

City of Forks
Council Meeting Minutes Regular Session
City Council Chambers
July 25, 2016

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Monohon called the meeting to order at 7:30 p.m. Police Administrator Bart 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 and Bart, Police Administrator. Absent: Hampton, Public Works Director.

MODIFICATIONS/APPROVAL OF AGENDA

Motion to approve the agenda as presented by Weissenfels, second Preston, motion carried.

PUBLIC COMMENTS

Bill Henderson, Quillayute Valley School District Maintenance Facilities Manager gave an update on the Spartan Field project. The project is currently on schedule. The field has been laser graded and now has a 1% grade from centerline to the outside edge. The Recreation and Conservation Office representative was pleased with the progress and many events have already been scheduled for the new field.

Lissy Andros, Chamber of Commerce Executive Director reported that she is gearing up for the Forever Twilight in Forks Festival. The movie "Lost and Found" featuring local resident John Anderson was well attended. They are discussing an encore presentation. The New Old Time Chautauqua will have a parade, workshops and performances at the Rainforest Arts Center on July 26th.

ACTION ITEMS

1. Motion to approve minutes of the Regular Meeting held July 11, 2016 with a clarification regarding ATV use on city streets to read that a lime-green plate *with an on-road tab* is required by Hillcar, second Ayers, motion carried.

2. Motion to approve the manual claim check 33333 for \$216.90, payroll checks numbered 33334 to 33351 for \$76,377.91 and claim checks numbered 33352 to 33388 for \$375,359.49 by Weissenfels, second Brager, motion carried.

[Council Member Brager temporarily left the meeting at 7:53 p.m.]

3. Motion to approve the June 2016 Treasurer's Report by Hillcar, second Preston, motion carried 4-0.

4. Pacific Coast Salmon Coalition (PCSC): Service in Lieu of Rent

Attorney/Planner Fleck reviewed a draft agreement with PCSC to provide janitorial services for the ICN Building in lieu of paying their annual rent. The rent and the cost of janitorial services are comparable. PCSC's director recently stepped down and the organization has had some unforeseen financial obligations which caused a significant budget shortfall for the current fiscal year.

[Council Member Brager returned to the meeting at 8:31 p.m.]

It was determined that if this action is approved, it would be a one-time arrangement, not to exceed one year. PCSC would be required to pay the leasehold excise tax for that year.

Motion to authorize the Mayor and staff to enter into an agreement with PCSC for janitorial services at the ICN Building in lieu of their annual rent payment for a one-year period with quarterly inspections and a three-year lease renewal by Hillcar, second Preston, motion carried.

DISCUSSION ITEMS

1. Second Quarter 2016 Jail Report was reviewed.

2. Second Quarter 2016 Building Permit Report was reviewed.

3. Council Member Reports

Council Member Preston attended the Clallam Transit System meeting and the CTS Financial Committee meeting last Monday, July 18th.

Council Member Ayers attended the Clallam County Disability Board meeting July 19th.

Council Member Hillcar reported that he has received positive comments from individuals regarding Public Works Director Hampton's assistance with the building permit process.

Council Member Weissenfels attended the Clallam Transit System meeting last Monday.

4. Staff Reports

Clerk/Treasurer Grafstrom reported that the auction for surplus items closed July 14th. The Massey Ferguson tractor sold for \$3,450. Other items sold for token amounts, but save the expense of disposal costs. She reviewed documents provided in the packet regarding billing for sewer services at Olympic Natural Resources Center. The ONRC was connected to the city sewer in 1995 after paying their portion of the connection fee, but due to an oversight, was never setup for monthly billing of those services. After consulting with Municipal Research and Services Center, the ONRC has been billed for

the last six years of sewer services and is now receiving a current monthly bill. ONRC staff is working to process the payment for prior services.

Also, it was noted that the tour of City Hall will occur during one of the upcoming budget workshops this November.

Police Administrator Bart stated that Officer Gentry saved \$800 by applying the graphics himself to one of the recently acquired patrol vehicles. Officer Solberg is becoming acquainted with local frequent offenders. He will be attending the academy beginning September 6th. On Thursday, officers will be trained on how to use the automated external defibrillators. Forks Community Hospital received donations to purchase two machines for the police vehicles. He also reported that the annual West End United Way agency tours will take place tomorrow.

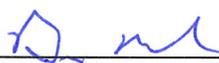
Attorney/Planner Fleck attended the Washington Coast Works Entrepreneurship Summit on July 24th at the ONRC. On July 20th, he attended a meeting with Jude Anderson of Clallam County Health & Human Services, Pam Brown of West End Outreach Services, County Commissioner Bill Peach and Mayor Monohon about homelessness and the possibility of a homeless shelter in Forks. He and Clerk/Treasurer Grafstrom met with Forks Timber Museum President Tom Rosmond regarding potential plans for expansion on the City-owned property. Since the property is shared with the Chamber of Commerce and others, a group meeting will be held. Attorney/Planner Fleck has also been attempting to get the theater lighting system at the Rainforest Arts Center operational. With the help of Tim Carradine, Sabrina Collins and others, the system is working and will be used for the Chautauqua performance tomorrow. He also participated in the Quileute Days Parade with Mayor Monohon.

5. Mayor's Report

Mayor Monohon noted the good attendance for the "Lost and Found" movie. He attended the Board of Health meeting last Tuesday. Topics included opioid addiction, homelessness, and a WSU extension program on gleaning. Next month the BOH will meet in Forks. The Mayor's term on the BOH will end this December. He also participated in the Quileute Days Parade and attended a special meeting with Congressman Kilmer and Crescom regarding internet access issues.

6. ADJOURNMENT

Motion to adjourn by Hillcar, second Ayers, motion carried. Meeting adjourned at 9:28 p.m.



Bryon Monohon, Mayor



Audrey Grafstrom, Clerk/Treasurer