

City of Forks
Council Meeting Minutes Regular Session
City Council Chambers
August 24, 2020 7:30 p.m.

PLEDGE OF ALLEGIANCE, AND CALL TO ORDER

Mayor Fletcher led the Pledge of Allegiance 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 Gingell, motion carried.

PUBLIC COMMENT

Clerk/Treasurer Grafstrom read a comment from Lissy Andros regarding the recent influx of requests for visitor information packets due to the release of *Midnight Sun*. She also reported that virtual events will be held in place of the Forever Twilight in Forks Festival.

PROCLAMATION

Mayor Fletcher read the City's proclamation designating August 26, 2020 as Women's Equality Day.

ACTION ITEMS

1. Motion to approve minutes of the Regular Meeting held August 10, 2020 by Gingell, second Weissenfels, motion carried.

2. Motion to approve payroll checks numbered 38570 through 38583 for \$64,681.03, manual claim check (EFT) numbered 07232020 for \$36.00, and claim checks 38584 through 38615 and EFTs as included for \$55,856.01, by Weissenfels, second Hillcar, motion carried.

3. Motion to approve the July 2020 Treasurer's Report by Hillcar, second Weissenfels, motion carried.

4. Motion to set a public hearing for September 14, 2020 for the 2021 to 2027 Capital Improvement Plan by Hillcar, second Soha, motion carried.

5. Letter of Support for Clallam County PUD Broadband Infrastructure Grant Application to Washington State Public Works Board

Council Member Hillcar asked about Clallam County PUD's involvement in broadband. Mayor Fletcher explained that the PUD hoped to construct a new backbone to reach areas underserved and unserved by existing providers, namely CenturyLink, making it possible for local Internet service providers (ISPs) to extend broadband to these communities.

Motion to authorize the mayor and staff to send a letter of support for Clallam County PUD's grant application for a Broadband Backbone Construction Project by Soha, second Gingell, motion carried.

DISCUSSION ITEMS

1. Building Permit Requirements

Clerk/Treasurer Grafstrom reported that a survey of building permit requirements in local jurisdictions (Port Angeles, Sequim, Port Townsend, Aberdeen, Hoquiam, Clallam County, Jefferson County) had been conducted. She reviewed the results of that survey, which were included in the packet.

It was suggested that the City eliminate its requirement for engineered plans on structures from 200 ft² to 400 ft² with no heated or livable space.

2. Tillicum Park Sports Court

Clerk/Treasurer Grafstrom explained that construction bids were opened August 21, 2020. The bid results are included in the packet. Interwest Construction, Inc. had the lowest responsive bid at \$268,092. Most of the funding will come from the Lloyd Allen Trust, but with their obligation to the Calawah bridge project for the Olympic Discovery Trail, they are hoping for some buy-in from the City. This project is listed in the Capital Improvement Plan with a funding source noted as grant funds. It would also be eligible for utilization of Real Estate Excise Taxes from the Capital Improvement Fund, which allows for capital improvements to parks. That fund balance is currently \$140,000.

3. Council Member Reports

Council Member Gingell thanked Clerk/Treasurer Grafstrom for including a report on COVID-19 expenses in the notebooks.

Council Member Weissenfels has received a lot of questions from people regarding the mail-in voting. Attorney/Planner Fleck explained that ballots that are mailed in must be postmarked by the last official day of voting. Ballots can also be dropped in the box at City Hall up until 8:00 p.m. on the last official day of voting. Ballots returned in ballot boxes are picked up periodically through the last official day of voting and always under dual control. Ballots are counted by the County in Port Angeles.

5. Staff Reports

Clerk/Treasurer Grafstrom reported that the 2018-2019 audit with the State auditor is ongoing, and going well thus far. The notice of lodging tax funding availability has been posted in the Forks Forum, and e-mailed to past awardees. Applications are due September 23. Today she completed the Joint Legislative Audit & Review Committee (JLARC) report on how lodging tax funds were received and spent. The one-year anniversary of the water tank rehab project is coming up, so she has been working with Public Works Director Hampton and the engineer on scheduling the one-year inspection.

Public Works Director Hampton stated that only the .75-MG tank will be drained this year for work to repair divets, and that draining of the 1-MG tank can be put off until the two-year inspection. Work on digging the new water line for the emergency well has been

going well except for interruptions presented by leaks elsewhere. Today they began running the power for the new well.

Police Chief Rowley thanked the community for their show of support for the officers at the August 21 rally this past weekend, and their continued support.

6. Mayor's Report


Mayor Fletcher reported that the ten fires caused by lightening strikes during a recent storm are now 85% contained. He participated in the August 21 rally to show support for local law enforcement, EMS, and military. He was happy to see such a good turnout for something he feels is positive for our community.

ADJOURNMENT

Motion to adjourn by Weissenfels, second Soha, motion carried. Meeting adjourned at 8:34 p.m.



Tim Fletcher, Mayor



Audrey Grafstrom, Clerk/Treasurer