



CITY OF HOQUIAM

City Council Meeting Minutes

FEB 28 2022

CALL TO ORDER

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

ROLL CALL

Those in attendance at the meeting were Mayor Winkelman and Councilmembers Anderson, Brand, Brooks, Carlstrom, Dick, George, Hinch, McMillan, Nelson, Pellegrini, Puvogel and Reid.

Staff in attendance were Police Chief Jeff Myers, Asst. Fire Chief Matt Miller, City Attorney Steve Johnson, City Administrator Brian Shay, Finance Director Corri Schmid and Council Secretary Tracy Wood.

PUBLIC HEARING

Vacation Application for a Portion of 13th St.

Councilmember McMillan moved to open the hearing at 7:02 p.m. His motion was seconded and passed by voice vote. The staff report was presented to the Council. In December of 2021, Don Root, representing C St. Properties, submitted an application proposing to vacate a portion of 13th St. that is located between his two properties. Mr. Shay explained that the piece of property that they are wishing to vacate is fenced off but is City ROW. Mr. Root has a pending sale for his properties at the present time. This area is where the North Shore levy is to be constructed. If approved by the council an easement for the utilities and North Shore Levy will need to be obtained from the new property owner. An Ordinance is on the agenda later in the meeting, with the necessary wording for all easements. Following a brief discussion on the easements and the levy, Councilmember Puvogel moved to close the hearing at 7:11 p.m. and his motion was seconded and passed by voice vote.

CONSENT AGENDA

Councilmember McMillan moved to approve consent agenda items a through c, as presented and his motion was seconded. Those items appearing on the consent agenda were as follows:

- The City Council minutes of February 7, 2022;
- The Regulatory Committee Report recommending approval and payment of claim check numbers 97908 through 98146 in the amount of \$1,194,432.71; claim check numbers 000-510 through 519 in the amount of \$50,878.50; payroll check numbers 30076 through 30099 in the amount of \$190,240.00; payroll ACH and EFT's in the amount of \$449,086.91 and \$231,905.92



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OFFICER REPORTS

Award of Timber Sales 2022-1 and 2022-3

Purchase of Extrication Equipment – Hoquiam Fire Department

MAYOR REPORTS

2022 Miss Grays Harbor Outstanding Teen

respectively; and that payroll and benefits for the month of February, 2022, be approved and issued at the proper time;

- A Request for Release of Timber Sale Bonds for Hoq TS 2020-01 to Harbor Timber;

The motion for approval of the Consent Agenda passed by voice vote.

The City recently called for bids regarding Timber Sales 2022-1 and 2022-3. Both were bid as scale sales with set prices for all special of wood except for Western Hemlock which is the majority of the timber planned for harvest.

Two bids were received for TS 2022-1 as follows: Harbor Timber \$473.13/MBF; Sierra Pacific \$431.00/MBF.

Three bids were received for TS 2022-3 as follows: Sierra Pacific \$402/MBF; Forest Mgmt. Solutions \$351.26/MBF; Harbor Timber \$329.29/MBF.

Staff recommends that the Council award TS 2022-1 to Harbor Timber as the apparent high bidder and that Council award TS 2022-3 to Sierra Pacific as the apparent high bidder.

Councilmember McMillan moved to approve the staff recommendation and award the bids as outlined. The motion was seconded and passed by voice vote.

Included in the Council packet was a request from Asst. Fire Chief Matt Miller for Council approval to purchase extrication equipment in the amount of \$13,612.50. The equipment being purchased is an eForce Combi-Tool Spreader/Cutter. Councilmember McMillan moved to approve the purchase of the extrication equipment as outlined. His motion was seconded. Following a brief discussion on the difference between this equipment and what was purchased previously, the motion passed by voice vote.

Mayor Winkelman announced that his daughter Elle was recently selected as 2022 Miss Grays Harbor Outstanding Teen.



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Officer Don Grossi	Mayor Winkelman recognized Officer Don Grossi for his service to the community and his many years with the Hoquiam Police Department. Don has retired from the Department. Chief Myers stated that it was very nice to have someone with such Senior Caliber in his department and wished Don well. Don will be moving to the Spokane area to be closer to his family and children. The Department currently has Officer Hernandez attending academy.
RFA	Mayor Winkelman thanked staff and the Councilmembers who served on the RFA committee for their hard work. The RFA needed a super majority to pass and it fell slightly short. The mayor believes it is worth another consideration. Councilmember Grun served on that committee and Mayor Winkelman asked if Councilmember Nelson would fill his vacancy.
Grants and Projects	The Staff is currently working on some major grants to projects at the Stadium, John Gable and the Forestry Grant. Also, a discussion will be held in executive session regarding the landfill closure.
Greater Grays Harbor, Inc.	Mayor Winkelman was recently appointed to serve on the board at Greater Grays Harbor Inc.
COUNCIL REPORTS	
Council Retreat	Councilmember McMillan reminded the councilmembers that the Council retreat will be Wednesday at 5:00 – it will be offered in person or on zoom. The retreat will be from 5:00 p.m. to 8:00 p.m. with staff attending from 5:00 to 6:00.
Coin Hunt	Leprechauns will be sprinkling coins and some pots of gold around Hoquiam on March 17 th .
HBA	Councilmember Carlstrom stated that HBA is trying to put together some kind of business event for Easter. She will keep the council informed of details.
LEGAL BUSINESS	
Ordinances	
Parking on Lincoln and Soule	An Ordinance relating to the vacation of a portion of 13 th Street located between Lot 8, Block 71, Edward Campbells Corrected Plat, and Hoquiam Tidelands Lot 2, Tract 17. Councilmember



