



CITY COUNCIL AGENDA

February 10, 2025

7:00 p.m.

1. **APPROVAL OF THE AGENDA**
2. **COMMUNICATION** – City of Aberdeen – Rail Corridor Study
3. **PUBLIC COMMENT:** *This is the time for anyone wishing to speak before the council in relation to items on the agenda to do so. Comments may also be emailed to cschmid@cityofhoquiam.com by Monday, February 10, 2025, at 10:00 AM. Written comments will be summarized at the meeting but will be documented in the minutes in their entirety. PLEASE LIMIT YOUR COMMENTS TO 5 MINUTES.*
4. **CONSENT AGENDA**
 - a. Council Minutes of January 27, 2025
5. **COUNCIL ACTION/DISCUSSION**
 - a. **COMMITTEE REPORTS**
 - b. **OFFICERS REPORTS**
 1. Tree Planting Bids at the Watershed
 - c. **MAYORS REPORTS**
 - d. **COUNCIL REPORTS**
6. **LEGAL BUSINESS**
 - a. **ORDINANCES**
 1. Repealing Chapter 1.53 – Library Board
 - b. **RESOLUTIONS**
 - c. **OTHER LEGAL**
 1. AFSCME MOU – City Mechanic
7. **OLD BUSINESS**
8. **NEW BUSINESS**
 - a. Termination of Farm Stand Lease
9. **EXECUTIVE SESSION** (Per RCW 42.30.110)
10. **SECOND PUBLIC COMMENT:** *This is the time for anyone wishing to speak before the council may do so. Comments may also be emailed to cschmid@cityofhoquiam.com by Monday, February 10, 2025, at 10:00 AM. Written comments will be summarized at the meeting but will be documented in the minutes in their entirety. PLEASE LIMIT YOUR COMMENTS TO 5 MINUTES.*
11. **ADJOURN**

Public Safety Meeting at 6:00 – attendance is in person only.

Council Meeting at 7:00 PM – attendance in person or remote live stream – this meeting will be recorded and will be live streaming at <https://us02web.zoom.us/j/88663122532>.



CALL TO ORDER

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

ROLL CALL

Those in attendance at the meeting were Mayor Winkelman and Councilmembers Anderson, Brooks, Carlstrom, Gillis, Hinchon, Larsen, Nelson, Pauley, Puvogel, Reid, Smith and Thornton.

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 approve the agenda as presented. Councilmember Hinchon supported. Discussion followed on this new addition to the agenda. Passed by voice vote.

PUBLIC COMMENT

Linda Webb – East
Hoquiam Road

Linda spoke on the topic of the Broadway Road conditions.

CONSENT AGENDA

Council Minutes of January
13, 2025

Councilmember Brooks moved to approve Council Minutes of January 13, 2025. His motion was seconded by Councilmember Pauley and passed by voice vote.

Claims & Payroll

Councilmember Brooks moved to approve Claims & Payroll. His motion was seconded by Councilmember Pauley and passed by voice vote.

**COUNCIL
ACTION/DISCUSSION**

Committee Reports

Committee on Committee's
Report – Committee
Assignments

Committee assignments are as follows:
Council President – Councilmember Brooks

Committee on Committee's – Councilmember Brooks,
Puvogel, and Gillis.



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Officers Reports

Generator Purchase for
Adam's Street Pump
Station

Public Utilities – Councilmember Anderson (Interim – Chair), Carlstrom, Hinchon, Smith, and Thornton.

Regulatory – Councilmember Pauley (Interim – Chair), Puvogel, Reid, Gillis, and Carlstrom.

Watershed – Councilmember Smith (Interim – Chair), Thornton, Hinchon, Larsen, and Nelson.

Public Safety – Councilmember Reid (Interim – Chair), Anderson, Gillis, Puvogel, and Pauley.

Councilmember Brooks moved to accept. Seconded by Councilmember Puvogel. Discussion to follow. Passed by voice vote.

Staff recommends that the Council authorize the purchase of emergency generator from the Sourcewell contract totaling \$62,490.01 plus Washington State sales tax. This purchase was included within the 2025-2027 budget.

Councilmember Puvogel moved to accept the purchase of the generator. His motion was seconded. Discussion followed. Passed by voice vote.

North Shore Levee
Property Purchase

Staff recommends that the Council authorize the purchase of all four parcels for the North Shore Levee Project. This property purchase will reduce the overall cost of the Hoquiam segment of the North Shore Levee by eliminating closure structures and allowing for more earthen levee. Funding to purchase the properties is provided through the Washington State Legislature's 2023-2025 Capital budget appropriation.

