

City of Forks  
Council Meeting Minutes Regular Session  
City Council Chambers  
January 9, 2017

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

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

**MODIFICATIONS/APPROVAL OF AGENDA**

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

**PUBLIC COMMENTS**

No public comments.

**ACTION ITEMS**

1. **Motion** to approve minutes of the Regular Meeting held December 27, 2016 by Hillcar, second Ayers, motion carried 3-0 with Brager and Weissenfels abstaining.

2. **Motion** to approve the payroll checks numbered 33592 through 33970 for \$114,184.44 and claim checks numbered 33971 through 34006 for \$34,781.72 by Brager, second Preston, motion carried.

3. Clallam Transit System (CTS) Board Appointments

CTS board appointments are needed for 2017. The 2016 appointees were Council Members Weissenfels and Preston with Mayor Monohon as the alternate.

**Motion** to reappoint Council Members Weissenfels and Preston to the CTS Board with Mayor Monohon as the alternate by Hillcar, second Brager, motion carried.

4. Peninsula Regional Transportation Planning Organization (PRTPO) Appointments

The PRTPO has requested appointments from the City of Forks. Previous representatives were Council Member Hillcar with Public Works Director Hampton as the alternate.

**Motion** to reappoint Council Member Hillcar to the PRTPO and Public Works Director Hampton as the alternate by Preston, second Ayers, motion carried.

**DISCUSSION ITEMS**

1. 2016 Building Permit Report was reviewed.

**2. Microenterprise Initiative Community Development Block Grant (CDBG) Application**  
Attorney/Planner Fleck reviewed a summary of the CDBG application proposal. The grant would fund a two year micro-business development program for coastal communities from Wahkiakum to Clallam counties. Enterprise for Equity, a non-profit organization based in Olympia, would be the subrecipient of the \$250,000 grant.

Discussion ensued regarding the amount of City resources needed for the grant administration. The City would be allowed to submit administrative costs for reimbursement.

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

**Council Member Preston** stated he will miss the February 13<sup>th</sup> Council meeting due to a work assignment.

**Council Member Ayers** will attend the next Clallam County Disability Board meeting on January 17<sup>th</sup>.

**Council Member Hillcar** commended the Public Works Crew for keeping up with road issues during this inclement weather.

**Council Member Weissenfels** will attend the Clallam Transit Operations & Maintenance meeting tomorrow. She has a copy of the Clallam Transit 2017 budget available for review.

### **4. Staff Reports**

**Clerk/Treasurer Grafstrom** stated that she has been gathering documents to send to the FAA for West End Thunder's request to continue racing at the Forks Airport. She also reported that staff met to plan for the utility billing transition from billing individual tenants of trailer parks to billing the park owner through their main meter. Forks Municipal Code calls for billing the park owner, as the individual meters are owned and maintained by the parks. A meeting was held January 5<sup>th</sup> with City staff and Keven Bennett, GIS Specialist with Olympic Natural Resources Center to discuss a data collection system for land parcels within the City limits.

Council Members were reminded of an Open Public Meetings Act webinar on January 18<sup>th</sup> and the State Auditor exit conference scheduled for January 24<sup>th</sup> at 10:00 a.m.

Also, it was announced that Public Works Director Hampton recently obtained his Water Distribution Manager II certification.

**Public Works Director Hampton** reported that he has been working on plumbing repairs at City Hall. The crew has been busy sanding roads. Christmas decorations were taken down and the banners will go back up soon.

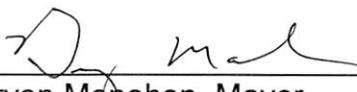
**Attorney/Planner Fleck** reported that work on the Trust Lands Advisory Committee is complete, except for the final written report due to Clallam County Board of Commissioners. He has been discussing a new route that Clallam Transit will be implementing, which will have a later return to Port Angeles. Also, he distributed a resolution as an example of State legislative priorities previously set by the City and asked Council to consider what items to include as current legislative priorities.

**5. Mayor's Report**

Mayor Monohon reported that he has completed his term on the Clallam County Board of Health and that the City of Sequim will be appointing a city representative.

**6. ADJOURNMENT**

**Motion** to adjourn by Brager, second Preston, motion carried. Meeting adjourned at 8:15 p.m.

  
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Bryon Monohon, Mayor

  
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Audrey Grafstrom, Clerk/Treasurer