



**CITY OF HOQUIAM  
Council Meeting Minutes**

**July 22 2024**

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**CALL TO ORDER**

Mayor Pro-tem Brooks called the meeting to order at 7:00 p.m. Councilmember Reid led the flag salute.

**ROLL CALL**

Those in attendance were Mayor Pro-tem Brooks, Councilmembers Anderson, Carlstrom, Hinchey, Larsen, Nelson, Pauley, Puvogel, Reid, Smith and Thornton. Absent from the meeting were Mayor Winkelman and 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 Puvogel moved to approve consent agenda items a and b. as presented and his motion was seconded. Those items appearing on the consent agenda were as follows:

- The City Council Minutes of June 24, 2024;
- The Regulatory Committee report recommending approval and payment of claim check numbers 103533 through 103580 in the amount of \$598,082.57; claim auto pays and EFT numbers 718 through 722 in the amount of \$29,706.62; payroll check numbers 30851 through 30884 in the amount of \$234,556.46; claim ACH and EFT's in the amount of \$537,728.18 and \$286,474.41 respectively;

The motion to approve the consent agenda passed by voice vote.

**OFFICER REPORTS**

Queen Avenue Pump Station  
Emergency Generator

The city received a quote through Sourcewell to purchase an emergency Cummins diesel generator to be located at the Queen Avenue Pump Station. The purchase is funded by a grant through the Chehalis Basin Flood authority. Staff recommends that the Council authorize the purchase of the new emergency generator. Councilmember Puvogel moved to approve the report and his motion was seconded. Mr. Shay provided some background information. He stated that we received a grant from Chehalis Basin Authority to design the pump station and also a grant for Queen Avenue equipment.



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Following a brief discussion, the motion to approve the purchase passed by voice vote.

Queen Avenue Pump Station Pumps and Motors      The City made a formal call for bids to purchase new storm water pumps and motors for the Queen Avenue Stormwater Pump Station. The City received one bid for the equipment from Granich Engineer Products totaling \$405,944.35 which includes sales tax. Staff recommends that Council authorize the purchase of the new pumps and motors from Granich Engineer Products. Councilmember Puvogel moved to accept the report and his motion was seconded and passed by voice vote.

Heat Pump Replacement – Fire Department      The Fire Department requested bids to replace a failing heat pump at Fire Headquarters. Three bids were received as follows: Robbins Air \$11,946.33; ActionAir \$12,120.57; and Advanced Heating and Air \$15,202.44. Staff recommends that the Council award the bid to Robbins Air as the apparent low bidder. Councilmember Puvogel moved to accept the report and his motion was seconded. Councilmember Smith asked if these were local bidders and staff stated that they were. The motion passed by voice vote.

Fire Engine #3 Repairs      Reserve Fire Engine 3 needs repairs and is out of service. It failed a pump test last November and additional leaks and failures have been found since then. Three quotes were received as follows: Hughs Fire Equipment \$10,611.21; US Fire Equipment \$10,618.36 and Pacific Northwest Hydro \$11,633.38. Staff recommend the Council accept the quote from Hughs. Councilmember Pauley moved to accept the report and his motion was seconded. A brief discussion followed after which Chief Miller stated that this repair will take a few months. The motion to approve passed by voice vote

**MAYOR REPORTS**

Council Retreat      Mayor Pro-tem Brooks thanked everyone for participating in the Council retreat held on July 8<sup>th</sup>.

Emergency Preparedness Expo      Councilmember Puvogel stated that the Emergency Preparedness Expo was this past weekend. It was a great experience and there were many participants. He appreciates how much our partnerships work.



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Key Ceremony –Habitat for Humanity Councilmember Smith attended the recent Habitat for Humanity Key Ceremony. It was a great experience and a great turnout. He was able to visit with the new owners.

National Night Out Councilmember Smith reminded all that National Night Out is Tuesday August 6<sup>th</sup>. His street will be holding a block party.

