

City of Forks
Council Meeting Minutes Regular Session
City Council Chambers
September 14, 2020 7:30 p.m.

PLEDGE OF ALLEGIANCE, AND CALL TO ORDER

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

MODIFICATIONS/APPROVAL OF AGENDA

Council Member Soha requested that building permits be added as a discussion item. Council Member Gingell requested that fluoride also be added as a discussion item. Clerk/Treasurer Grafstrom requested that a proclamation regarding Constitution Week be added to the agenda after public comment.

Motion to approve the agenda with modifications as requested by Hillcar, second Soha, motion carried.

PUBLIC COMMENT

No public comments were received.

PROCLAMATION

Attorney/Planner Fleck reviewed the proclamation and Mayor Fletcher declared September 17 through September 23, 2020 Constitution Week in the City of Forks, encouraging community members to familiarize themselves with both the U.S. Constitution and the Washington State Constitution.

ACTION ITEMS

1. Motion to approve minutes of the Regular Meeting held September 14, 2020 by Gingell, second Gilstrap, motion carried.

2. Motion to approve payroll checks numbered 38616 through 38631 for \$105,737.04, and claim checks 38632 through 38673 and EFTs as included for \$64,348.65, by Gingell, second Gilstrap, motion carried 3-0 with Hillcar abstaining.

3. Motion to approve the August 2020 Treasurer's Report by Soha, second Gilstrap, motion carried.

4. 2021 to 2027 Capital Improvement Plan

Mayor Fletcher opened the public hearing. There were no public comments. Mayor Fletcher closed the public hearing.

Motion to approve Resolution #491 Adopting the 2021 to 2027 Capital Improvement Plan by Soha, second Hillcar, motion carried.

5. Sports Court Bid Award

Clerk/Treasurer Grafstrom reviewed material in the packet regarding the Sports Court Project, which included a letter of recommendation from Jackson Civil engineering to award the contract to Interwest Construction, Inc. as the lowest responsive bidder. There was also a letter of commitment from the Lloyd J. Allen Charitable Trust for additional funds for the project.

Motion to award the Tillicum Park Sports Court project to Interwest Construction, Inc. per their bid received August 21, 2020 by utilizing funds from the Lloyd J. Allen Charitable Trust and up to \$30,000 from the City of Forks Capital Improvement Fund and/or Lodging Tax Fund by Hillcar, second Gilstrap, motion carried.

DISCUSSION ITEMS

1. COVID-19 Business Assistance Program

Attorney/Planner Fleck reviewed draft guidelines for a business assistance program utilizing CARES Act funding. The City has been allocated \$163,575 for use in mitigating the impact of COVID-19. A reimbursement request for direct costs incurred by the City in the amount of \$37,250 was submitted August 27, 2020. Under the guidelines submitted, \$100,000 would be designated for the business assistance program and further designated by the type of business and, for lodging establishments, the number of units. Council requested that other methodology be explored for awarding the funds with revisions to the program submitted for approval at the next meeting.

2. Building Permits

Council Member Soha requested that action be taken at the next meeting on changes to building permit requirements. Those changes would be for non-commercial buildings of 400 ft.² or less to require no engineering or building permit, and no permit required for reroofing.

3. Fluoride

Council Member Gingell asked that a vote regarding fluoridation of the City's water be included as an action item at the next meeting.

4. Council Member Reports

Council Member Hillcar noted that we've been seeing lots of visitors in town, but as a result traffic has been very congested. He's observed some dangerous driving by tourists and suggested that the police department increase patrols on Forks Avenue.

5. Staff Reports

Police Chief Rowley stated he's had officers on vacation, but now with the recent new hires, some shifts will be double-staffed. He reported that a corrections officer has been hired.

Attorney/Planner Fleck reported that FAA CARES Act Funds will be spent on maintenance and security at the Quillayute Airport.

Public Works Director Hampton reported that the crew has been working on the water line for the new well, painting lines, and getting things ready for winter.

6. Mayor's Report

Mayor Fletcher noted the heavy traffic from visitors. He reported that several planes landed at the Forks Airport two weekends ago. He is working with community groups to make improvements to the airport such as additional tie-downs and gates in the fencing.


7. Executive Session was called from 8:30 p.m. to 8:50 p.m. to consult with legal counsel regarding litigation and potential litigation.

The meeting was reconvened in public session at 8:50 p.m. to announce the extension of executive session until 9:05 p.m.

The meeting was reconvened in public session at 9:05 p.m. No action was taken.

8. ADJOURNMENT

Motion to adjourn by Soha, second Gingell, motion carried 3-0 with Gilstrap abstaining. Meeting adjourned at 9:07 p.m.



Tim Fletcher, Mayor



Audrey Grafstrom, Clerk/Treasurer