

City of Forks  
Council Meeting Minutes Regular Session  
City Council Chambers  
August 10, 2020 7:30 p.m.

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

Police Chief Rowley led the Pledge of Allegiance. Mayor Fletcher then called the meeting to order at 7:30 p.m.

**ROLL CALL**

Council members present (meeting conducted via Zoom): Gilstrap, Gingell, Soha, Hillcar, Weissenfels, and Mayor Fletcher. Staff present: Grafstrom, Clerk/Treasurer, Fleck, Attorney/Planner, Rowley, Police Chief, and Hampton, Public Works Director.

**MODIFICATIONS/APPROVAL OF AGENDA**

**Motion** to approve the agenda with the addition of building permits for reroofs and sheds under 400 ft<sup>2</sup> as a Discussion Item by Soha, second Hillcar, motion carried.

**PUBLIC COMMENT**

U.S. Representative Derek Kilmer was present via Zoom. He wished the City of Forks a happy 75<sup>th</sup> birthday.

**ACTION ITEMS**

**1. Motion** to approve minutes of the Regular Meeting held July 27, 2020 by Weissenfels, second Soha, motion carried.

**2. Motion** to approve manual claim checks numbered 38478 through 38480 for \$247,663.30, payroll checks numbered 38481 through 38496 for \$112,081.48, and claim checks 38534 through 38569 and EFTs as included for \$64,483.87, by Weissenfels, second Gilstrap, motion carried.

**3. Appointment of City Liaison with the Hoh Tribe**

**Motion** to appoint Mayor Fletcher as the City's liaison with the Hoh Tribe per Resolution #490 by Hillcar, second Weissenfels, motion carried.

**DISCUSSION ITEMS**

**1. 2<sup>nd</sup> Quarter 2020 YTD Reports: Profit & Loss**

Clerk/Treasurer Grafstrom reviewed the Budget vs. Actual report for the first half of 2020.

Council Member Hillcar asked for an explanation of the Governor's moratorium on utility late fees and disconnection for non-payment. Clerk/Treasurer Grafstrom explained that the City has never charged late fees, but that we have not disconnected any water service for lack of payment since February of this year. The City has yet to receive any COVID-19 relief monies from the state or federal government.

**2. 2021 to 2027 Capital Improvement Plan**

Attorney/Planner Fleck explained the Capital Improvement Plan and reviewed capital improvement plans for the next seven years. Several projects were rolled over from this

year, as the COVID-19 pandemic has prevented work on many. He hopes that the Council will discuss and take action on the Plan at the next meeting.

Council Member Weissenfels asked for clarification on a few of the projects. Rough details were explained by Attorney/Planner Fleck and Public Works Director Hampton.

### **3. Tillicum Park Sports Court**

Mayor Fletcher explained that two tennis courts at Tillicum Park would be replaced with two pickleball courts and two basketball courts. Clerk/Treasurer Grafstrom added that the City had received funding from the Lloyd Allen Charitable Trust for the new courts to replace two dilapidated tennis courts. An engineer was employed to draw up the specs and plans, and the construction portion of the job has been put out for bid with opening scheduled for Friday, August 14 at 2:00 p.m. The Lions Club completed demolition of the existing tennis courts.

Mayor Fletcher expressed his appreciation for the work the Lions Club has done on this project. Council Member Hillcar expressed his appreciation for the level of involvement in the project that the Lloyd Allen Charitable Trust has shown, and their many contributions to the community.

### **4. Changes to Building Permit Requirements**

Council Member Soha said that Clallam County does not require building permits or engineering for structures measuring 400 ft<sup>2</sup> or less, and does not require a permit to reroof a house. He would like revision of City building permit requirements to match those of the County to be added as an action item at a future meeting.

Council Member Weissenfels noted concern about observing setbacks and property lines with construction of a 400 ft<sup>2</sup> structure with no oversight at all. Council Member Soha responded that there are other rules and municipal codes that address those issues.