**LEGAL BUSINESS**

**Resolutions**

RCO Authorizing Resolution A Resolution authorizing Brian Shay to act as the authorized representative/agent on behalf of the city for the Olympic Stadium Lighting and ADA Restroom project; the RCO – Olympic Stadium Lighting Grants, the Community Forest Grant and the Hoquiam Recreational Trails Grant. Councilmember Puvogel moved to authorize Mr. Shay to act on behalf of the City. His motion was seconded and passed by voice vote. Brian provided information on the recent grants that have been submitted on behalf of the City.

Hubble House – Hoquiam Register of Historic Places A Resolution listing “The Hubble House” 712 1<sup>st</sup> Street on the Hoquiam Register of Historic Places. Councilmember Puvogel moved to approve the Resolution and his motion was seconded. Following a brief discussion, the motion passed by voice vote.

**Other Legal**

Washington Auto Theft Prevention Grant The Police Department was recently notified that they have been awarded a \$25,000 Grant from the Washington Auto theft Prevention authority for equipment and technology. Councilmember Puvogel moved to approve authorization to sign the agreement and his motion was seconded. Chief Strong spoke briefly regarding the grant. This is another maneuver we can use to assist in safe apprehension. He explained the equipment they would be purchasing and a brief discussion followed. The motion for approval was then passed by voice vote.

Intergovernmental Agreement for EMAC and PNEMA Assistance Included in the council Packet was an Intergovernmental Agreement for EMAC (Emergency Management Assistance Compact) and PNEMA (Pacific Northwest Emergency Management Arrangement) Assistance between the Washington Military Department and the City of Hoquiam Fire Department to deploy and perform assistance when requested. Councilmember Puvogel moved to authorize the agreement and his motion was seconded. This agreement



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allows the city to be reimbursed when assisting with wildland fires and emergencies. Following a brief discussion the motion passed by voice vote.

**OLD BUSINESS**

Fireworks

Councilmember Reid stated that fireworks were discussed at the Public Safety Committee meeting and there is no desire of the committee to ban them at this time.

**NEW BUSINESS**

Abandoned Vehicles and  
Flags at Businesses

Councilmember Smith spoke regarding abandoned vehicles. There is an RV located at 2<sup>nd</sup> and K; one that was tagged in June of 2023 that is still sitting in the same spot and another on 23<sup>rd</sup> and Pacific. Staff will check on the status of these vehicles. He also spoke regarding the letter that local businesses received regarding the use of advertising flags. He stated that the sign code is very vague and open to interpretation. The City is pro-business and is this a clear interpretation of the code by code enforcement. Councilmember Hinchin moved to have the Planning Commission look at this and come back with ideas. Motion seconded. Councilmember Puvogel stated that the sign code used to be very restrictive. It also needs to be enforced consistently. A lengthy discussion on the sign code followed as well as what is wanted in the downtown. A discussion followed on whether the Revitalization Committee should look at it and make recommendations to the Planning Commission was discussed. The motion to send this to the Planning Commission passed by voice vote. Revitalization can provide their ideas and comments to the Planning Commission.

**PUBLIC COMMENT**

Flags at Businesses

Felicia White 1604 Morgan St. in Aberdeen, owns the Body and Soul business on 8<sup>th</sup> Street. They received a letter regarding the flag that they had installed. Attending the meeting with her was Andrew who has the tattoo shop in the same building. She hopes the issue with signage can be resolved so that people can be made aware their businesses are there. Andrew Lewis 506 8<sup>th</sup> St., stated there are no windows on his upstairs business so the only advertising to the public is by what is being used outside. He came in and spoke with the building department about his bench, banner, the flags and sandwich boards. He was told they would get back to him and he has not heard from anyone.



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Polson Car Raffle

Gary Patterson, 316 Karr Avenue, has tickets available for the annual Polson Car raffle if anyone is interested.

**ADJOURN**

Councilmember Puvogel moved to adjourn the meeting at 7:38 p.m. His motion was seconded and passed by voice vote.

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RICHARD BROOKS – Mayor Pro-tem

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TRACY WOOD – Council Secretary