

City of Forks
Council Meeting Minutes Regular Session
City Council Chambers
June 24, 2019 7:30 p.m.

INVOCATION, PLEDGE OF ALLEGIANCE AND CALL TO ORDER

Council Member Brager led the Pledge of Allegiance. Pastor Warren Johnson of the First Congregational Church led the invocation. 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, Hampton, Public Works Director, Rowley, Police Chief, and Fleck, Attorney/Planner.

MODIFICATIONS/APPROVAL OF AGENDA

Mayor Fletcher noted that a five-minute executive session is needed to discuss current or pending litigation.

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

PRESENTATION

Lissy Andros, Chamber of Commerce Executive Director recently traveled to Volterra, Italy where she met with the newly elected mayor, Giacomo Santi, exchanged gifts, delivered a City of Forks flag, and received a City of Volterra flag in return. She described her visit and presented the Volterra flag and the *Shadow of the Evening (Ombra della sera)* bronze statuette she received from Mayor Santi to Mayor Fletcher.

PUBLIC COMMENTS

No public comments were received.

ACTION ITEMS

1. Motion to approve minutes of the Regular Meeting held June 10, 2019 by Weissenfels, second Soha, motion carried 4-0 with Brager abstaining.

2. Motion to approve payroll checks 37031 through 37044 for \$58,708.55, claim checks 37045 through 37077 and EFT 060619 for \$31,820.98 by Soha, second Weissenfels, motion carried.

3. Use of City Property for the Forks Old Fashioned 4th of July Celebration

The Forks Old Fashioned 4th of July Committee has requested the use of City property to include Tillicum Park and other properties as needed for the Old Fashioned 4th of July celebration.

Motion to grant the Forks Old Fashioned 4th of July Committee use of Tillicum Park and various City properties for the 4th of July celebration by Hillcar, second Preston, motion carried.

4. Motion to approve the May 2019 Treasurer's Report by Hillcar, second Brager, motion carried.

5. Set Public Hearing Date for 2020 to 2025 Six-Year Street Plan

Motion to set a public hearing for the 2020 to 2025 Six-Year Street Plan for July 8, 2019 by Hillcar, second Weissenfels, motion carried.

6. Ordinance #643 Interfund Loan: Airport/Industrial Park Fund to Quillayute Airport Fund

Attorney/Planner Fleck stated the interfund loan would be necessary to complete the runway rehabilitation project. We may receive additional funds from WSDOT Aviation for the local match, which would reduce the amount of interfund loan needed. A timber sale would be conducted to pay the remaining balance.

Motion to approve Ordinance #643 authorizing an interfund loan from the Airport/Industrial Park Fund to the Quillayute Airport Fund by Soha, second Preston, motion carried.

7. Quillayute Airport Runway 4/22 Rehabilitation Bid Award

Attorney/Planner Fleck reviewed the bid results. The engineering firm Reid Middleton has evaluated the low bidder's proposal and has recommended awarding the contract to C.R. Contracting. Their bid amount is \$631,798.54 which includes the base bid, additives 1 through 4, and sales tax. The project will also require engineering costs of \$55,000.

Motion to authorize the Mayor and staff to award the Quillayute Airport Runway 4/22 Rehabilitation Project to C.R. Contracting by Preston, second Hillcar, motion carried.

8. Temporary Part-time File/Office Clerk Position

Attorney/Planner Fleck explained that the City had advertised for a temporary, part-time file/office clerk to help archive documents to be sent to the State archives and to organize 30–40 years' worth of building plans. The job is expected to be approximately 20–40 hours a month. There was just one applicant for the position, who will start on Tuesday, June 25 if the new position is approved by the Council.

Council Member Hillcar clarified that this action would fund the position through the end of this year, and then be reviewed in the budget process for next year and beyond.

Motion to approve the position of Temporary Part-time File/Office Clerk by Weissenfels, second Preston, motion carried.

9. Transit Center Monument Easement

Attorney/Planner Fleck reviewed the easement document which is needed to place the Gold Star Families Memorial Monument at the Transit Center. Clallam Transit has approved the easement.

Motion to approve the easement for placement of the Gold Star Families Memorial Monument at the Transit Center by Veterans of Foreign Wars Fletcher-Wittenborn Post 9106 by Preston, second Brager, motion carried.

DISCUSSION ITEMS

1. Council Member Reports

Council Member Preston has just over 13 weeks until his retirement from Olympic National Park.

Council Member Brager reminded the Council that a candidate forum would be held on Tuesday, June 25 at 6:00 p.m. at the DNR. It will include charter review candidates and three City Council candidates.

Council Member Soha installed a light on the tower at the radio station.

Council Member Hillcar requested information on the Quillayute Airport mowing. It is typically mowed after the 4th of July. In addition, he has noted that people are parking next to the new curbing on A, B, and C Streets, and feels that it should be painted red to keep people from parking in these places where the road is not wide enough to support parking.

Council Member Weissenfels attended two Clallam Transit System meetings. The first was a follow-up with the consultant and the auditor, and the second the regular monthly meeting.

2. Staff Reports

Clerk/Treasurer Grafstrom attended a Municipal Research and Services Center (MRSC) webinar regarding recent legislation that impacts public records. There were 37 bills passed with most taking effect July 28, 2019. She also attended a Department of Revenue webinar regarding the Business Licensing Service Partnership, which provides a single application process for both city and state business licenses. She stated that representatives from RMSA inspected the city property at lot 9 on Russell Road, where a fire caused significant damage. She also reported that \$5,000 in Loss Prevention Grant funds was received from RMSA. The grant funds reimbursed the cost of street crack seal equipment.

Public Works Director Hampton stated that Hoch Construction had the low bid for, and was awarded, the well house #4 reconstruction project. That project is scheduled for completion before winter. The public works crew has painted over graffiti in park restrooms. The entire crew has been preparing city streets and facilities for the 4th of July.

Police Chief Rowley just returned from a one-week vacation. He is now looking at staffing issues for the police department.

Attorney/Planner Fleck participated in a community forest discussion with The Nature Conservancy regarding their property south of Forks. He also met with the Washington Coast Marine Advisory Committee, and represented Peninsula College at Evergreen

State College's Indigenous Case Studies Institute. He noted that students from the Cornish College of the Arts in Seattle developed a concept for Forks Municipal Airport as a regional hub as part of a project on urban design and economic development. The Cornish College of the Arts is interested in continuing to work on projects in this area, similarly to the University of Washington. He attended a Department of Natural Resources settlement participants meeting. The environmental caucus is attempting to rewrite the northern spotted owl portions of the Olympic Experimental State Forest Land Plan that was adopted three years ago. He reminded the Council that a public drought meeting would be held at the Rainforest Arts Center on Tuesday, June 25 from 5:00 to 6:00 pm, with representatives from the Departments of Health and Ecology in attendance. Finally, as part of the Peninsula College faculty, he was able to present his daughter with her AA degree at the Peninsula College graduation ceremony.

3. Mayor's Report

Mayor Fletcher attended the blessing of the two buildings on Division Street that the Hoh Tribe recently remodeled, where he thanked representatives from the tribe for their efforts in refurbishing our downtown.

4. Executive Session was called from 8:25 p.m. to 8:30 p.m. to discuss current or potential litigation. Mayor Fletcher called the meeting back to order at 8:30 p.m. No action was taken.

5. ADJOURNMENT

Motion to adjourn by Preston, second Weissenfels, motion carried. Meeting adjourned at 8:30 p.m.



Tim Fletcher, Mayor



Audrey Grafstrom, Clerk/Treasurer