

City of Forks  
Council Meeting Minutes Regular Session  
City Council Chambers  
January 14, 2019 7:30 p.m.

**PLEDGE OF ALLEGIANCE, AND CALL TO ORDER**

Public Works Director Hampton led the Pledge of Allegiance. Mayor Fletcher then called the meeting to order.

**ROLL CALL**

Council members present: Preston, Brager, Soha, Hillcar, Weissenfels, and Mayor Fletcher. Staff present: Grafstrom, Clerk/Treasurer, Rowley, Police Chief, Fleck, Attorney/Planner, and Hampton, Public Works Director.

**MODIFICATIONS/APPROVAL OF AGENDA**

Mayor Fletcher requested that Final Acceptance of the 2018 Road & Sidewalk Improvement Project be added to the Agenda as action item #5.

**Motion** to approve the agenda with the modification as stated by Weissenfels, second Preston, motion carried.

**PUBLIC COMMENTS**

Lissy Andros, Chamber of Commerce Executive Director reported the agenda for upcoming Chamber meetings: January 30<sup>th</sup> the Mayor's State of the City speech, February 6<sup>th</sup> a WSDOT update on the Elwha bridge, and February 13<sup>th</sup> the "Best of" awards.

**ACTION ITEMS**

**1. Motion** to approve minutes of the Regular Meeting held December 26, 2018 by Hillcar, second Weissenfels, motion carried.

**2. Motion** to approve the manual claim checks 123118 and 36430 for \$3,689.00, payroll checks 36431 through 36445 for \$109,200.45, claim checks 36446 through 36481 for \$239,499.98, and claim checks numbered 36482 through 36490 for \$20,027.99 by Preston, second Soha, motion carried.

**3. Peninsula Regional Transportation Planning Organization (PRTPO) Appointments**

The 2018 PRTPO representatives were Council Member Hillcar and Public Works Director Hampton as the alternate.

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

**4. Clallam Transit System (CTS) Board Appointments**

The 2018 CTS appointees were Council Member Weissenfels and Mayor Fletcher with Council Member Preston as the alternate.

**Motion** to reappoint Council Member Weissenfels and Mayor Fletcher to the CTS Board with Council Member Preston as the alternate by Soha, second Brager, motion carried.

#### **5. Final Acceptance of 2018 Road and Sidewalk Improvement Projects**

The street projects were substantially completed October 19, 2018. Devin Jackson with Jackson Civil Engineering recommends final acceptance of the work by Rognlin's, Inc.

**Motion** to authorize the Mayor to sign the Letter of Final Acceptance for the 2018 Road and Sidewalk Improvement Projects by Weissenfels, second Hillcar, motion carried.

### **DISCUSSION ITEMS**

#### **1. Storm-related Debris**

Mayor Fletcher stated that due to recent storms, the City may want to look into issuing burn permits. Similar action was taken in 2008. The first step is for Council to issue a resolution, then staff would advertise the availability of permits.

#### **2. 4<sup>th</sup> Quarter 2018 Reports**

The 4<sup>th</sup> quarter Sales and Lodging Tax, and Building Permit reports were reviewed.

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

**Council Member Preston** is currently on furlough from his position with Olympic National Park.

**Council Member Brager** reported that he has signed into his City email and has committed to regularly checking it.

**Council Member Hillcar** stated he is glad to see the stop light is fixed. He also appreciated the Public Works Crew keeping storm drains clean.

**Council Member Weissenfels** has attended several CTS meetings in the last two weeks.

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

**Clerk/Treasurer Grafstrom** noted that candidate filing week is May 13-17, 2019 for terms that expire at the end of this year. She directed Council's attention to the letter appointing Randy Lato as the City's fisheries advocate, replacing Gary Grahn. She also reported that Accounting Technician Caryn DePew's last day was December 17<sup>th</sup>. The position was posted in-house and Ginger Simons will be transferring from utility billing to accounting. She will retain the Deputy Clerk designation, which is commonly associated with either payroll or utility billing positions in other cities. The Utility Biller position is currently posted in-house and will close January 15<sup>th</sup>.

**Public Works Director Hampton** stated that work will begin soon on replacing a section of 6" main near Fern Hill Road. He also reported status of the water tank project. Road maintenance was completed. Seal welding is done and venting installed. They are currently sandblasting in preparation for the interior coating of the 750 MG tank. A meeting was held January 7<sup>th</sup> with T. Bailey, Inc., Petrochem, Gray & Osborne, and the onsite inspector.

**Police Chief Rowley** reported that a contract for electronic home monitoring is in the works. Council Member Hillcar inquired about a date for the new vehicle going back into service. Chief Rowley stated that he is awaiting a quote from Rigby's.


**Attorney/Planner Fleck** reported that he and Julie Knott with Clallam County Economic Development Corporation will attend a meeting in Sekiu with the owner of Van Riper's Resort and the DNR to assist in working out an agreement regarding the docks. He will also attend a Board of Natural Resources meeting this Friday.

**5. Mayor's Report**

Mayor Fletcher stated the Lion's Club poured concrete today to prepare for installation of the 80' flagpole at Tillicum Park. He has scheduled a meeting this Thursday for the community to gather and discuss how we can help furloughed employees. He also shared his vision for the City's property formerly owned by Forks Sand and Gravel. In addition to stormwater retention, the site could serve as another city park with a paved lighted walking trail and a fish pond. The Pacific Coast Salmon Coalition is also exploring the construction of a trail along Mill Creek.

**6. ADJOURNMENT**

**Motion** to adjourn by Preston, second Soha, motion carried. Meeting adjourned at 8:33 p.m.



\_\_\_\_\_  
Tim Fletcher, Mayor



\_\_\_\_\_  
Audrey Grafstrom, Clerk/Treasurer