Councilmember Puvogel moved to accept the purchase of the four parcels. His motion was seconded by Councilmember Pauley. Discussion followed. Passed by voice vote.

North Shore Levee West
Property Purchase

Staff recommends that the Council authorize the purchase of the property. Both property owners have agreed to sell the undeveloped parcels to the City for a grand total of \$52,328. Funding to purchase the properties is provided through the



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Parks Department Mower Purchase – RCO Grant	<p>Washington State Legislature’s 2023-2025 Capital Budget appropriation.</p> <p>Councilmember Brooks moved to accept the purchase of the two parcels. His motion was seconded by Councilmember Anderson. Discussion followed. Passed by voice vote.</p> <p>Staff recommends that the Council authorize the purchase of the mower from the Sourcewell contract totaling \$32,188.28, including Washington State sales tax. This purchase was included in the 2025-2027 budget. If purchased by the end of March 2025, \$12,510 in grant funds from our 2024 Deferred Maintenance Grant can go towards the purchase of this equipment.</p>
Police Department Vehicle Purchase	<p>Councilmember Brooks moved to accept the purchase of the mower. His motion was seconded by Councilmember Puvogel. Discussion followed. Passed by voice vote.</p> <p>The department is requesting the City Council approve the purchase of two new patrol car vehicles off available State bid pricing using police ER&R funds. The cost of two 2024 police package For Explorers through the state bid process is \$100,160. The cost of equipment and installation to equip the vehicles is approximately \$52,000 total.</p> <p>Councilmember Puvogel moved to accept the purchase of the two police vehicles. His motion was seconded by Councilmember Pauley. Discussion followed. Passed by voice vote.</p>
Mayors Reports Bowerman Airfield	<p>Port improvements are in process for Life Flight that is building a maintenance building for the life flight program.</p>
Council	<p>Thank you for your continued support of the citizens vision and pursuing purchasing of properties like we did tonight.</p>
Projects	<p>For both the Levee projects and revitalization projects we had council action at our last meeting. Its important to continue to move forward on those projects even though it can take multiple terms to complete.</p>



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Library Committee	The City has an ordinance pertaining to the Library Board, Mayor Winkelman is asking the city attorney to draft an Ordinance that terminates the Library Board, as they haven't met for years.
Disaster Preparedness Committee	Appoint Councilmember Reid to the Disaster Preparedness Committee. Councilmember Reid accepts.
New Agenda Approval	We are trying to provide more information to the public. Even though it is not required to provide the whole council packet, it is a public document. Citizens can call and ask for the council packet through a public records request. We will be working on a better method of us providing that information.
Quiet Zone Grant	Congratulations to Aberdeen with their progress that they've made so far with the Quiet Zone Grant and projects regarding the trains.
Levee Street	Thank you, city workers for working on Levee Street today.
Code Violations	The easiest way to address code violations is to go the city website, then go to the code compliance page. This page will provide you with a phone number and email for different types of code compliance issues.
Community Services Board	We will be bringing back into action as defined by our code. This Board Councilmember Anderson and Councilmember Gillis to be appointed to this board. They would be working along side Tasha Parris, our Community Services Coordinator. Also asking for community members to join our Community Services Board. We currently don't have a good map of our community for visitors. We would like to create a map with our city parks and streets. Would like community feedback on what should be on the map for our visitors.
Website – Apptegy App	On the city website, bottom of the page you can download the city app with either Android or iPhone device. This App can be used to get notifications on events or new documents being uploaded. You can also use this App to report a pothole or broken water pipe. There is a lot to be done with this App, please be patient.



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Facebook Page

In the future our posts will not have a comment section. Our Facebook page is more informational not for public discord or conversation.

Photography Challenge

Submit photos of what you love about Hoquiam by February 14th. Please send them to bwinkelman@cityofhoquiam.com. Wanting to incorporate these photos into our city website.

Council Reports

Councilmember Pauley

Spoke on the train noise and Bowerman Airfield.

LEGAL BUSINESS

Ordinances

Supplemental Budget – 2025-1

An Ordinance adopting a supplemental budget no. 25-1 and appropriating funds.

Councilmember Puvogel moved to adopt the ordinance, and his motion was seconded by Councilmember Pauley. Ms. Schmid read the Ordinance by title a second time after which the motion to approve passed by unanimous voice vote.

