



**CITY OF HOQUIAM
Council Meeting Minutes**

February 12, 2024

CALL TO ORDER

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

OATH OF OFFICE

Those in attendance were Mayor Winkelman and Councilmembers Anderson, Brooks, Carlstrom, Davis, Hinchey, Larsen, Nelson, Pauley, Puvogel, Reid, Smith and Thornton.

ROLL CALL

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.

SWEARING IN NEW OFFICER

Chief Strong introduced Police Officer Miguel Stiven Galeana. Chief Strong stated that he is very personable and knows many people in the community. Officer Galeana introduced his family and friends after which Mayor Winkelman swore him in.

PUBLIC COMMENT

Grays Harbor Conservation District – Adopt a Drain

David Marcel, Asst. District Manager for Grays Harbor Conservation District spoke briefly regarding the Conservation District and what they have been doing in Grays Harbor. He introduced Alexander Bailey, who does education outreach for the District. He stated that the District has been very busy working within the City since the City annexed into the District. He explained the Adopt a Drain Program and stated it is a great community engagement program. It is a program that the District and City can run do as a partnership or the District can do it on their own. Community members who want to participate will pick a drain that they would like to adopt and keep it cleaned out, free of debris, etc. There is an operating cost to this program which runs at approximately twenty-eight cents per citizen which would come out to be approximately \$2,200 for the City. There are other funding mechanisms such as grants that could be used for this fee and the District would be happy to work on that for the city. The Conservation District will educate the public on why this is important. The fee would be paid to the Adopt a Drain organization and if the City decides to partner on this, they would have access to the Adopt a Drain GIS system of the drains, information that is gathered on how much debris is being removed, etc. Council asked how it would be funded. Mr. Shay stated there are grants that could



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help with that and if not it could be funded from the sewer/street fund. There is a form on line that just needs to be filled out and the Adopt a Drain Organization will get in contact with the City. The Conservation District will do outreach work for the City and get people to participate.

CONSENT AGENDA

Councilmember Brooks moved to accept consent agenda item A, the City Council Meeting Minutes of January 26, 2024. The motion passed by voice vote.

OFFICER REPORTS

Local Parks Deferred
Maintenance Grant –
Purchase of Supplies

Included in the packet was a request for Council authorization to purchase playground safety mulch in the amount of \$5,615.00 and safety netting for the Dynamo big toy at a cost of \$16,703.21. Both of these items will be funded through the Deferred Maintenance Grant. Councilmember Puvogel moved to accept the officer report and his motion was seconded and passed by voice vote. Councilmember Puvogel stated he appreciated all of the work that went into getting this grant.

Local Parks Deferred
Maintenance Grant –
Purchase of Equipment

Included in the packet was a request for Council authorization to purchase a John Deere Gator, a Cargo/Maintenance Trailer and a Honda Rancher 4x4 in the amount of \$30,970.00. This equipment will be funded through the Deferred Maintenance Grant. Councilmember Puvogel moved to accept the officer report and his motion was seconded. A question was raised on where this equipment would be used. Mr. Shay stated in the parks. The motion passed by voice vote.

MAYOR REPORTS

Boards and Commissions

Mayor Winkelman reminded citizens who are interested in serving on a committee or board to get in touch with him. He is looking for two more members for the Revitalization Group. The current members have met with Brian and came up with some ideas. He is hoping that the once the committee is filled and meeting regularly that they will be able to come to the council with their ideas to move forward with the revitalization plan.

Website

Staff is working on the new web site. If you can't find something or see something that is wrong please let staff know.

Broadway Avenue

Mayor Winkelman stated the city has had some citizens speaking about the speed limit on Broadway. He would like to have council refer this to the Public Safety Committee.



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Official Information of the
City

Mayor Winkelman spoke briefly regarding Public Information. Policies are set by council as to where information is contained. General City information is available to the public in the lobby and also on our website. When you have a city website that is the official web site. During COVID the city was trying to determine ways to get information on Public notices are also published in our official newspaper which is the Daily World. Council Meeting notices are published on the website. The council meetings are always on the 2nd and 4th Mondays at 7:00 p.m. On some occasions, due to holidays, etc. a meeting might be cancelled or moved but that notification will be on the official website.

Adopt a Drain Program

The Mayor stated he would like to encourage the Council to participate in the Adopt a Drain Program. We have fewer staff who are able to get to all the drains to clean them. We depend on our citizens to help and this program will provide good information regarding our drains through their technology. Also, there are some cities have put together “clean-up” kits for citizens to be able to pick up garbage and debris which would help to keep our community clean. These could include the grabbers, trash bags, gloves, etc. He would like to have staff and council look into that.

He thanked the Councilmembers and staff for their efforts in getting information and questions answered for the citizens over the past several weeks.

COUNCIL REPORTS

High School Drama
Production

Councilmember Puvogel congratulated Hoquiam High School for their performance of the Adams Family this past weekend. It was a wonderful show.

