote.

Application for Vacation of Property – Huffman

Councilmember Puvogel moved to open the public hearing at 7:06 p.m. for the application for a vacation of property submitted by Charles Huffman. His motion was seconded and passed by voice vote. Dorian Wylie, the Building and Planning Official provided a written report regarding the application. Charles Huffman submitted an application for the vacation of a portion of Moore Street that is located to the North of his property. Mr. Shay provided a summary of the staff report and Mr. Huffman was in attendance to answer any questions. Councilmember Puvogel moved to close the public hearing at 7:08 p.m. His motion was seconded and passed by voice vote.

## COMMUNICATIONS

HDR Engineering –  
Wastewater Facility  
Plan/General Sewer Plan

Ty Johnson, Imtiaz Ibrahim, Senior Project Manager, and Khaled W. Salam, Water/Wastewater EIT, representing HDR Engineering, presented information on the status of the Wastewater Facility Plan/General Sewer Plan. They reviewed the challenges which are inflow and infiltration, utilization of the



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Delta Park Dedication

existing lagoons, solids, existing plant (condition assessment and capacity), proposed facilities – class 5 option of probable construction cost (OPCC) master plan or concept design and accuracy of 35 to 60%; phasing of construction. They also reviewed the alternatives for the design of a new or improved plant. They answered numerous questions on the alternatives presented. The City has received \$600,000+ in funding through a grant/loan.

Jay Fry spoke to the Council regarding the completion of Delta Park, honoring Eldon Bargewell. He thanked the Council for their support and the City staff who assisted their committee while they were making the plans for the park and for their assistance with the Park dedication. The visitors who attended were very impressed with the City and how friendly our community is. They received donations from over 37 States with representatives from over 25 states in attendance. Mayor Winkelman thanked Mr. Fry and his group for all of the work that they put into raising the money and putting the plan together.

## CONSENT AGENDA

Councilmember Brooks moved to accept consent agenda items a and b and his motion was seconded. Those items appearing on the consent agenda were as follows:

- The City Council Minutes of May 8, 2023;
- The Regulatory Committee report recommending approval and payment of claims check numbers 100911 through 101099 in the amount of \$1,682,074.40; claim EFT's and ACH numbers 622 through 629 in the amount of \$29,022.08; payroll check numbers 30455 through 30477 in the amount of \$204,737.22, payroll ACH and EFT's in the amount of \$473,440.78 and \$248,975.99 respectively and that payroll and benefits for the month of May, 2023, be approved and issued at the proper time.

The motion for the approval of the consent agenda items passed by voice vote.

## OFFICER REPORTS

CMS Audit

Chief Miller presented a written report regarding the Center for Medicare and Medicaid Services Audit. Public Consulting Group – Assist with CMS Audit which evaluates the city's use



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Ambulance Repair and Purchase

of GEMT funds. The Department has contacted Public Consulting Group (PCG) and received a quote of \$10,000 to assist the city in completing the needed report which is due in August. Staff requests Council approval to hire PCG to complete this report. Councilmember Puvogel moved to accept the report and his motion was seconded. Chief Miller explained the necessity of this. They are auditing from March 2022 to March 2023. This company has the capacity to put the information together and submit it in the proper format by the due date. The motion to approve passed by voice vote.

Application for Street Vacation – John and Carrie Larson

Chief Miller provided a written report to the Council regarding the needed repair to a 2010 ambulance with an estimated cost of \$3,800. They also request that Council authorize the use of ARPA funds for the purchase of a new ambulance at a cost of approximately \$235,000 to \$240,000. He explained the needed repairs and the need for a new ambulance which will take approximately 18 months to receive. Councilmember Puvogel moved to approve the officer report. His motion was seconded. Following further discussion, the motion passed by voice vote.

Application for Vacation of a Portion of Moore St. – Charles Huffman

Councilmember Puvogel moved to accept the Officer report regarding the application for an alley vacation submitted by the Larson's and his motion was seconded and passed by voice vote.

**MAYOR REPORTS**  
Delta Park Dedication

Councilmember Puvogel moved to accept the Officer report regarding the application for a vacation of a portion of Moore St. submitted by the Charles Huffman and his motion was seconded and passed by voice vote.

Home Entry Lock Boxes

Mayor Winkelman thanked everyone who was involved in the park dedication and conception. He especially thanked Mr. Fry and the community as well as the staff. The celebration/dedication was well attended and well received.

