

City of Forks
Council Meeting Minutes Regular Session
City Council Chambers
October 12, 2020 7:30 p.m.

PLEDGE OF ALLEGIANCE, AND CALL TO ORDER

Public Works Director Hampton 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): Gingell, Gilstrap, 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

There was no public comment.

ACTION ITEMS

1. Motion to approve minutes of the Regular Meeting held September 28, 2020 by Weissenfels, second Soha, motion carried.

2. Motion to approve payroll checks numbered 38723 through 38740 for \$109,858.61, claim checks 38741 through 38774 and EFTs as included for \$59,432.77, and travel checks numbered 3584 through 3588 for \$1,259.20 by Gingell, second Soha, motion carried.

3. Reappointment of Bruce Guckenberg to the Clallam County Opportunity Fund Board
Bruce Guckenber's current term on the Opportunity Fund Board expires December 31, 2020. He is willing to serve another three-year term.

Motion to recommend to the Clallam County Commissioners that Bruce Guckenber be reappointed to the Opportunity Fund Board by Hillcar, second Weissenfels, motion carried.

DISCUSSION ITEMS

1. 3rd Quarter 2020 YTD Reports

a. Jail Statistics

Police Chief Rowley reviewed third-quarter jail statistics noting that numbers were low due to booking restrictions associated with COVID-19. Those restrictions have been lightened, allowing the jail to again accept contract holds and roughly doubling the jail population. The new corrections officer, Ryan Johansen is doing well.

b. Sales & Lodging Tax Receipts

Clerk/Treasurer Grafstrom reviewed sales and lodging tax receipts, reporting a sizeable jump in sales tax receipts for September due to the fact that a particular vendor had been mistakenly reporting to the County rather than the City. Their amended returns are the reason for the spike.

Lodging tax receipts are bouncing back. With September's receipts included, we are now approximately 37% behind last year's receipts. It should be noted, however, that last year was a record-breaking year in terms of lodging tax.

2. Draft Ordinance Regarding Exemption for Building Permits

Attorney/Planner Fleck reviewed the draft ordinance, which was checked by Public Works Director Hampton for compliance with the International Building Code (IBC) and International Residential Code (IRC). He noted that the change would have applied to only two projects for which building permits were issued in the past six years.

Council Member Hillcar asked how the City would come to know of changes in use for structures initially exempt from a building permit in accordance with this amendment to the Forks Municipal Code. Attorney/Planner Fleck said that one way would be when people came to him to inquire about zoning if they were thinking of turning a backyard shed into an overnight cabin, for example. Other ways would be Public Works crew noticing changes as they drive around town as part of their daily and monthly duties, as well as inquiries from neighbors questioning new activity.

Council Member Soha asked whether eaves would be included in the prescribed square footage. Attorney/Planner Fleck said they are not. Language will be changed to specify square footage of the structure's "footprint". He would also like "less than ten feet" and "less than 24 inches" to be changed to "ten feet or less" and "24 inches or less", respectively.

3. Council Member Reports

Council Member Gingell

Council Member Gingell has had conversations with people around town regarding the cost of the sports court project.

Mayor Fletcher responded that while the Forks Lions Club did volunteer their time to remove the old tennis courts, the City is bound by certain guidelines with regard to volunteer.

Clerk/Treasurer Grafstrom went on to explain that the offer from the Lions Club was not on a completely volunteer basis, and the City is limited in what it can pay to a community service organization for public work projects. The project was designed similarly to the Sequim pickle ball courts, with input from the Lloyd Allen Charitable Trust, which is providing nearly all of the funding for this project.

Council Member Soha

Council Member Soha reported that the Forks Lions Club delivered 41 loads of firewood to members of the community last weekend.

Council Member Weissenfels

Council Member Weissenfels said that neighbors have reported young kids riding unlicensed motorcycles and ATVs on public roads. She went on to say that people know who the kids are, and wondered if parents had been contacted.

Attorney/Planner Fleck responded that people rarely provide names when reporting such activity to the City or police department. Police Chief Rowley noted that he has instructed his officers not to chase these kids if they run. It's just too dangerous. Further, offenders have to be of a certain age to be given an infraction. If the child is too young, then all the police officers can do is seize their vehicle and require the parents to pay to get it back, and that is assuming the child stops when requested to do so by police.

She went on to thank the Lions Club for its firewood deliveries, noting that she personally knew of one recipient who had just received a load and was ecstatic about it.

4. Staff Reports

Clerk/Treasurer Grafstrom reported that the City has received reimbursement for COVID-19 expenditures from the Department of Commerce in the amount of \$37,250.41. The approximately \$126,000 remaining from that grant will be used to provide assistance to local businesses struggling with COVID-19 restrictions. An ad for the program ran in the October 8 edition of the Forks Forum, but no applications have been received to date.

The audit is complete. The exit conference was held on October 7. This audit was actually three audits—an accountability audit, a financial statement audit, and the federal single audit. The good news is that there were no findings. The bad news is that it cost the City \$30,000. The amount of the Quillayute Airport pavement project will trigger another federal single audit next year.

She further reported that the City was approved for an RMSA Loss Prevention grant in the amount of \$6,260 that will be used for the camera security system at Tillicum Park.

She informed Council of an opportunity for free training from Jurassic Parliament on Robert's Rules and parliamentary procedure courtesy of the Port Angeles City Council. They will be holding a special meeting at 5:00 p.m. tomorrow (Tuesday) for this training that will be broadcast via YouTube and open to the public because they will have a quorum.

Public Works Director Hampton

Public Works Director Hampton reported that they picked up the three new Toyota Tacoma pick-ups leased from Enterprise today, and that the Ford F550 is being shipped to Oregon for outfitting. He hopes to receive it before the end of the year. His crew is still working on the water line for well six, and work is progressing slowly due to interruptions for water leaks and meter reading. They are also helping with removal of poles and lights in preparation for work to begin on the sports courts.

Police Chief Rowley

Police Chief Rowley cautioned everyone to slow down and drive safely as we head into rainy and icy winter conditions.

Attorney/Planner Fleck

Attorney/Planner Fleck reported that he is still working on fulfilling public records requests, and with the City's risk pool regarding potential litigation. He sat in on one of the County Commissioners' discussions about filling the soon-to-be-vacant District Court II judgeship. The Commissioners are quite adamant about filling the position quickly.

He has also been having discussions with individuals who have recently relocated to the community and are now in need of broadband access not available at their rural remote residences. He is working on agreements to rent out space in, and broadband access from, the conference room at the ICN building to these individuals on a so-many-hours-per-week basis.

He will be helping to facility an economic sustainability workshop on the forest resources sector hosted by the Washington Coast Marine Advisory Council on December 10 via Zoom. He also met with a group involved with Master Planning at the Quillayute Airport, and met with a consultant on Shoreline Management Plan adoption.

5. Mayor's Report

Mayor Fletcher encouraged anyone who has not yet responded to the census to do so as soon as possible. An accurate representation of our community is vital to a variety of matters from federal funding to the positioning of political boundaries. He looks forward to a new District Court II judge being sworn in, and is pleased to see the City's vision for the ICN building coming together.

Over the weekend he helped the Lions Club deliver firewood and repair a roof.

6. ADJOURNMENT

Motion to adjourn by Soha, second Gingell, motion carried. Meeting adjourned at 8:28 p.m.



Tim Fletcher, Mayor



Audrey Grafstrom, Clerk/Treasurer