

City of Forks
Council Meeting Minutes Regular Session
City Council Chambers
January 11, 2016

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Monohon called the meeting to order at 7:30 p.m. Jon Preston led the Pledge of Allegiance.

ROLL CALL

Council members present: Brager, Hillcar, Weissenfels and Mayor Monohon. [Two council positions are vacant at this time.] Staff present: Grafstrom, Clerk/Treasurer, Fleck, Attorney/Planner, Bart, Police Administrator and Hampton, Public Works Director.

MODIFICATIONS/APPROVAL OF AGENDA

Motion to approve the agenda as presented by Hillcar, second Weissenfels, motion carried, 3-0.

PUBLIC COMMENTS

Chamber of Commerce Executive Director Lissy Andros reported that the 2015 visitor count shows a total of 37,616 which is 4,000 more than last year. She also invited everyone to attend the Business After-Hours event this Wednesday at Miller Tree Inn.

SPECIAL PRESENTATION: Hydrogeologic/Engineering Findings

Michael Krautkramer of Robinson Noble, Inc. reviewed findings from their study of the City's groundwater supply and recommendations of methods to explore additional sources.

ACTION ITEMS

1. Oaths of Office were administered by Mayor Monohon for Council Members Juanita Weissenfels, Position 1 and Jon Preston, Position 5. Their terms will expire December 31, 2019.

2. Motion to approve the minutes of the Regular Meeting held December 28, 2015 by Weissenfels, second Hillcar, motion carried, 4-0.

3. Motion to approve the manual claim checks numbered 32583 to 32587 for \$120,809.51; payroll checks numbered 32588 to 32629 for \$114,560.79; and claim checks numbered 32630 to 32672 for \$154,044.51 by Weissenfels, second Brager, motion carried.

4. Department of Commerce Growth Management Act (GMA) Update Grant
Attorney/Planner Fleck reviewed the grant documents and statement of work. The grant is for \$9,000 to continue the GMA update process.

Motion to approve and authorize the Mayor to sign the Department of Commerce GMA Update Grant Contract by Hillcar, second Brager, motion carried.

5. Department of Corrections (DOC) Interagency Contract for Jail Services

Attorney/Planner Fleck reviewed the contract document to provide jail services to DOC offenders. The new contract incorporates several previously adopted amendments into one contract and continues through December 31, 2018.

Motion to approve and authorize the Mayor to sign the DOC Interagency Contract for Jail Services by Brager, second Preston, motion carried.

DISCUSSION ITEMS

1. Ordinance #620 2015 Budget Amendment

Clerk/Treasurer Grafstrom explained that a budget amendment was needed for the Airport/Industrial Park/RAC Fund of \$790,000 due to the timing of insurance proceeds and expenditures over 2014 and 2015 for the Rainforest Arts Center (RAC). Also, \$5,000 additional is needed for the Quillayute Airport Fund due to the building demolition expense being higher than budgeted.

2. 2015 Building Permit Report was reviewed.

3. Council Member Reports

Council Member Brager invited everyone to the Chamber of Commerce After-Hours event at Miller Tree Inn and asked that people bring a donation for the Forks Food Bank. He also suggested that it's good to step back and celebrate the completion of the RAC and the wonderful facility that we now have for the community.

Council Member Hillcar noted the increase in lodging tax receipts and credited that in large part to the efforts of the Forks Chamber of Commerce and Director Lissy Andros.

Council Member Weissenfels reported that she attended the Homelessness Task Force meeting last Tuesday, which was very informative.

4. Staff Reports

Clerk/Treasurer Grafstrom stated that she sent letters to the public health agencies and lodging tax recipients notifying them of their appropriation in the City's 2016 budget. She reported that the City received final payment from our insurance pool for the RAC settlement. She distributed hard copies of the final 2016 Budget, which is also posted on the City's website. She reported that the website is currently under revision and should be updated soon. She noted that the street light conversion project has been amended to include installation of disconnects, which the Transportation Improvement Board has agreed to fund.

Public Works Director Hampton reported that the street light conversion project started today. He is currently working on finalizing the water tank rehabilitation report with Gray & Osborne. The general laborer position is posted and we are taking

applications until this Friday. He has had a crew clearing brush and cleaning up the Calawah boat launch area and is looking at making additional improvements such as restroom repairs, lighting, picnic tables and video cameras. He also reported that a request for qualifications for engineering was initiated for the Spartan Avenue sidewalk project.

Police Administrator Bart reported they are currently questioning suspects related to recent burglaries in the area. He is planning a community-wide emergency preparedness meeting with representatives from the National Guard. They will speak on recent earthquake activity and how to prepare in the event of an earthquake in our area.

Council Member Weissenfels stated that she has received complaints regarding individuals who need to be fingerprinted for school employment, since Records Technician, Kelsey Pearson has decided to offer fingerprinting only on Fridays. Police Administrator Bart stated they will be done on Mondays, Wednesdays and Fridays, but that if someone were to need fingerprinting on a Tuesday – it would be done. He stated they are looking at training additional staff and suggested that people call ahead to schedule an appointment for fingerprinting. Discussion ensued regarding the difficulty in reaching someone on the phone. The Mayor stated that the phone system needs to be updated.

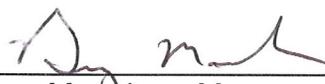
Attorney/Planner Fleck met with West End Outreach Services staff regarding funding for individuals with mental illness who are in custody and shared some concerns with Senator Hargrove. He also discussed DNR arrearage issues with the Senator. The first meeting of the Clallam County Trust Land Advisory Committee was held. Attorney/Planner Fleck was elected as secretary. The next meeting is this Friday. Kyle Blum, Deputy Supervisor with the DNR will give a "Trust Land 101" presentation. The meetings are broadcast on YouTube by Clallam Public Eye. Attorney/Planner Fleck has also been working with the City of Sequim acting as legal counsel for the Civil Service Commission.

5. Mayor's Report

Mayor Monohon stated that he is pleased with the recent mayoral selections of Patrick Downie for Port Angeles and Dennis Smith for Sequim.

6. ADJOURNMENT

Motion to adjourn by Preston, second Hillcar, motion carried. Meeting adjourned at 9:34 p.m.



Bryon Monohon, Mayor



Audrey Grafstrom, Clerk/Treasurer