

City of Forks
Council Meeting Minutes Regular Session
City Council Chambers
September 28, 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): Gingell, Soha, Hillcar, Weissenfels, and Mayor Fletcher. Absent: Gilstrap. Staff present: Grafstrom, Clerk/Treasurer, Fleck, Attorney/Planner, Rowley, Police Chief, and Hampton, Public Works Director.

MODIFICATIONS/APPROVAL OF AGENDA

Council Member Gingell requested that the issue of fluoridation be added to the agenda as an action item. After some discussion, it was determined that procedurally, fluoridation could be added as a discussion item.

Motion to approve the agenda with the addition of fluoridation as a discussion item by Weissenfels, second Hillcar, motion carried.

PUBLIC COMMENT

Lissy Andros, Chamber of Commerce Executive Director submitted a written comment which was read into the record. In her comment, she reported on the success of the Forever Twilight in Forks virtual fan gathering. She also invited Council Members to visit the new and enhanced exhibits at the Forever Twilight in Forks Collection. She further stated that the Chamber of Commerce continues to help local businesses find funding resources during this COVID-19 crisis.

PROCLAMATION

Clerk/Treasurer Grafstrom reviewed the proclamation and Mayor Fletcher declared October 2020 Resilience Awareness Month in the City of Forks, encouraging community members to become informed about adverse childhood experiences (ACEs) and their impact on development and long-term health outcomes, to integrate resiliency principles into their everyday work and practice, and to support the work of the Clallam Resilience Project.

Minnie Whalen of the Clallam Resilience Project thanked the Mayor and Council for their support of the proclamation providing outreach, and United Way of Clallam County for their general support of the Project, and briefly explained the work of the Clallam Resilience Project and the resiliency resources they offer.

ACTION ITEMS

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

2. Motion to approve payroll checks numbered 38676 through 38693 for \$65,743.43, and claim checks 38694 through 38722 and EFTs as included for \$100,454.29, by Gingell, second Soha, motion carried.

3. COVID-19 Business Assistance Program

Clerk/Treasurer Grafstrom reviewed revised guidelines for the City's COVID-19 Business Assistance Program, noting that after speaking with some local business owners she would like to change the amount of loss required for application from 25% to 20%.

Council Member Gingell asked that having been in business for at least one year be removed as a qualification. The guidelines will be rewritten to say that priority will be given to those that have been in business for at least one year.

Motion to authorize the Mayor and staff to implement a COVID-19 business relief program with revisions as presented by Hillcar, second Gingell, motion carried.

DISCUSSION ITEMS

1. Signal Peak Timber Sale

Attorney/Planner Fleck explained that due to favorable market conditions the City has decided to proceed with a timber sale on land adjacent to the Quillayute Airport. Proceeds from this sale will be used to repay the loan for the City's match for the FAA pavement maintenance grant. Bids will be opened at 4:00 p.m. on October 23.

2. Building Permit Revisions to Forks Municipal Code

Mayor Fletcher explained that any amendment of the Code would require an ordinance, and therefore allowing preparation time for City staff may put any final action on this out at least several meetings.

Attorney/Planner Fleck reported on discussions he had with a representative from the State Building Code Council, an organization created by the legislature to provide independent analysis and objective advice on state building code issues.

a. Storage structures under 400 ft²

Attorney/Planner Fleck said that reducing the square footage for which a building permit is required for an unheated building used solely for private storage is something the City can do, but there is a process involved.

Council Member Soha would like to see the County's requirements regarding permits for smaller buildings adopted.

Council Member Hillcar pointed out the recent trend of containers and tiny buildings being converted to living space for homeless populations without the usual permitting. He feels that this is something the City needs to consider and address if any changes are to be made. Attorney/Planner Fleck responded that changes must include a permitting and inspection process when the purpose of a small structure is modified to living or commercial space.

b. Reroof

Attorney/Planner Fleck said the International Residential Code (IRC), upon which the City's code is based, requires a permit for a reroof. Any effort to modify the City's code would need the approval of the State Building Code Council.