Attorney/Planner Fleck said he seems to remember determination years ago that roofs are one of the most critical aspects of building in Forks, and that compliance with wind loads and other aspects of building code was considered key in the decision to require a building permit. Clerk/Treasurer Grafstrom noted that it had been suggested the engineering requirement be eliminated for buildings 400 ft<sup>2</sup> or smaller with previous discussion of this matter, but went on to suggest that as plans, setbacks, and easements are reviewed with the permitting process, doing away with permits could also eliminate a crucial aspect of the process.

### **5. Council Member Reports**

**Council Member Weissenfels** said that she was sorry to hear about the passing of former police chief Ken Bryson. Work on revising the general manager's evaluation form for Clallam Transit System has progressed. They will hear from each of the managers and the union president during executive session, and the General Manager will present his own self-evaluation, at the next meeting. They should have a draft of the new evaluation form ready to present soon. She was also approached by a member of the community asking about the status of a possible lease of a small area of land at the Quillayute Airport by Verizon for a new cell tower. Attorney/Planner Fleck responded that

he had been contacted by CenturyLink regarding space for equipment to upgrade internet connectivity, but Verizon has not contacted him.

**Council Member Hillcar** reported that he had also talked to a resident of the Quillayute Prairie, who said that she had talked with Verizon's network development department, which indicated that the Quillayute Prairie would be a good site for a new tower. The City of Forks was named as one of the larger property holders. He suggested that the City might attempt to initiate discussion with Verizon.

**Council Member Gingell** asked whether a report on how much the City has spent on COVID-19, as well as how much time and effort City staff has spent dealing with COVID-19 to date, could be prepared for the next meeting. Clerk/Treasurer responded that some information has already been prepared for the various funding sources the City is considering. For example, direct expenses have been tracked for possible reimbursement by the Federal Emergency Management Agency (FEMA). Measuring staff time would be more difficult, with most of it by salaried employees. Council Member Gingell replied that any information that could be gathered would be appreciated.

## **5. Staff Reports**

**Public Works Director Hampton** reported that his crew has been busy installing a sewer cleanout at the property near the Far West Motel where an RV park will be developed, as well as a couple of water leaks. They will repair the pavement over the Calawah Way leak at the same time they do other asphalt hot patch work around town. Use of the new asphalt trailer is being held up by the inability to acquire an emulsifier product they need, likely due to COVID-19.

**Police Chief Rowley** thanked the community for their support. Several donations in the past few weeks allowed the police department to upgrade some vital equipment. The new officers have also indicated a great deal of acceptance and support from the community. He is still trying to fill open corrections positions for the jail.

**Attorney/Planner Fleck** has been trying to sort out COVID-19 funding. The application for the Community Development Block Grant allocation for utility assistance, for example, was supposed to be available months ago, but just came out on August 3 with a deadline of the end of August. Despite this, some State entities think that we have already received those monies. This was the grant that the City joined with Port Angeles on, with Port Angeles taking administrative lead.

He is also working on \$20,000 in a grant from the Federal Aviation Administration to construct barriers to public access to the Quillayute Airport and deal with a significant scotch broom infestation there. Litigation with the Department of Natural Resources continues, though much of the work has been put on hold due to COVID-19.

## **6. Mayor's Report**

Mayor Fletcher participated in the Fill the Boot event held on August 8 and sponsored by Forks Police Department, Clallam County Fire District #1, and the Ray Ellis Memorial Volunteer Ambulance Corps to raise money for the purchase of youth motorcycle protective gear. He was pleased with the turn out, and is looking forward to a second

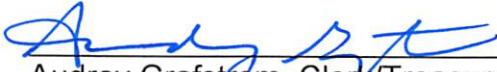
event on August 22. While the City's 75<sup>th</sup> birthday was pretty subdued, he hopes we'll be able to celebrate next year.

**ADJOURNMENT**

**Motion** to adjourn by Hillcar, second Soha, motion carried. Meeting adjourned at 8:38 p.m.



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Tim Fletcher, Mayor



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Audrey Grafstrom, Clerk/Treasurer