

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

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Mayor Monohon called the meeting to order at 7:30 p.m. Council Member Weissenfels led the Pledge of Allegiance.

**ROLL CALL**

Council members present: Preston, Brager, Ayers, Hillcar, Weissenfels and Mayor Monohon. 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 Weissenfels, second Ayers, motion carried.

**PUBLIC COMMENTS**

Lissy Andros, Chamber of Commerce Executive Director reported that the community clean-up day held last Saturday was well attended. She thanked the Public Works Crew, as there was not much trash to pick up. Rainfest starts this Friday with ten days of activities. Chamber is sponsoring the Wednesday evening talk by photographers Ross Hamilton and Brian Schroeder. The Thursday movie will be "Return of the River" with a Q&A by filmmaker John Gussman. Also, the Chamber was awarded \$16,666 from the Port of Port Angeles Community Partner Program to help fund the purchase of a new logging and mill tour van. Several other local agencies received funding.

**ACTION ITEMS**

**1. Motion** to approve minutes of the Regular Meeting held March 28, 2016 by Hillcar, second Preston, motion carried.

**2. Motion** to approve the payroll checks numbered 32945 to 32963 for \$116,891.52 and claim checks numbered 32964 to 32993 for \$27,306.39 by Ayers, second Brager, motion carried.

**3. Public Hearing for Brager Rezone Request**

Mayor Monohon read from the MRSC publication "Mayor's Handbook" regarding Quasi-Judicial Hearings, including the list of questions pertaining to the Appearance of Fairness Doctrine.

[Council Member Brager moved to the audience seating.]

Attorney/Planner Fleck reviewed the rezone process and request from Bill and Susan Brager dba Miller Tree Inn to rezone portions of three parcels located immediately east

of Forks City Hall. The Planning Commission recommendation is that the rezone be granted.

Bill Brager stated that the purpose of their request was to give them the ability to divide their property into smaller lots if they choose to do so.

Discussion ensued regarding the current zoning designations for adjoining property.

[Council Member Brager left Council Chambers.]

Mayor Monohon opened the public hearing. There were no public comments. Mayor Monohon closed the public hearing.

**Motion** to approve Ordinance #621 accepting the Planning Commission recommendation and granting the Brager rezone request by Ayers, second Weissenfels, motion carried 4-0.

[Council Member Brager returned to Council Chambers.]

#### **4. Clallam County Disability Board Appointment**

Mayor Monohon reviewed the request for appointment of a legislative member to the Disability Board and asked for a volunteer.

**Motion** to appoint Ken Ayers to the Clallam County Disability Board by Hillcar, second Preston, motion carried.

#### **5. Resolution #451 Amendment of City Personnel Policy & Procedure Manual**

Attorney/Planner Fleck presented the resolution, which revises the personnel policies to include increasing limits on compensatory time accrual to 40 hours, adding provisions to request payout of compensatory hours and excess vacation hours, and updating the pay period/pay date information.

**Motion** to approve Resolution #451 Amending the City Personnel Policy & Procedure Manual by Weissenfels, second Brager, motion carried.

### **DISCUSSION ITEMS**

1. First Quarter 2016 Building Permit Report was reviewed.

#### **2. Scheduling City Tour**

It was determined that the Council tour of city facilities will be held June 2<sup>nd</sup> from 2:00 – 6:00 p.m.

#### **3. Council Member Reports**

**Council Member Preston** reported it was another busy weekend at the Hoh Visitor Center, as the parking lot was full by 10:30 am on Saturday. He has been in

discussions with Ted Spoelstra regarding the Rubicon rocket, which may eventually be displayed at the Museum of Flight in Seattle.