Street Vacation - McBride

An Ordinance vacating a portion of platted but unimproved McBride Street, between Lots 1, 10 and 11, Block 14, Riverdale Addition to the City of Hoquiam, Lot 1, Block 13, Riverdale Addition to the City of Hoquiam, Lots 3, 4, 5, 6, 7, 8 and 9, Block 11, Riverdale Addition to the City of Hoquiam, Lots 5, 6, 7, 8, and 9, and Lots 22 and 23, Block 12, Riverdale Addition to the City of Hoquiam.

Councilmember Puvogel moved to adopt the ordinance, and his motion was seconded by Councilmember Pauley. Ms. Schmid read the Ordinance by title a second time after which the motion to approve passed by unanimous voice vote.

Resolutions

No Resolutions were presented.

Other Legal

Broadway Guardrail Project Amendment - HDR

Councilmember Puvogel moved to approve this agreement, and his motion was seconded by Councilmember Pauley. Discussion followed. The motion to approve passed by voice vote.



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Broadway Safety Project
Amendment - HDR

Councilmember Puvogel moved to approve this agreement, and his motion was seconded by Councilmember Pauley. Discussion to follow. The motion to approve passed by voice vote.

Interlocal Agreement –
Ambulance Piggyback –
City of Aberdeen

Councilmember Brooks moved to approve this agreement, and his motion was seconded by Councilmember Pauley. Discussion to follow. The motion to approve passed by voice vote.

Reentry Demonstration
Initiative Project

Councilmember Puvogel moved to approve, and his motion was seconded by Councilmember Brooks. Discussion to follow. The motion to approve passed by voice vote.

EXECUTIVE SESSION

No Executive Session were held.

OLD BUSINESS

No Old Business were presented.

NEW BUSINESS

Corridor Crossing
Elimination & Improvement
Study

Councilmember Pauley moved to accept a request by Aberdeen to participate in the rail crossing study and seconded by Councilmember Anderson. Discussion on the cost (Max \$10,000). Councilmember Puvogel moved to table until next meeting. Councilmember Anderson seconded followed by more discussion. The motion to move to the next meeting passed by voice vote.

Public Safety Meeting

Councilmember Reid scheduled the next Public Safety Meeting for February 10, 2025, at 6 p.m. in the Council Chambers.

Public Utilities Meeting

Councilmember Anderson scheduled the next Public Utilities Meeting for February 24, 2025, at 6 p.m. in the Council Chambers.

Councilmember Gillis
Motion

Councilmember Gillis proposed a motion to establish an ordinance that requires all City Council meeting agendas to be posted on our City's website two business days in advance. Councilmember Hinchin seconded the motion. Discussion followed. Councilmember Gillis is looking for more transparency, public participation, and council preparation.



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Councilmember Puvogel
Motion

Roll call vote was taken as follows – Smith – No, Thornton – No, Anderson – Yes, Brooks – Yes, Carlstrom – Yes, Gillis – Yes, Hinchey – Yes, Larsen – No, Nelson – No, Pauley – No, Puvogel – No, Reid – No. 7/5 Did not pass.

Watershed Meeting

Councilmember Puvogel proposed a motion that staff present to us at the next meeting their plan for how we will have a more complete agendas, including packet, publicly available the business day before the meeting. Councilmember Pauley supported. Passed by voice vote.

SECOND PUBLIC COMMENT

Linda Webb – East Hoquiam Road

Councilmember Smith scheduled the next Watershed Meeting for February 24, 2025, at 6:30 p.m. in the Council Chambers.

Linda spoke again on the topic of the Broadway Road conditions.

John Larson – 7th Street

John spoke on the topic of the Broadway Road conditions. John also spoke on the street vacating and thanks the Council.

Wiley Welcome – Broadway Avenue

Wiley spoke on the cities budget. Wiley also spoke on the trains purpose for making so much noise.

ADJOURN

Councilmember Puvogel moved to adjourn the meeting at 8:53 p.m. and his motion was supported and passed by voice vote.

BEN WINKELMAN – Mayor

KAYLA NIELSEN – City Council Secretary



Office of the City Administrator

CITY OF HOQUIAM

609 – 8th Street, Hoquiam, WA 98550
(360) 538-3983 – FAX (360) 538-0938
Email: bshay@cityofhoquiam.com

Report From Officer

DATE: February 5, 2025
TO: Mayor Ben Winkelman and Council Members
FROM: Brian Shay, City Administrator
SUBJECT: Watershed Tree Planting Bids 2025

The City of Hoquiam made a formal call for bids to plant approximately 25,000 seedlings across 58 acres of previously harvested timberlands.