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Resolutions

Admin.Secretary/Legal
Assistant Job Description

McMillan moved for the adoption of the Ordinance. A brief discussion followed regarding the easements and the North Short Levy. The Ordinance is worded to ensure a permanent easement for full use of the property by the City. Following the second reading, the motion to approve the ordinance passed by unanimous roll call vote.

A Resolution adopting a revised position description for the position of Administrative Secretary/Legal Assistant. Councilmember McMillan moved for the approval of the resolution and his motion was seconded. Councilmember Anderson asked why this position was not union. Mr. Johnson stated that the duties require that this position deal with confidential personnel issues and other confidential city issues as his and Mr. Shay’s secretary. This resolution will provide that the position’s salary and benefits are commensurate to the Account Clerk II under the AFSCME Contract. The motion for approval of the resolution adopting the revised position description passed by voice vote.

OTHER LEGAL

Estes Timber

Provided in the Council packet was a Service Provider Agreement between the City and Estes Timber, LLC. Councilmember McMillan moved for the adoption of the Agreement and his motion was seconded and passed by voice vote.

Harbor Architects Olympic
Stadium RCO Funded Project
Plan Update

Provided in the Council packet was a Service Provider Agreement between the City and Harbor Architects for services related to the RCO funded Olympic Stadium Project. Councilmember McMillan moved for approval of the agreement and his motion was seconded. Mr. Shay provided a brief summary of the agreement after which the motion for approval passed by voice vote.

ASPECT Consulting –
WCRRRI Grant

Provided in the Council packet was a Contract Change to have ASPECT Consulting provide additional duties regarding the Washington Coast Restoration and Resiliency Initiative Grant as well as assist with permitting for the reservoirs. Councilmember McMillan moved for approval of the Contract change and his motion was seconded. Mr. Shay provided some background information on the grants and required permitting after which the motion for approval passed by voice vote.



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Forterra – Professional Services Agreement

Provided in the Council packet was a Professional Services Agreement between the City and Forterra to provide grant writing services for a Community Forest Acquisition Project. Mr. Shay provided a brief summary after which Councilmember McMillan moved for the approval of the agreement and his motion was seconded and passed by voice vote.

OLD BUSINESS

Batting Cage Improvements and Repairs

Councilmember Dick asked for an update on the Batting Cage Project. Mr. Hinchon stated that the group is still working on things. They are currently waiting on a net which is taking some time. They are working on the housing stack that raises and lowers the net. They might try and repair the current net for this year since the other one is taking so long. He thanked Gordy Ray and Ricky Sauers for all of their time and effort.

NEW BUSINESS

Public Hearing – RCO Grant

Council was asked to set a public hearing date for March 28, 2022, for the RCO Grant. Councilmember McMillan moved to set the hearing for March 28, 2022, at 7:00 p.m. His motion was seconded and passed by voice vote.

RFA

A discussion was held about the future of the RFA. Councilmember Puvogel stated that if it is not changed, i.e., funding mechanism, etc. then if it is voted down again it is done. Councilmember George asked if the city of Cosmopolis was interested in the RFA. Mr. Miller stated that Cosmopolis currently contract with the City of Aberdeen for ambulance service and that they are currently working on finalizing a fire service contract with them as well.

PUBLIC COMMENT

Jeff Franko – Jay's Farm Stand

Jeff Franko submitted a letter to the Council regarding the safety of the corner at Sumner and Riverside. There have been several instances of speeding and cars leaving the roadway on that corner, going through the parking lot, the walkway and sometimes ending up in the river. He is concerned for his staff as well as his customers. He asked the city to do something to improve the safety of this corner. A discussion was held regarding what control we have over this roadway as it is State Highway. Staff will contact DOT and see if there are some options. Councilmember McMillan moved to send this to the public safety committee for their consideration and his motion was seconded. He asked Staff to contact the State and also



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Public Safety Committee

requested that the Police Department provide the committee with a report on how many accidents have occurred – be it running off the road, damaging property, etc. over the past 5 years. Following further discussion, the Police Department was asked to provide information on the past 10 years. The motion passed by voice vote.

EXECUTIVE SESSION

Councilmember McMillan announced that the Public Safety Committee will meet on March 28th at 5:00 p.m.

Councilmember Puvogel moved to take a short recess and move to Executive Session for 15 minutes at 7:49 p.m. His motion was seconded and passed by voice vote.

ADJOURN

Council reconvened in regular session at 8:11 p.m. Councilmember Pellegrini moved to adjourn the meeting and his motion was seconded and passed by voice vote.

BEN WINKELMAN – Mayor

TRACY WOOD – City Council Secretary