**Council Member Brager** thanked everyone involved for assistance with the rezoning process, notably Attorney/Planner Fleck and the Planning Commission. He reported acting as tour guide last week for guests and was reminded of what a special place this is. They saw whales in La Push, steelhead at Sol Duc Falls and visited the Hoh Rainforest and Kalaloch. He reported that Lissy Andros won the Miller Tree Inn quarterly drawing. Each month they choose a local charity and everyone who makes a donation is entered into the quarterly drawing for a gift certificate or breakfast.

**Council Member Ayers** attended the Red Cross Community Preparedness Training April 4<sup>th</sup> at the Fire Station. They recommend that families have a 14-30 day supply of food, medicine and water on hand. He noted that the Red Cross is looking for volunteers in the Forks area. On April 6<sup>th</sup> he attended the Chamber of Commerce meeting regarding the Rainfest schedule of events. On April 7<sup>th</sup> he attended the Salmon Season meeting facilitated by Gary Grahn. Poor fish returns have been reported on area rivers, which will result in a shorter season and most likely no salmon derby this year. Also, April 9<sup>th</sup> he participated in the Spruce Up Forks day and thanked Lissy Andros for organizing it so well.

**Council Member Hillcar** reported that he and his family visited the Skagit Valley Tulip Festival. He was impressed with La Conner's new boardwalk and with the festival's parking and traffic control measures.

**Council Member Weissenfels** participated in the Spruce Up Forks day on April 9<sup>th</sup>. She will be absent for the May 23<sup>rd</sup> Council meeting.

#### **4. Staff Reports**

**Clerk/Treasurer Grafstrom** reported that a small airplane skidded off the runway at the Forks Airport on March 29<sup>th</sup>, requiring a brief closure. She attended the West End Business meeting on March 30<sup>th</sup> where they spoke with members of the Port Angeles Business Association on areas needing increased collaboration. She submitted the City's annual report on April 1<sup>st</sup>. She also attended the Chamber of Commerce meeting regarding Rainfest and participated in the Spruce Up Forks day.

**Public Works Director Hampton** reported that he and Joe Gaydeski attended trench safety training. He participated in the Spruce Up Forks day by supervising an inmate crew. Work at the Calawah boat launch has continued with trail building and garbage removal. They will be constructing concrete picnic tables with forms from the DNR. His crew installed a new LED light near the trailhead at the Visitor Center. He reported that the water main at C Street needs to be replaced. Also, the sidewalk in front of the post office can be added to the project this summer.

**Police Administrator Bart** will attend the United Way board meeting tomorrow, where they will introduce the new Executive Director. Mike Rowley is working with Jefferson

County. A replacement candidate recently pulled their application. The Community Meeting on Emergency Preparedness went well. They will schedule another one at a later date. They have noticed an increased number of transients in town. A car stolen from out of the area was recovered in Forks. The Department is continuing to work on theft and drug cases.

**Attorney/Planner Fleck** announced that the Army Corps of Engineers will hold a meeting the end of April regarding cleanup efforts that have taken place at the Quillayute Airport. He is currently reviewing the Olympic National Park's Environmental Assessment in order to provide comments for the Lake Crescent road repair project. He attended the Emergency Preparedness meeting, which had a good turnout. The next day he met with members of the military for assessments of the Quillayute and Forks Airports. He gave the Rainfest presentation at the Chamber of Commerce meeting and met with the Port of Port Angeles to discuss cross laminated timber (CLT) products and timber policy issues. The Port awarded approximately \$15,000 to the City to assist in the design of faculty buildings at the Olympic Natural Resources Center to be constructed from CLT. He also reported that Peter Goldmark will not be running for reelection as Commissioner of Public Lands.

#### **5. Mayor's Report**

Mayor Monohon attended the Emergency Preparedness meeting on April 5<sup>th</sup>. He appreciated participation by the National Guard.

#### **6. ADJOURNMENT**

**Motion** to adjourn by Hillcar, second Ayers, motion carried. Meeting adjourned at 9:15 p.m.

  
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Bryon Monohon, Mayor

  
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Audrey Grafstrom, Clerk/Treasurer