Council Member Soha would like to have the fee for a reroof permit for a primary residence changed to a flat rate.

3. Fluoride in the City Water Supply

A vote on the issue of fluoridation—whether it will be resumed or not—will be scheduled for the October 26 meeting with public notice via the agenda, which is posted on the City's website and released to the media the Friday before each meeting.

4. Council Member Reports

Council Member Weissenfels reported that a member of the community had contacted her regarding issues with the census. Attorney/Planner Fleck suggested that people try to respond again online, or to respond via the census taker. There have been a number of difficulties with this census.

5. Staff Reports

Clerk/Treasurer Grafstrom

The audit is nearly complete. It has gone well and she noted that our auditor is the most thorough she has ever dealt with. The period covered by the audit included a number of difficult and complicated projects. The exit conference is scheduled for Wednesday, October 7, 2020 at 9:30 a.m.

She's had several meetings over the past two weeks, including a pre-construction meeting with the engineer and Interwest regarding the Tillicum Park sports court, a coordination meeting for the water tank one-year inspection, and an online meeting with the Olympic Region Municipal Clerks Association (ORMCA). She was the only Clerk working from the office. All other offices remain closed due to COVID-19. She also attended a 2-day Washington Finance Officers Association (WFOA) conference via Zoom. The conference gave her some new ideas, as well as affirmation regarding several of the city's accounting procedures.

The 2020-2021 budget is going to be the most challenging ever. The consumer price index that will be used is 0.9%. The cameras for Tillicum Park have been ordered. She suggested that we wait to schedule a joint meeting with the Clallam County Commissioners until COVID-19 restrictions for in-person meetings are lifted.

Public Works Director Hampton

The Public Works crew has been fixing leaks. The water tank inspection was today. There were a few rusty spots that need to be fixed. Some touch-up work that they did in the rain will have to be fixed before the tank can be filled again, but we do have some good weather coming.

Police Chief Rowley

Chief Rowley reported that the police department has begun efforts to get juveniles riding unlicensed motorcycles from public streets to safer environments. They are cracking down on those who ride illegally on the public streets and highway. A new corrections officer has been hired, and he hopes to fill a couple more positions soon.

Attorney/Planner Fleck

Attorney/Planner Fleck was part of a discussion with Representative Kilmer and two discussions with County Commissioner Mark Ozias on the importance of the census and the need to get more people to respond. The City of Forks has only just reached a 50% response rate, which is much lower than the County's response rate as well as the 2010 rate. Much effort has been made to encourage response as the accuracy of the census is vital not only for the allocation of federal funds, but also in setting political boundaries for the election of public officials.

The Washington Coast Marine Advisory Council will be hosting some economic resiliency workshops beginning in November. The topics and dates should be finalized this week. The City and the Clallam County Community Broadband Team will be hosting a public broadband discussion on October 21. He and the Mayor have been working on a list of local businesses and organizations that will be invited to participate.

He has been receiving complaints about juveniles riding unlicensed motorcycles and ATVs on the road, particularly in the area behind the Assembly of God Church and up Calawah Way. People are asking for explanations of what the City can and cannot do, and what they as individuals can and cannot do, so he is preparing for a Zoom meeting on that. Council Member Hillcar noted that RCWs have given individuals more power than they used to have, and suggested that individuals take pictures that could be used by law enforcement when they see infractions taking place.

6. Mayor's Report

Mayor Fletcher stated that he finds working with efforts to get broadband connectivity into the community immensely rewarding.

7. Executive Session was called from 8:48 p.m. to 9:05 p.m. to consult with legal counsel regarding litigation and potential litigation.

8. ADJOURNMENT

Motion to adjourn by Soha, second Hillcar, motion carried. Meeting adjourned at 9:06 p.m.



Tim Fletcher, Mayor



Audrey Grafstrom, Clerk/Treasurer