

City of Forks  
Council Meeting Minutes Regular Session  
City Council Chambers  
July 13, 2020 7:30 p.m.

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

Council Member Hillcar 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 as presented by Weissenfels, second Hillcar, motion carried.

**PUBLIC COMMENT**

No public comments were received.

**ACTION ITEMS**

**1. Motion** to approve minutes of the Regular Meeting held June 22, 2020 by Gilstrap, second Soha, motion carried 3-0 with Hillcar and Weissenfels abstaining.

**2. Motion** to approve manual claim checks numbered 38379 through 38380 for \$9,105.44, payroll checks numbered 38381 through 38396 for \$110,878, and claim checks 38397 through 38437 and EFTs as included for \$86,561.49 by Weissenfels, second Soha, motion carried 4-0 with Hillcar abstaining.

**3. Resolution #489 Creating a City Liaison with the Quileute Nation**

Resolution #489 would initiate a long-term commitment between the City and the Quileute Tribe. Mayor Fletcher said he will put forth a similar resolution for the Hoh Tribe.

Council Member Hillcar asked that the sentence, "*However, the liaison cannot bind the City to any obligation or undertaking without the approval of the Mayor and/or Council.*" be given greater emphasis in the resolution to prevent any unauthorized action or misunderstanding in the future.

**Motion** to approve Resolution #489 Creating a City Liaison with the Quileute Nation by Gingell, second Soha, motion carried.

**DISCUSSION ITEMS**

**1. Utility Ratepayer Assistance Program**

Clerk/Treasurer Grafstrom introduced the City's application for utility assistance, which is available on the City's website. This application is the City's response to the Governor's mandate that utility suppliers provide utility bill relief, which she hopes will be reimbursed by Community Development Block Grant (CBDG) funds. Attorney/Planner Fleck noted

that he is still trying to work through State processes for the funds. The State is currently two weeks behind in posting their rules and application for assistance reimbursement. He would like to see State relief funds used for utility assistance, and federal CARES Act funds for a business assistance program he hopes to present to Council at a future meeting.

## **2. Council Member Reports**

**Council Member Soha** reported that the locking mechanism on the flag pole at Tillicum Park had been tampered with. He encouraged Police Chief Rowley to proceed with the installation of security cameras.

**Council Member Hillcar** read from a prepared statement thanking the Council and staff for their thoughts and regards on the passing of his mother.

**Council Member Weissenfels** said that she attended the June 17 Clallam Transit System board meeting, where they dealt with routine matters. Some CTS operations suspended for COVID-19 are resuming, including The Strait Shot (Route 123). She also reported on a recent trip to California, where she found the people to be much more diligent in their use of masks and application of social distancing. However, according to reports she sees on the news, these measures don't really seem to be helping much.

## **3. Staff Reports**

**Clerk/Treasurer Grafstrom** went over the sales and lodging tax reports through June of 2020. She pointed out the fact that sales tax revenue is actually 2.5% higher than it was at the same time last year. Investigation showed that this is due primarily to the purchase of construction supplies through April, when people were still preparing for jobs that would continue after the COVID-19 shut-down. Lodging tax, however, is 28% lower than it was at this time last year. This is not unexpected given the shut-down.

She also reported that work has begun on the 2018-2019 audit, which will be performed virtually. The auditors will schedule an entrance meeting where they will go over the scope of the audit and specific areas they will examine. They will also answer any questions anyone may have. Council members are welcome to participate in the meeting, which will be held via Zoom. She will share the details once they have been decided.

**Public Works Director Hampton** reported a lot of new residential construction, including five new homes to be built through the Peninsula Housing Authority's Mutual Self-Help Program. His crew has been busy installing new water services linked to the new construction and fixing leaks. As for well #6, the new emergency well, contractors have begun pouring the foundation for the well house and installing the pump and lines.

**Police Chief Rowley** wished Attorney/Planner Fleck a happy birthday. He went on to review PenCom's call totals for the past year (7/1/2019–6/30/2020). The Forks Police Department averaged roughly 830 calls per officer compared to Port Angeles Police Department's 500 calls per officer, and recognized the diligent work of Officers Ponton and Folkner. He said that he will do some work on getting cameras in Tillicum Park during the coming week while he is covering the jail.

**Attorney/Planner Fleck** reported that the new location for the 4<sup>th</sup> of July fireworks display was much better than the arena at Tillicum Park, due to the fact that they were able to set up during the day. When the fireworks display is held at Tillicum Park, they can't begin setting up until after the demolition derby is over. If we continue with this new location in the future, tickets for seats in Spartan Stadium could be sold as a fundraiser for the school. This new location also makes larger, 6" mortars possible, which would raise the height of the display by 150 ft. Unfortunately, a miscommunication about the final location resulted in the pyrotechnicians failing to bring the larger mortars that were expected.

He noted that he continues to spend a very large amount of time in meetings to find and utilize COVID-19 relief funds. Childcare activities and the transition of the school's meal program to Concerned Citizens are a major part of current efforts. He also attended the Board of Natural Resources meeting, where he raised questions regarding a land transaction that has been part of a lawsuit with the Makah Tribe.

He then reviewed notice from Steve Gray, Transportation Program Manager, Clallam County Public Works that the Peninsula Regional Transportation Planning Organization (PRTPO) Executive Board had approved funding of \$450,000 for the Forks Multi-User Calawah River Trail Bridge & Olympic Discovery Trail Project. An additional \$300,000 in funding will come from the Lloyd Allen Trust.

#### **4. Mayor's Report**

Mayor Fletcher thanked the timber industry for keeping us supplied with building materials and for providing essential jobs on the West End. He reported that Coast Guard Station Quillayute River recently reached out with indication that they are eager to continuing discussions on Cascadia Rising preparations and possibly implementing a memorandum of understanding (MOU) with the City.

He said that he was very pleased with the new location for the fireworks display. He would like to see the same location used in the future, and would also be in support of the school selling tickets to view the display from Spartan Stadium.

#### **ADJOURNMENT**

**Motion** to adjourn by Hillcar, second Soha, motion carried. Meeting adjourned at 8:01 p.m.

  
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Tim Fletcher, Mayor

  
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Audrey Grafstrom, Clerk/Treasurer