Mayor Winkelman thanked one of our citizens, Paul Macleod, for his generous donation to obtain lock boxes for citizens in Hoquiam. Home Depot is matching Mr. Macleod's donation. These boxes will be available for public safety to be able to access their homes if case of an emergency.

Mayor Winkelman encouraged members of the Council to try



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Revitalize Washington Conference

and attended the 2023 RevitalizeWA conference in Vancouver in October. The conference is in Vancouver.

HBA

Hoquiam Business Association is looking for interested people for their board if anyone is interested in participating.

City Website

Staff is currently working on improvements to the City website.

## **COUNCIL REPORTS**

Delta Park Dedication

Councilmember Brooks attended the Delta Park dedication and the dedication was beautiful.

## **LEGAL BUSINESS**

### **Resolutions**

Designating Official Newspaper

A Resolution designating The Daily World as the official newspaper of the City of Hoquiam pursuant to RCW 35A.21.230. Councilmember Puvogel moved to approve, with a correction in the paragraph before Section 1 to change Cosmopolis to Hoquiam. His motion was seconded and passed by voice vote.

Field Practicum Agreement – National Medical Education and Training Center (NMETC)

Included in the packet for Council consideration was a Field Practicum Agreement with the National Medical Education and Training Center. Councilmember Puvogel moved to authorize signing this agreement and his motion was seconded. Chief Miller provided a brief explanation on the services they provide after which the motion to approve passed by voice vote.

Chehalis River Basin Flood Authority Interlocal Agreement

Included in the packet for Council consideration was an Interlocal Agreement with the Chehalis River Basin Flood Authority. Councilmember Puvogel moved to authorize the Mayor to sign the agreement and his motion was seconded. Mr. Shay explained what this agreement was and also stated that the city has received a great amount of funding through the Flood Authority. Following this discussion, the motion passed by voice vote.

## **NEW BUSINESS**

Set Public Hearing – 6 Yr. TIP

Staff requested that Council set a Public Hearing for review of the 6 Yr. Transportation Improvement Program (TIP). Councilmember Puvogel moved to set the Public Hearing for June 26, 2023, and his motion was seconded and passed by voice vote.

Review of Zoning – Refer to Planning Commission

Councilmember Puvogel moved to have staff draft a Resolution to refer the possible rezoning of properties on 22<sup>nd</sup> St. to the



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	<p>planning commission and to also look at some other areas of zoning. His motion was seconded and he explained where the property is located. Staff stated that the City has vacancies on the Planning Commission and if anyone is interested or knows anyone who might want to serve on that commission to please contact the Mayor or staff. His motion to complete the resolution to refer this issue to the Planning Commission passed by voice vote.</p>
Applications for Vacations – Larson and Huffman	<p>Councilmember Puvogel moved to have staff draft the Ordinances for the applications for vacations submitted by John and Carrie Larson and Charles Huffman. His motion was seconded and passed by voice vote.</p>
Council Retreat	<p>Councilmember Puvogel set the date for the Council retreat for July 10<sup>th</sup>. He moved to cancel the regular meeting on July 10<sup>th</sup> regular meeting and hold council retreat at 6:00 p.m. His motion was seconded and passed by voice vote.</p>
Excuse Absent Members	<p>Councilmember Pauley moved to excuse the absent Councilmembers and his motion was seconded and passed by voice vote.</p>
<b>PUBLIC COMMENT</b> Request for Zoning Change	<p>Mr. Brett Wood, 2224 Aberdeen Avenue, owns the property at 420 22<sup>nd</sup> St. and they are hoping to get the zoning changed to allow them to build their shop on that property. They were hoping to complete the building this year. Mr. Shay explained that the Planning Commission could choose to make a recommendation on their property and then proceed with other properties in that area. He explained that the Planning Commission needs to review the request and make their recommendation to the Council.</p>
Huffman Vacation	<p>Charles Huffman, 1518 Broadway, spoke about his application for the vacation of a portion of Moore St. He asked for information on the process and how long it would be before this request might be processed. Staff explained that the procedure requires that the hearing be held and then an Ordinance be brought back before the Council for their consideration. That Ordinance will be presented to the Council at the next regular meeting.</p>



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**ADJOURN**

Councilmember Pellegrini moved to adjourn the meeting at 8:40 p.m. and his motion was seconded and passed by voice vote.

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BEN WINKELMAN – Mayor

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TRACY WOOD – City Council Secretary