Four bids were received as shown on the attached bid results.

Recommendation:

Staff recommends that the Council award the contract to the low bidder, Ramon Coronel Reforestation for \$7250.

City of Hoquiam

Bid Opening – Tree Planting Bids 2025

February 3, 2025

Contractor	Bid Amount
Russell Cornell Ramon Coronel Reforestation Inc.	7,250
Mt. St. Helens Reforestation	11,250
Four Seasons Forestry Services Inc.	12,500
TORRES Reforestation	9,500

Memorandum of Understanding

Between City of Hoquiam (“City”)

And

Bargaining Unit Local 275-H (“Union”)

Wages of Mechanic 2 – Article 18

Attached to the 2022-2027 Labor Agreement (CBA) between the City of Hoquiam and Local 275 of the Washington State Council of County and City Employees AFSCME, AFL-CIO is a Memorandum of Understanding related to conducting a Market Study of all AFSCME positions in 2025.

Due to a potential personnel change, the City and AFSCME agreed to review the position of Mechanic 2 sooner than the other AFSCME positions which will be completed by September.

Effective February 1, 2025 the salary schedule for 2025 shall be amended to reflect a new salary of the Mechanic 2 which shall be equivalent to the same salary range and steps of an Electrician 2. The City Mechanic shall be moved to step 3 on that salary schedule.

The table below details the changes to the 2025 salary schedule

Steps	1	2	3	4	5
Mechanic 2 (Original salary)	5278	5509	5760	6018	6295
Electrician 2 & New Mechanic Salary	6470	6793	7133	7490	7864

Dated this 28th day of January, 2025.

For City of Hoquiam:

Brian Shay, City Administrator

For AFSCME/WSCCE Local 275H



Aaron Cole, Union Staff Representative

Rob Sobolesky, Chapter Chair

ORDINANCE NO. 2025 – _____

AN ORDINANCE relating to the Library Department; repealing Chapter 1.53 to the Hoquiam Municipal Code.

THE CITY COUNCIL OF THE CITY OF HOQUIAM, WASHINGTON DO ORDAIN AS FOLLOWS:

SECTION 1. Chapter 1.53 to the Hoquiam Municipal Code, Library Department, is hereby repealed.

ADOPTED by the Mayor and City Council on _____, 2025.

BEN WINKELMAN – MAYOR

ATTEST:

CORRINE SCHMID – FINANCE DIRECTOR

PUBLISHED:

To whom this may concern,

First of all I wanted to say thank you to all the board members for the opportunity to lease the building of the farmstand. I appreciate each and everyone's vote that was in my favor, for that i'm beyond grateful. I'm writing this letter in regards to the lease agreement that ends in july, to be terminated immediately as of february. I jumped into the business due to the fact I worked for the previous owner and had knowledge about the stand. I had seen the stand at its peak moments and at its lowest, but was years ago before and after covid. When the stand was sold after the previous owners retirement which ultimately brought in the new owners in july of 2024, I waited to see how the summer would be affected or would increase sales. Unfortunately the new owner prior to myself was unable to succeed in blossoming the business. When offered to me I truly believed I could revive the stand due to the fact i wanted to purchase the stand back in June of 2024 and had knowledge about the business . I took over November 5th of 2024 until January 31st of 2025, which I have invested well over \$10,000 dollars out of my personal money. The stand on average was only making \$200-\$300 on a good day, and from \$40-\$60 on a slow bad day. Therefore the profit coming in was nowhere near enough to cover rent, utilities, payroll and order days for inventory. With that being said, after investing I'm not only in debt and behind on my personal bills but am unable to afford another month's worth of rent and utilities for the stand. I only have one source of income at this time, meaning everything coming out of pocket pay includes payroll for employees. I've looked into other solutions such as personal loans, making changes in the schedules, adding discounts and bringing in punch cards to increase customer counts and sales due to the stand not being financially feasible . I have cut back employee hours to minimize payroll expenses by having my family work at the stand without compensation. Although we have made changes and all of the effort applied I am unable to stay afloat.

I wanted to be as sincere as I possibly could, I truly feel like I have tried my best. I don't feel like a failure, I will take this learning lesson and apply it to my life. I rather tried than to not try at all and lived with the what ifs that don't exist. I hope you all find it in your hearts to please let me out of the lease and have it terminated effective immediately as of february. I thank you all for your time and understanding.

Sincerely,

Stephanie Hernandez