LEGAL BUSINESS

Other Legal
WSDOT Right of Way
Procedures

Included in the packet were the WSDOT Right of Way Procedures. These are required to be in compliance with Federal and State laws and procedures. Councilmember Puvogel moved to authorize signing the agreement. His motion was seconded. Mr. Shay explained that this is something that is required on projects that have Federal funding such as the Broadway Avenue project. Following further discussion the motion passed by voice vote.\



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Amendment to HDR Contract – 10 th St. Pump Station Construction	Included in the packet was an Amendment to the HDR Contract for Construction Management/Inspection Services during 10 th St. Storm Water Pump Station construction. Councilmember Brooks moved to accept the amendment and his motion was seconded. Mr. Shay explained the scope of work. Councilmember Smith asked why this exceeds the do not “exceed” amount. Staff explained this was not part of their original contract and that this is an additional scope of work that is being added. The motion to approve passed by voice vote.
Office of the Courts – Blake Case	Included in the packet was a reimbursement agreement between the Administrative Office of the Courts and the City of Hoquiam to reimburse the City for extraordinary costs of resentencing and vacating sentences as required by the State v. Blake. Councilmember Puvogel moved to approve the agreement and his motion was seconded. Mr. Johnson explained the background of the Blake Case. The Supreme Court ruled that the statutes were unconstitutional. During that time there were several people that went to court to vacate those charges. This is a grant that the Administrator of the Courts will award to the City to reimburse any requests that were received for vacating of sentences. Following a brief discussion, the motion passed by voice vote.
AHAB Siren Maintenance Agreement – Department of the Military	Included in the packet was an All Hazards Alert Broadcasts (AHAB) Siren Maintenance Agreement with WA EMD. Councilmember Puvogel moved to approve the contract and his motion was seconded. A question was asked if this is just to provide maintenance or if they will make improvements. When you are in your offices or in a building, you cannot hear the sirens. Mr. Shay explained that this agreement specifies who is responsible for the maintenance. Chief Miller explained that the sirens are intended for those who might be outdoors and not inside where there are radios and televisions. Citizens can sign up to have emergency alerts sent directly to their telephones. Following this discussion, the motion passed by voice vote.
RCO Grant Amendment – North Shore Levee	Included in the packet was Amendment #6 between the State RCO and the City for the North Shore Levee West Segment. The Amendment includes a scope change, cost increase and time extension. Councilmember Brooks moved to accept the amendment. His motion was seconded. Mr. Shay explained



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that this has been worked on for a while and is the agreement to provide the funding. A brief discussion followed on the North Shore project and the timeframe which Mr. Shay stated that the West project should see construction start in 2 years. He explained that the permitting process can take a few year. Following a discussion on the timeline of the project, the motion to approve passed by voice vote.

OLD BUSINESS

City Zoning

Councilmember Puvogel talked about zoning plan and asked Mr. Shay if staff has looked into this. Mr. Shay will review this and report back to the Council.

Riverside Work

Councilmember Thornton asked what is happening to the lanes on Riverside. Mr. Shay explained that this was a recommendation from the Public Safety Committee after meeting with DOT. DOT is doing the striping and the City will do the signage. He will be applying for a grant from WCIA to help with the costs of the signs. She asked if the length of the turn lane can be reduced and possibly put in some parking along there. Mr. Shay stated that they will provide the diagram from DOT.

Website

Councilmember Smith asked if the website would have Committees uploaded. Ms. Schmid stated that staff is waiting for chairs to be elected before we do that.

Grant Writer/Community
Development

Councilmember Brooks spoke about the Council retreat and that one of the recommendations was to look at the costs of a possible grant writer/community development position. Councilmember Hinchin asked that it not be a full-time employee. Councilmember Brooks made a motion to for staff to research this and provide information to the Council. His motion was seconded and following a brief discussion, passed by voice vote.

NEW BUSINESS

Adopt a Drain Program

Councilmember Hinchin made a motion to send the Adopt a Drain program to the public utilities committee to review. The motion was seconded and passed by voice vote.

Public Utilities Committee
Meeting

Councilmember Anderson announced that there will be a Public Utilities Committee meeting on March 11th at 6:00 p.m. in the Mayor's Office.



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Public Safety Committee Meeting

Councilmember Reid announced that there will be a Public Safety Committee meeting on March 11th at 5:00 in the City Council Chambers. Mayor Winkelman stated that he attended the Public Safety meeting tonight and appreciated the discussion regarding the intersection by McDonalds and Fairway Market. Council asked if this was something we could apply for funding from through WCIA because of the safety aspect. Mr. Shay stated that it would be more than the maximum of that grant but we could look to see if ARPA funds could be used.

PUBLIC COMMENT

Ambulance Fee and
Broadway Speed Limit

Robbin Emery, 911 Broadway submitted a written request that Council look into the following:

- The amount of the approved increase to the ambulance availability fee be divided equally into 3 years of payments instead of the bulk being collected in just 2024;
- The city council look into temporarily dropping the semi-truck speed limit from 16th street through the Broadway area due to the status of the road;

Tim Spradlin –
Inconsistencies in Ambulance
Fee Study

Tim Spradlin, 2077 US 101, Hoquiam stated that he downloaded the memorandum which was part of the Ambulance Fee Study. In the back of that there are district charges listed and there are inconsistencies on page 1 and 2 in the number of incidents that were responded to. He also stated that there is reference regarding fire district 6 contract with the city and he believes they were confusing fire/ambulance contracts. On page 3 of that report it shows under item 1 the conclusion was not recommended by the person who did the study and under item 2 they stated that they were unable to calculate the need. How was the \$590 per call determined?

Fentanyl Presentation

Piriyia Lindeen, GH County Public Health Department said she is glad to see this amazing opportunity for citizens to be able to listen to and address local governments. She announced that the GH County Coalition (Elma and My Town), ESD 113 and the Health Care Authority will be holding a presentation addressing fentanyl and the young lives lost. Parents and citizens need to be educated. This will be held on February 21st from 6:00 to 8:00 p.m. at the Aberdeen High School. She will be distributing flyers to the schools and businesses and it was



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suggested that the info be provided on the County Health website.

Council Meeting Recordings

Jessie Tuscano, 505 Cleveland, stated that she knows the meetings are on zoom but asked if the Council recordings were posted somewhere for the public to review.

ADJOURN

Councilmember Puvogel moved to adjourn the meeting at 8:24 p.m. His motion was seconded and passed by voice vote.

BEN WINKELMAN – MAYOR

TRACY WOOD – COUNCIL SECRETARY